

TOWN OF HAMLIN LWRP

Project Advisory Committee Kick-Off Meeting | February 24, 2021

MEETING AGENDA (W/ MINUTES IN BLUE)

1. Welcome + Introductions

The 1pm meeting was conducted by Jane Nicholson of MRB group. Also attending were Laurie Fox of MRB and Jocelyn Gavitt of Gavitt Associates, consulting Landscape Architect. Committee members in attendance; Clarke Mahaney, Mark Bessell, Joel Yager, Jena Truelson, Tony Cotsworth, Rob Westcott, Colleen Flaherty, Kate Gross, Jennifer Goodrich and Mark Ballerstein. Introductions were made and the committee members have broad representation in the community, including service on the Town Board and many other community organizations.

2. What is an LWRP?

Jocelyn Gavitt explained the major product components of the LWRP including the [Boundary](#), the [Inventory and Analysis](#), and the identification of [Projects](#) and/or [Policies](#) that could benefit the community – with community involvement key to identification of the issues and opportunities important to Hamlin. The project committee is the conduit to the community, coupled with the Public Workshops.

3. Project Overview

- a. Roles + Responsibilities
 - i. MRB Group / Gavitt Associates
 - ii. Advisory Committee

Jane outlined the following roles and responsibilities for the group:

MRB Group / Gavitt Associates

- Grant administration and coordination with the NYSDOS
- PAC Meeting Coordination:
 - Scheduling
 - Agendas
 - Meeting Minutes
- Assist with public outreach and coordination of public events
- Complete Draft + Final LWRP Document

PAC Committee Members

- Attendance at PAC meetings
- Assist project team with organizing public outreach events and advertising
- Advising the project team (“Boots on the ground”)
- Reviewing draft documents and providing critical feedback

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b. Communications

- i. Email listserv
- ii. Project Website: <http://HamlinLWRP.org>
- iii. Google Drive

Jane explained that the major mode of communication for the group would be by email. She is also available for phone calls as issues or ideas arise. MRB Group has created a website for the project that will be primarily used for public outreach. The last LWRP for the town is currently posted and accessible for download via the website. Google drive or another comparable share drives such as DropBox will be used for the committee to share large files. The share drives will not be available to the public.

c. Meeting Logistics

- i. Agendas
- ii. Schedule
- iii. Location (Virtual / In-Person)

Jane will provide meeting agendas in advance of each committee meeting. The group reviewed a rough schedule for the process as seen below. The group agreed to have PAC meetings recurring on the second Thursday of the month at 6:30 pm. The next meeting is March 11th, via zoom. Our April meeting is scheduled to be in person at the Town Hall.

d. Public Engagement

- i. Things to think about: day of the week, time, location and venue, Covid protocols, advertising

The group discussed using the park facilities for the public workshops. Kate will look into the use of Pavilion 3 and the committee will confirm a date and location at the next meeting.

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4. Next Steps

- a. Review the former plan (accessed through the project website)
For next meeting: Identify any significant changes in the community since the last LWRP was written (i.e. businesses, parks, activity, etc.). Anything that would impact the update of this plan.

The group was asked to review the latest LWRP and note issues and opportunities in the community that have developed since its writing. Bring notes for discussion at next meeting.

- b. Send us your photographs!
Jane requested photographs from the group along the waterfront areas for use on the website or in the LWRP document.
- c. Public Workshop #1 (day, time, location)
TBD at next meeting.

Contact Information:

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Project Schedule

Meeting 1	February 24, 2021	Project Kick-Off
Meeting 2	Week of March 22	In-person, weather permitting
Meeting 3	w/o April 26	Virtual
Public Meeting #1	w/o May 17	In-person
Meeting 4	w/o May 24	In-person – Workshop #1 Debrief
Meeting 5	w/o June 21	Virtual
Meeting 6	w/o August 23	Virtual or In-Person (TBD)
Public Meeting #2	w/o September 13	In-person
Meeting 7	w/o September 20	In-person – Workshop #2 Debrief
Meeting 8	w/o October 11	Virtual
Meeting 9	w/o November 15	TBD
December – January Draft Submittal to NYSDOS		