

March 1, 2006 Minutes **Town Village Merger Task Force**

Present: Steve Carter, Nick Heyniger, Wittie Lynn, Susan Inui-Kelly, David Schwartzman, Jan Noskey, Mark Curran, Paul Highberg, Candace Coburn

1. Candidate update: Two candidates declaring - Cary Hollingsworth and Candace Coburn.

If you are a Village resident, please make sure you attend the Village Meeting on March 21<sup>st</sup> and vote! If you know any residents, please encourage them to attend and vote.

2. Jan Noskey reviewed her report that matches up fears identified with results in the Merger Report. Good start and Jan will email the finished report.

3. Paul Highberg discussed that he has begun the steps to build a web site. He has spoken with Mike Skuro. I spoke with Mike also, and we will be getting this up and going in the near future.

4. Steve passed out the headings of the Merger Plan – assignments were sent in a 3/17/06 email to everyone.

5. Nick requested a time line – we will work on this once we know the outcome of the Trustee meeting. Should current Trustees not be in favor of bringing the Merger to a vote there will not be any point in meeting on a weekly basis.

6. Chairs of the four committees, Community Identity, Merger, East End and Conservation met this past Tuesday with Tom Debevoise. Good meeting – it is our hope to get assistance with the writing of the survey. One suggestion is to contact the Snelling Center for Government at UVM. It is very possible that Community Identity and East End will include 1 or 2 questions should a survey be mailed and they will assist with the pulling together of the info.

Next meeting –

Wednesday, March 22<sup>nd</sup>, 5:00 pm at the Rhoda Teagle Library.



## March 22, 2006 Minutes **Town Village Merger Task Force**

Present: Bruce Gould, Steve Carter, Paul Highberg, Sally Shane, Nick Heyniger, Wittie Lynn, Susan Inui-Kelly, Tom Rutkowski, Candace Coburn,

1. Candidate update: Discussed the Village Meeting and the clear message that was sent by the voters. When Jeff Kahn asked for the show of hands on the parking moratorium and affordable housing, it was very clear where the vast majority – almost unanimous – stood. Sally Shane discussed having the official bodies (Trustees and Selectboard) behind the merger. Bruce Gould stated that he feels the Selectboard would put the merger to a vote but he could not say if it was unanimous.

Nick had this great quote: “ There go my troops and I must follow them for I am their leader”.

2. Web site. Paul has a great start on this effort. Discussed the logo and other options. Wittie has since emailed enhancements of the logo ideas. Paul has stepped up to serve as site manager. We brainstormed the best and most efficient way to get info onto the web site and came up with:

- Paul to email to Candace any proposed info – in the beginning this will be substantial.
- Candace will in turn forward to the committee as soon as she receives.
- Committee members have 3 days to look at the proposed info and reply to Candace.
- Candace to pull all reply’s together and email back out a final revision within 2 days.
- Paul to then post.

3. Reviewed the writing of the merger plan. Steve will take on the section assigned to Corwin – Thanks, Steve.

4. Nick gave a pamphlet update. After receiving reply’s, Nick will now streamline and produce draft #2. Use new logo?

5. Timeline:

Monday, April 10<sup>th</sup> : All assigned merger plan sections should have emailed their writings to Steve Carter.

Wednesday, April 12<sup>th</sup>: Steve to present first draft of the plan.

Wednesday, April 19<sup>th</sup>: Pamphlet preview – draft #2

Wednesday, April 19<sup>th</sup>: Web site preview. (Paul away the next 2 weeks)

Agenda for March 29, 2006 meeting: I don’t have much, just what we postponed from last week (maybe we can talk about the candidate update for old times sake):

1. Wittie : Starting the survey

- Byron – still have you listed for trying to get us copies of old surveys if you can.

March 29, 2006 Minutes **Town Village Merger Task Force**

Present: Jan Noskey, Steve Carter, Sally Shane, Nick Heyniger, Wittie Lynn, Susan Inui-Kelly, Tom Rutkowski, Candace Coburn

1. Wittie presented more logo options. Great ideas and we are honing in on this!
2. Discussed the other committees and the possibility of including survey questions from the other committees.
3. Worked on what the logo would say – came up with
  - a. One Voice, One Community
  - b. One Community, Moving Forward
  - c. One Community, Together
  - d. Moving Forward TogetherWe decided on Town Village Merger – Moving Forward Together

1. Discussed the survey – the point will be how do you feel about certain issues, and not necessarily if you want a merger. Susan brought up – “how are we going to use the info? And what is it we want to find out?”.
2. Wittie asked Corwin to meet with her on the input of possible questions.
3. Sally said she would contact the Snelling School at UVM.

April 12, 2006 Minutes **Town Village Merger Task Force**

Present: Jan Noskey, Steve Carter, Sally Shane, Nick Heyniger, Mark Curran, Wittie Lynn, Byron Kelly, Susan Inui-Kelly, Candace Coburn

1. Reviewed the logo work in progress. Wittie again had several great options. We came up with one more idea, that of two puzzle pieces. I spoke with Laurie Chester to see if Wild Apple's graphic artists might still have what they used for this same idea on the Union Arena mailing, but she believes it was deleted a while ago. While I'm on it, I also asked if Wild Apple could help with the printing of the brochure. Unfortunately she doesn't think so as they are launching a new division to their business and are straight out. But she did say I could ask again when the time is closer to see if they might have the time.
2. Reviewed the first draft of the plan. All in all, looks very good – mentioned that Phil Swanson had taken a look at it. One point brought up is that we need a copy of the current Town Charter so we may compare the two. Steve Carter volunteered to get this. We edited some of the wording to better reflect specifics in Woodstock as the document used was for Northfield. Steve will also send out the plan as an attached document. Going through the plan was an excellent exercise and all are encouraged to take the time to study this next draft. It is important that we know and understand the basic foundations.
  1. Sally contacted the Snelling School and also the league of Cities and Towns regarding the survey. Was given these suggestions-
    - Keep the survey to about 10 questions.
    - Have the answers be based on emotions – for example
      - a. I feel the best about this issue
      - b. I feel better about this issue
      - c. I don't feel good about this issue

THIS WEDNESDAY'S MEETING (APRIL 19<sup>TH</sup>) WILL BE AT THE TOWN HALL, 5:00 PM

Upcoming agendas:

April 19<sup>th</sup> Pamphlet - 1<sup>st</sup> Draft Review

April 26<sup>th</sup> – Very sorry, but I will not be able to meet – we had Web Site on the agenda – Maybe possible to change the meeting to Thursday? If not, possibly move the Web site review to May 3<sup>rd</sup> and the next Merger Plan review to May 10<sup>th</sup>.

## April 19, 2006 Minutes **Town Village Merger Task Force**

Present: Sally **Shane**, Nick **Heyniger**, **Wittie Lynn**, Paul **Highberg**, **Candace Cobum**

NO MEETING NEXT WEEK - 4/26 ALSO - MEETING LOCATION IS NOW AT THE TOWN HALL EVERY WEEK.

1. Reviewed the logo work in progress. Finalized the logo and Paul will place it in the web site. Paul handed out what is currently placed in the site.
2. Nick referred Sally to new lead for the survey - the **UNH** Survey Center.
3. Reviewed the second draft of the pamphlet.
  - a. Discussion on the format of the brochure - one page, folded **in** thirds - or two pages folded in half- or on 8 1/2 by 14 folded in thirds? We decided to let the information drive the format.
  - b. We went through line by line and worked to reword each point to be made in a positive way. Nick will go back to the drawing board and prepare draft #3. Wittie requested that Nick email the third draft to her and she will begin to place it in a brochure format rather than a word document. At the next review, we will look not only at content but also at design. Thanks, Nick - great job. And thanks to Wittie for taking on yet another job.
  - c. **\*\*** We didn't discuss this, but Nick - could you please email Paul the third draft also? Paul - please try to incorporate the concept of positive where you can in the Web Site. This might speed along the review on May 31 - thanks.
4. Sally, in speaking with people involved with the **Stowe** merger, brought the great suggestions that a Village committee be formed that would meet for one full year after the merger to ensure that all is smooth and "no balls are dropped". Also that they had a large community gathering and had a ceremonial presenting of keys. Two great ideas that we'll need to remember.

Upcoming agendas:

Web site review May 31<sup>st</sup>

Merger Plan - draft #2 May 10<sup>th</sup>.

Pamphlet - 3<sup>rd</sup> draft review May 17<sup>th</sup>

NO MEETING MAY 24<sup>th</sup>