

DATE: July 12, 2005  
 TIME: 2:00  
 ADJOURNED: 4:00

PLACE: NB Community Church  
 NAME OF RECORDER: S. Van Scoyoc  
 NEXT MEETING DATE, TIME AND LOCATION: July 20 7:00 Community Church

## **LIVABLE, WALKABLE COMMUNITIES MEETING MINUTES**

COMMITTEE/GROUP NAME: **New Boston Steering Committee**

MEMBERS PRESENT: Lee Ann Allen, Robert Briere, Jessica Brown for Lee Brown, Ken Lombard, Betsy Dodge, Dona Fairbairn, Pat Jennings, Katie Kachavos, Judy Keefe, Bill Morrissey, Randy parker, Burton Reynolds, Sandi Van Scoyoc, Rachel Wallace and Terry Johnson, Executive Director of NH Celebrates Wellness.

<b>TOPICS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>KEY PERSON</b>
<b>Welcome and Introductions</b>	Sandi explained how the LWC grant came to NB, starting with the New Boston Speaks event of April 2004. Attendees introduced themselves, the organizations they represented and told why they were interested in the LWC Program.	None	
<b>LWC Pilot Project Overview</b>	Terry Johnson gave an overview of the Project including objectives, Steering Committee Roles and Responsibilities (See Attachment B of handouts), Community Responsibilities and Project Timeline (See Attachment A of handouts). Phase I will focus on getting the NB community involved to build an action plan. Phase II will be the implementation of the action plan. Terry left two copies of the LWC with the Committee along with a disk that contained all the forms and samples we will need. There are five community forums planned but the whole process is flexible and we are encouraged to adapt the process to meet our community's needs.	Send Terry photos of NB to include in his presentation during the first community meeting.  Bill Morrissey offered to make copies of the toolkit on CDs for all Committee Members.	Committee Members  Bill Morrissey
<b>NB Preliminary Project Objectives</b>	Sandi provided a brief review of the objectives contained in the Foot Traffic and Road Safety proposal to the LWC Program. (See		

TOPICS	DISCUSSION	ACTION	KEY PERSON
<p><b>Important First Steps</b></p>	<p>NB LWC Overview handout.)</p> <p>We need to think about community leaders who are able to turn community ideas into a plan. These people should be members of the Action Plan Committee. The LWC Coalition is made up of everyone who wants to be involved in whatever way they can. We need to look into getting GIS maps through our Planning Dept. for one of the forums. We have \$1,000 for technical support and may want to use it to purchase the maps. We chose the date of October 20 to hold the first community meeting from 7:30 to 9:00. We would like to use the school gym.</p> <p>Terry suggested we focus on these next steps:  Look through the toolkit on what needs to be accomplished for October 20 to happen. (It will take 1.5-2 mos. to prepare for this forum. We may decide not to hold all the forums included in the LWC toolkit.)  Focus on promotion and orienting ourselves to the process  Customize the materials and process to fit our needs as much as possible.  Review Action Plan Committee roles and responsibilities and begin recruiting members.  Begin discussion how to gather baseline assessment. (See Baseline Data/Community Assessment handout.) Baseline data done by September.  Find sponsors to help pay for cost of promotions and Committee expenses</p> <p>Terry will attend Steering Committee Meetings if we need him. He will also facilitate the first community meeting.</p>	<p>Check on availability of school gym with Rick Matthews and Mike Sindoni. Reserve gym if free</p>	<p>Sandi and Judy</p>