

DRAFT
STEERING COMMITTEE
February 20, 2007

Attendees: Mayor Hsueh, Council President Geever, Council Vice President Kleinman, Planning Board Chairperson Gardner, Township Attorney Mike Herbert (Advisor), Representatives from Hillier Architecture: Bradley Walters, Anish Kumar, Business Administrator: Chris Marion, Director of Community Development: Pat Ward, Township Clerk, Sharon L. Young.

- Focus of the meeting today is the Thursday 2/22 charrette to be held at the Hyatt.
- Presentations to be 30 minutes.
- Mayor and Elected officials to circulate the room and listen.
- Mayor invited State and County Officials and will introduce them if present.
- Questions will be addressed at the end of the workshop.
- Hyatt providing half of the Regency Ballroom and the foyer.
- 34 round tables will be setup with each table having an assigned number.
- Each table seats 10-12 people.
- 110 rsvps as of 2/20.
- Hillier to provide the computers and projector – Township does not have any audio or visual needs for the meeting.
- One hour will be provided for table discussions and then each table will select a speaker who will come forward and address the table's issues and suggestions.
- Each table will be given no more than five minutes to present their information.
- Each point presented will be written down and projected on the screen to avoid repeats.
- Additional questions at the end of the evening or by resident that did not attend can be written down and give to Hillier representative at the meeting or mailed in where then can be posted on the website with a response.
- In the foyer will be three tables and six chairs for greeters that will give attendee an index card, worksheets, and one green and one yellow sheet. Each of the colored sheets of paper will have questions on them for the individual to respond to and return to a representative by the close of the workshop.
- Green and Yellow forms will also be available on the website.
- Pink sign-in sheet and pens available at each table.
- Index card for name, address and contact information.
- Mr. Hillier to explain the worksheet process.
- Each table to prioritize their goals, add or delete objectives, prioritize objectives, list the project priorities and provide notes and additional comments on the worksheets supplied.
- Color cards will be used to associate the cards with a subject matter of the experts. Cards can be raised to have an expert come to the table.
- Maps will be available at each table. Landmarks will be highlighted.
- The map should be used to make notes and write down suggestions. The maps will be collected at the end of the evening.

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- Other maps available: Contamination Map, Public Property Map, Land Use Map, Environmental Map and a map for Parking and Circulation.
- Name tags will be provided.
- At the end of the workshop goals should be recognizable by each table and there should be a clear sense of the expectations of those who attended the workshop
- Private capital to build infrastructure should be discussed at the workshop. This should be a clear message delivered at the workshop.
- Outreach: Banner at arboretum, and at train station, letters to the editor, articles in newspaper, postcard mailed to residents, flyers handed out at the train station, Flyer distributed to K-5 students, and Chamber of Commerce distributed flyers.
- Posters need to be distributed throughout the Township.
- Meetings will be taped and re-broadcasted. Presentations at the beginning by the experts and later by each table will be more focused. The work session portion will show shots of individual working as groups to capture the dynamics.
- Hillier to contact Jamie Watson to have him come in and preview the area prior to the evening of the event.
- The finished tape of the workshop should have each portion of the meeting segmented. Bradley Walters, Linda and Heidi to review and make decision on tape format.