

**Date:** January 16, 2025

**Attendees:** Eric Helfer, Cristina Lucci-McShain, Patricia Greely, Denise Louis, Brendan Potash, William Conrad, Carleen Sabusap, Robert Montgomery-Thomas, Alison Bowden

**Absent:** None

A total of 9 members were present, establishing a quorum.

#### Approval of Minutes

- Cristina moved to approve the minutes, seconded by Will.
- Motion passed unanimously with all ayes.

#### Select Board Presentation and Project Updates

- It was decided that presenting to the Select Board on January 22 was not necessary.
- Eric suggested waiting until closer to the town meeting to provide a presentation to the Select Board.
- Alison and Patricia noted that an update to the Select Board could address prior criticisms about transparency. Suggestions included:
  - Writing a formal letter to the Town Administrator.
  - Including updates in the Town Administrator's report.
- Ann confirmed the contract has been signed for two years, making the January 22 meeting unnecessary. Alternative dates of February 5 or 19 were discussed.

#### Financial and Contract Updates

- Eric reported that if the final contract is submitted on time, reimbursement will proceed without financial issues.
- Last year's submission delays were due to staff changes and impacted financial reporting, but this year's process is expected to be smoother.

#### Core Group Selection

- A core group was established to oversee project progress: Eric, Carleen, Denise, and Brendan.
- Alison motioned for this selection, seconded by Cristina.
- Motion passed unanimously.

#### Community Engagement Events

- Potential venues and dates were discussed for community engagement events:
  - Library and school are preferred options, with the library easier to schedule.
  - Saturdays at the school may conflict with basketball games.
  - Proposed event time: 12-2 PM, including a presentation and interactive activities.
- Carleen will contact the library to schedule.

#### Introductions from Conway School Representatives

- Hannah Johnson: Background in geology, anthropology, and outdoor education; now focused on landscape design.

- Laura Harrigan: Experience in consulting, sales, and landscape maintenance; interested in sustainable design.
- Laura suggested reviewing survey data to understand respondent demographics geographically.

#### Next Steps and Action Items

- Carleen will coordinate with the library to finalize a date for the first engagement event.
- Patricia will contact school stakeholders to confirm availability for March dates.
- Hannah and Laura will plan the optimal use of library space for engagement activities.

#### Adjournment

- Alison motioned to adjourn, seconded by Cristina.
- Motion passed unanimously, and the meeting adjourned.

Next Meeting: January 23, 2025, 7 pm