



Public Outreach Logistics Update

September 3, 2020

Prepared with the Assistance of:



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Due to the shifting requirements of the NYS Executive Orders in response to the Coronavirus, the public outreach schedule originally approved by the CPC in the public participation plan was fairly in flux from the commencement of the Plan in April through the end of August.

The most recent developments have been:

- In-person government meetings with restrictions of no more than 50 people in attendance at any in-person event are now authorized. Wearing of masks or distancing between attendees of six feet is required.
- Executive orders allowing relief from open meeting laws intended to allow for on-line meetings have been extended through September 27, 2020.
- Montgomery Day was cancelled and the pop-up event rescheduled to an additional SWOT mtg at Montgomery Senior Center as described hereafter.
- The Villages and Coldenham Fire Department have authorized venues for in-person use.
- The CPC requested final edits to the online survey on August 19, 2020.
- Final logistics on meeting venues was confirmed on August 20, 2020.
- Press releases and ads were finalized the last week of August, released August 31 and an ad run in the Wallkill Valley Times on September 2, 2020.
- The CPC had an informal Zoom meeting on September 2, 2020 to go through the final details of the upcoming meetings.
- The Survey went live as of the morning of September 3, 2020.
- Postcards were printed on September 3, 2020 and will be UPS delivered to Cindy Voss before noon on September 4, 2020

The following are forthcoming planned public participation efforts and details:

1. Zoom Mtg Dry run – September 8, 2020 at 5:30 PM. Cindy, Faith, Sarah and Max to attend and record. Will be made available to CPC.

2. September 9 SWOT Mtg

2.1. Coldenham Firehouse – 6 PM to 8 PM

2.1.1. Attending via Zoom from Home – Cindy, Faith, Jane, Sarah

2.1.2. Attending in person – all other CPC members, Meghan and Max

2.2. Itinerary

2.2.1. Set-up 5:30 PM

2.2.2. Public arrives 6:00 PM. Room set up already with public sitting at 4-5 tables.

2.2.3. Greetings and identification of CPC members by Chairwoman Voss via Zoom – 2-5 Min

2.2.4. Powerpoint presentation by Max – 5-10 minutes. Max shares screen on Zoom Meeting.

2.2.4.1. What is a Comp Plan?

2.2.4.2. Agenda for the evening

2.2.4.3. SWOT instructions

2.2.4.4. Ground Rules

2.2.5. Breakout Session – Facilitators and recordkeepers will lead attendees through SWOT exercise. Query attendees on community:

2.2.5.1. strengths – 15 min;

2.2.5.2. weaknesses – 15 min;

2.2.5.3. opportunities – 10 min;

2.2.5.4. threats – 10 min.;

- 2.2.5.5. individual groups vote on top three – 5 min.
- 2.2.6. Reconvene as one meeting –
 - 2.2.6.1. Groups report top three of each category.
 - 2.2.6.2. Max will record top three from each group on large sticky pad and post on wall.
 - 2.2.6.3. Sarah running the Zoom mtg will create a series of polls.
 - 2.2.6.4. Attendees will then vote on their top item in each category using dots in person or zoom poll via zoom.
- 2.2.7. Announce survey and next open house meetings and locations.
- 2.2.8. Adjourn

3. **September 12 SWOT Mtg**

- 3.1. Montgomery Senior Center – 10:30 AM to 12:30 PM
 - 3.1.1. Attending via Zoom from Home- Faith, Cindy, Sarah
 - 3.1.2. Attending in-person – All other CPC Members, Meghan and Max
- 3.2. Set up 10:00 AM
- 3.3. Public arrives 10:30 AM
- 3.4. Itinerary matches September 9 SWOT

4. **September 16 Open Houses**

- 4.1. Maybrook Senior Center and Walden Firehouse – 6 PM to 8 PM
 - 4.1.1. Set up 5:30 AM
- 4.2. Maybrook Senior Center – Attending and Roles:
 - 4.2.1. Door Max
 - 4.2.2. Local - Fred
 - 4.2.3. Housing Cindy
 - 4.2.4. Character Jane
 - 4.2.5. Priority Preservation Kristen
 - 4.2.6. Transportation Karina
 - 4.2.7. Sustainability CAC designee optional
- 4.3. Walden Firehouse – Attending and Roles:
 - 4.3.1. Door Sarah
 - 4.3.2. Local - John
 - 4.3.3. Housing Faith
 - 4.3.4. Character Meghan
 - 4.3.5. Priority Preservation Mark
 - 4.3.6. Transportation Arthur
 - 4.3.7. Sustainability CAC designee optional
- 4.4. The Town may assign one or two additional staff members at each location to assist if possible.