

TOWN OF BETHLEHEM
BETHLEHEM 20/20 ADVISORY COMMITTEE
February 27, 2009 Meeting Record
Elsmere Fire Station, Poplar Drive
7:30 – 9:15 a.m.

Members Present:

Terri Egan, Co-Chair, Kenneth Ringler, Co-Chair, Steve Baboulis, Keith Bennett, James Blendell, John Clarkson, Steve Coffey, Joanne Cunningham, Cathy Griffin, Terry Hannigan, Susan Hager, Dick Kotlow, Jim Lytle, John Piechnik, Ted Putney, Pam Robbins, Brian Stenson, Bob Verstandig, Jr., Bob Ward,

Members Absent:

Mort Borzykowski, Peter Conway, Lisa Evans, Patty Salkin, Christo Zemerling

Town Staff Members Present:

Supervisor Cunningham, George Leveille, Suzanne Traylor

1) **Co-Chair Report**

- **February 13, 2009 Meeting Record:** The draft meeting record was approved without further amendment.
- **Follow-up on action items:** Co-Chair Egan reported that the action items from had been completed.
- **Other:** No other business was reported.

2) **Report of the Communications Sub-Committee**

Sub-committee chair John Piechnik reported that two of the three channel 18 20/20 programs videos have been taped and are starting to air. The third will be completed shortly. He also reported that the committee was in the final stages of preparing the outreach presentation that would be used by community speakers. The committee was hoping to complete its presentation schedule by mid-March.

3) **Discussion of Key Survey Questions**

Pam Robbins led a lengthy discussion of the entire survey instrument, which had been distributed to the members, many of whom took the opportunity to complete the survey. More than thirty comments and suggestions were recorded and the general sense of the committee was that the survey was nearing final form. Pam indicated that the sub-committee would be meeting in the next couple of weeks to finalize the instrument with the benefit of the full committee's input and would prepare for its distribution.

4) **Finalize SWOT Results and 2020 Vision Statement; Review of Revised Guiding Principles**

George Leveille briefly reviewed the revised draft recommendations framework that had been circulated to the members. The revised document reflected comments received at the February 27 meeting as well as the streamlined fiscal responsibility language suggested by Susan Traylor and Jack Cunningham. The members were reminded that the recommendations/actions items section of the report would be discussed in much greater length at an upcoming meeting of the committee. Also,

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it was agreed that the SWOT results were really intended to be background material designed to assist the committee in developing recommendations, and that they would not be prominently displayed in the committee's final report.

5) **Public Meeting Date and Agenda**

Co-Chairs Ringler and Egan determined that, due to the lengthy discussion on the community survey, the meeting was running late and suggested deferring this agenda item until the March 20 full committee meeting. They did encourage a discussion of the proposed date and the committee agreed that Wednesday, April 22 would be an appropriate date to convene the meeting. Although the schedule would be tight, it was anticipated that the results of the community survey would be known and could be reported as part of this meeting agenda.

Action Items

- a. Committee members were asked to prepare for a discussion at the March 20 meeting of opportunities for improved services including consolidation, shared services, and other forms of efficiencies would be scheduled for a subsequent committee meeting.
- b. Staff was asked to revise the master schedule to reflect the changes made at this meeting and to post the revised schedule on the Town's web site.
- c. Staff agreed to provide a status report to the Town Board at its March 25 meeting.

Next Meeting:

Friday, March 20, 2009, Elsmere Fire Station, 7:30 – 9:15 AM

To submit comments and questions, contact:

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