

**Downtown Network Board
Meeting Notes
September 21, 2016**

WHO:

Present: Co-Chair Oscar Verest, Tia Anderson, Paul Cavalli, Dave Jackson, Cindy Lampley, Robin McIntosh, Tom Peaco, Meg Quijano, Leamon Scott, Matt Storin, Don White

Absent: Jill Lang

Staff: Karen Brace, Pat Finnigan

MEETING PURPOSE:

To build collaboration utilizing community assets to strengthen and energize Camden's downtown.

KEY THINGS DISCUSSED:

Steering Committee

- Purpose - to drive momentum, prepare agendas, and provide direction for the DNB's work
- Keep group small
- Would consist of Co-Chairs, staff and Team Chairs as needed for upcoming reports.
- Would "pre-cook" the work of the DNB and then bring it to the full board.
- Would meet on a fixed meeting schedule.
- Consensus: to try this format for a year and then re-evaluate.

Co-Chair nomination

- Paul Cavalli was nominated for Co-Chair to serve alongside Oscar Verest. Paul said he would consider this and get back to the Steering Committee.

Work Plan of the DNB

- The board considered and accepted the following plan for its upcoming work. Each item was voted on individually
 - A. Choosing a new name for the DNB (10-1 in favor)
 - B. Public Landing improvements and vision (unanimous approval)
 - C. Developing a Communications Plan to inform the stakeholders and the community about the work of the DNB, and to build support for its projects (unanimous approval)
 - D. Involvement in and advocacy for local government issues that will enhance or hinder the Downtown's vitality (unanimous approval).
- Developing a process for choosing a name was referred to the Steering Committee, which would bring a process recommendation back to the Board.
- Downtown Network Board & Design Team functions in the public landing project:
 - a) The DNB would act as the entity to mobilize the community. It would handle broad-scale challenges, funding, and communications. Any

private citizens' funding effort would involve the DNB, as would the process of seeking grants and taxpayers' funding. The board would disperse public information, schedule and conduct community meetings and would spearhead public relations efforts.

- b) The Design Team will handle on-the-ground logistics, physical attributes of the landing and placement of elements. It would supervise consultants hired to work in architectural areas and design. The Team would also manage the planning process for landscaping, traffic and parking studies.
- The Communications Plan will be initiated by a sub-group of the DNB, consisting of Steering Committee members working with members of the Promotions Team (which may be re-named the "Communications Team").
- Regarding advocacy in local government issues, the Steering Committee will keep the board apprised of current issues where the DNB should become involved.
- Question regarding funding processes: Pat explained that the DNB would come forward with a recommendation for the Select Board for funding a downtown project, which would then go through the Budget Committee process (if it's included in the Town Budget), and finally to the voters.

Design Team Report

- Paul reported on the street light project and asked for input on the team's upcoming presentation to the Select Board.
 - Savings of \$50,000-\$60,000 over the life of the lights
 - Bulbs last 18 years instead of 18 months
 - More environmentally sound, saves energy
 - Saves labor & manpower involved in changing the bulbs
 - A much better design, directing light downward to increase safety, and cutting back on an excess of ambient light in the night sky.
- The Downtown Network Board agreed to support the Design Team at the Select Board meeting.

Meg Quijano complimented the Town on its efficient handling of the recent sewer line break, specifically: how traffic flow and communication was handled, and how staff from Town departments were on hand to help, even though the repair was the responsibility of the building owner.

Cindy Lampley asked about signage at the Knox Mill to clarify that all-day public parking was allowed.

The next meeting location will be off-site since Pop Tech will be using the Town Office. Location to be announced.

DECISIONS MADE:

- To establish a Steering Committee made up of DNB Co-Chairs, and attended by Team Chairs as needed for upcoming agenda.
- To ask Paul Cavalli to consider serving as Co-Chair of the DNB.

- That the DNB would be re-named (vote was 10-1 in favor)
- To accept a work plan (vote was unanimous) consisting of:
 - Choosing a new name for the board
 - Public Landing improvements and vision
 - Developing a Communications Plan
 - Involvement in local government issues that will enhance or hinder the Downtown's vitality.
- To support the Design Team's proposal to the Select Board for town-wide street light replacement.

ACTIONS

WHAT	WHO	WHEN
1. Steering Committee initial meeting	Staff will set up meeting	Between meetings of DNB
2. Inform Steering Committee of Co-Chair Decision	Paul Cavalli	At time of Steering Committee meeting
3. Inform DNB of local government issues	Steering Committee	At each meeting of the Board
4. Develop a process for choosing a new name	Steering Committee	During a subsequent Steering Committee meeting
5. Street Light Proposal	Design Team	At upcoming Select Board meeting
6. Choose location for next meeting and notify Board	Staff	