

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

**Members Present:**

Terri Egan, Co-Chair, Steve Baboulis, James Blendell, John Clarkson, Cathy Griffin, Peter Conway, Lisa Evans, Terry Hannigan, Susan Hager, Dick Kotlow, John Piechnik, Ted Putney, Pam Robbins, Brian Stenson, Bob Ward

**Members Absent:**

Keith Bennett, Mort Borzykowski, Steve Coffey, Joanne Cunningham, Jim Lytle, Kenneth Ringler, Co-Chair, Patty Salkin, Bob Verstandig, Jr., Christo Zemerling

**Town Staff Members Present:**

Supervisor Cunningham, George Leveille, Suzanne Traylor

1) **Co-Chair Report**

- **February 27, 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 February 27 had been completed.
- **Other:** No other business was reported.

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

Sub-committee chair John Piechnik reported that the committee was in the final stages of preparations for meeting with community organizations. He reviewed the outline of the situation analysis that would provide background information on 20/20. Based on the timing of the community survey, he indicated that presentations would begin during May.

3) **Report of the Community Survey Committee**

Sub-committee chair Pam Robbins indicated that the final version of the survey was completed and the only remaining thing to do was to finalize a cover letter from Supervisor Cunningham. She expressed about the timing of the survey and the potential that it could conflict with some office priorities. The final logistics need to be worked out. Dick Kotlow offered his firm's assistance if needed to assist in tabulating the survey results. Ms. Robbins indicated that 1,500 surveys would be mailed and that she hoped for a 20% return to validate the sample.

4) **Revised Master Meeting Schedule**

Co-Chair Egan asked if everyone had an opportunity to review the revised master schedule. There were no questions or comments and the schedule was accepted as presented.

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5) **Discuss Preliminary Recommendations**

George Leveille led a discussion of the preliminary recommendations that were previously distributed to the committee members. The committee discussed each of the major categories of recommendations; economic development, fiscal sustainability, citizen involvement and intergovernmental cooperation. General comments included the following:

- Provide a brief description of each category as a lead-in to the recommendations;
- Prioritize the categories in order of importance;
- Change the category Citizen Involvement to Citizen Responsibility;
- Change the category Intergovernmental Cooperation to Cooperation Between Taxing Jurisdictions;
- Add the category Facilities, Infrastructure, Programs and Services;
- Use plain English, not technical terminology;
- Consider the level of specificity related to goals and recommendations;
- Prepare and circulate an outline of the final report;
- Committee members were encouraged to submit ideas about more specific goals and recommendations

**Action Items**

- a. Committee members were asked to submit to staff two specific ideas for goals and recommendations.
- b. Staff was asked to circulate the draft situation analysis to committee members for comment.
- c. Staff was asked to provide an outline of the final report for discussion at the April meeting.

**Next Meeting:**

Friday, April 24, 2009, Elsmere Fire Station, 7:30 – 9:15 AM

**To submit comments and questions, contact:**

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