

Town of Waterloo Comprehensive Plan  
Steering Committee Meeting 5  
October 2, 2014

1. All Committee members were present with the exception of Tim Luce, Joanna Bruch and Colby O'Brien.
2. A motion was made by Bob Rodger, seconded by Mike Smith to approve the minutes of the July 15th meeting. Passed unanimously.
3. All future meetings will be at 6:00PM and will be posted on the website.
4. Connie Sowards stated that Pat Nicoletta is working on the infrastructure assessment; a table-of-contents was reviewed so the committee could see what will be included in the report. The Public Utilities (#E under Proposed Conditions) refers to things like fiber optics and internet availability, which are important to residents.
5. Regarding the question of collaboration with the Village, Connie Sowards stated that efforts to collaborate are underway. A further discussion followed on the process for a joint survey, and what would benefit both the Town and the Village. Will we be sitting down with their committee? Diana Smith suggested that to expedite completion, drafts should be transmitted back and forth; but that each party would have final review and approval. The Village's focus on energy requires that specific questions concerning energy use and green initiatives be added. Jim Cleere asked if we had any idea when their survey questions will be ready. MRB Group will do all possible to facilitate a quick turn-around. The committee unanimously expressed concern about the length of the survey. Also discussed was method of getting survey to residents – via both mail and website. It will be labeled the "Waterloo Community Survey."
6. The next order of business was the discussion of the sample questions. Each section was reviewed extensively and the committee offered suggestions. A discussion was held concerning inclusions in the survey of what the community might call "hot buttons". Certain committee members felt that they could possibly overshadow the other community concerns and skew the results of the

survey. After a lengthy discussion, it was decided, on a vote of 5-2, to omit survey questions that trigger emotional responses rather than more helpful opinions.

7 Jim Cleere suggested that MRB Group look over the sample questions, incorporate all of the suggestions as much as possible, consolidate and eliminate redundancies, and provide a revised draft for committee review, showing the format that will go to the public. A short subsequent meeting will allow the committee to finalize their portion of the survey questions.

8 Carl Altimari brought in some material from the Department of State seminar he attended regarding zoning and planning. Did not think it belonged in the Comprehensive Plan, but felt it would be helpful to planning and zoning discussions. He gave it Connie Sowards.

9. The next meeting date will be October 21<sup>st</sup> at 6:00PM in the Board Room at Town Hall.

10. Motion made by John Butlak, seconded by Mike Smith to adjourn meeting.