

**Minutes from Downtown 2020 Committee Meeting July 18, 2013
Room # 309 at 8:15 AM**

In Attendance: Lou Gagliano (Chair), Ken Bernhard, Gerry Kagan, Dan Kail, Craig Rebecca Schiavone, and Robert Jacobs

Absent: Jessica Newshel

Summary of Minutes

Actions Taken

1. Minutes from previous meeting not prepared.
2. Chair noted the completion of the contact process for the invitations to the July consulting interviews.
3. It was decided that the drafted questions for the consultants would be reworked by the Chair and Ken Bernhard. It was also determined that the questions would not be provided to the consultants ahead of the meeting, and that only those questions listed would be asked that remained after the consultant's presentations were completed.
4. It was decided that the moderator for the meeting would be Ken Bernhard who would determine how to handle the consulting question process on behalf of the Committee. The moderator will recognize those elected officials in attendance.
5. Moderator to develop reasonable list of guidelines for the community question period, they should be questions not statements, limited to roughly 2 minutes to ask, perhaps one follow up question once the consultant has answered the question, etc.
6. The Committee decided not to sit at a table but in the audience in the front row. The consultants would sit at a table facing the audience. Other matters of room organization were reviewed, and the Chair would with the summer interns follow up on the set up for the meeting.

Other Matters Discussed

1. Chair noted the establishment of the P&Z sub committee to coordinate with Downtown 2020 efforts: Chip Stephens, Carolanne Curry, Ronald Corwin and Harold Lathrop. Chair noted that Chip Stephens is in the process of establishing a meeting date, Chair to advise members.
2. Chair noted that the BOF has agreed to have a meeting on August 7th for the purpose of an update from the Committee. Discussions began as to the type of items that should be part of the presentation including concepts of justifying the consultant fees.
3. Concern was voiced that the interviews of the consultants were been done in a manner, which energizes the community's support for the effort.
4. Further discussions of the planning for the meeting indicated that there was some concern that the 15-minute allotment for the consultant presentation might be too short and the one and one half hour for community questions too long. Chair commented that he thought it that the 15-minute was not a hard rule but on balance was comfortable with this amount of time, and we needed to be flexible in providing enough time for all questions that the public might wish to ask was important.

Meeting was adjourned at 9:15 AM.