



Community Facilities Planning Committee

c/o Falmouth Town Hall, 271 Falmouth Road, Falmouth, ME 04105, 781-5253

Community Facilities Planning Committee

Councilor Breen
Committee Chair

Councilor Pierce

Marsha Clark

Judith Currier

Phil Kaplan

Analiese Larson

Tim O'Donovan

Mark Soule

Steve Tenney

Staff

Lucky D'Ascanio

Albert Farris

Theo Holtwijk

Nathan Poore

Lyn Sudlow

Consultant

Institute for Civic Leadership

Oak Point Associates

Meeting Notes Thursday, March 5, 2009

Committee members present: Councilor Breen, Councilor Pierce, Mark Soule, Analiese Larson, Steve Tenney, Marsha Clark, Tim O'Donovan, Phil Kaplan

Advisors/Town staff present: Lyn Sudlow, Lucky D'Ascanio, Al Farris, Nathan Poore, Ethan Croce, Mike McDade

Others present: Laura Moorehead, Judy Colby-George

This meeting was to coordinate the March 12th public event.

Key Pad Polling

- Make sure that numbers correspond to the questions
- Need question sheet on cardstock (?) for Questions 16, 27, 35 & 59 that require a written answer
- Key Pad polling took approx. 41 minutes (with questions from committee) to complete
- Key Pads will be passed out by group facilitators right before polling begins

Video

- Excellent!
- Committee would like to see 2 additional versions
 - Edited version for the night of the event
 - Edited version for after the event

Refreshments

- Refreshments were discussed and committee members (Marsha, Cathy & Teresa and others) commented that they would be willing to bake for the event.
- Teresa Pierce mentioned that she would contact Maine Coffee Roasters to see if they would donate decaf coffee. Starbucks has donated for FCP concert series in the past as part of the chamber. We could ask them as a backup.

Registration Table

- Discussion surrounded the "signing in" process. Staff would be available to check-in those that had pre-registered from lists and have a blank sign-in sheet for walk-ins

- Participants should be given a number 1-12 for example, to correspond to small group work and Facilitators would have name tags with numbers 1-12 (it was mentioned that if an older couple for instance wanted to be together we could make that happen).
- Numbers would correspond to sections set up with approx. 20 chairs to make small group work quick and efficient
- Name tags for all participants – we can have blank name tags with markers available at a registration table. Committee Member name tags should be state that they are a committee member.
- Have event flyers available for participants so that they can go home with something to refer to or pass on to a friend.

Facilitators

- Facilitators Guide hand-out should be amended to include a statement to participants “DO NOT switch key pads once polling has begun”
- It was suggested by Laura M. to use sketch pads rather than flip charts in small groups. We can pick them up at Staples, Wal-Mart or Artists and Craftsmen in Portland.
- Provide tote bags (may be some T or F bags in council chamber closet or ask Hannaford to donate) to facilitators filled with keypads, pens/pencils, Question Sheet for participants on cardstock, sketch pad, markers, extra name tags
- Laura M. & Cathy B. will float around the room and determine which 3 groups will “present” their discussion items

Survey

- Post meeting survey was discussed and the committee and Judy C-G thought she could have the Survey Monkey version up the following day on March 13 and it would be up on the website for 2 weeks which would give her two weeks to process results before the committee’s next meeting on April 2.

Draft meeting notes by Lucky D’Ascanio, March 6, 2009