

Appleton Comprehensive Plan Committee

8 JANUARY 2020 / 7:00 PM / LIBRARY MEETING ROOM

Attendees

Diane Schivera, Charles Garrigan, Susan Sherman, Sid Quarrier, Lorie Costigan

Review Minutes

1. Schivera; Motion to approve last meeting minutes; Quarrier; second; Vote - 3-0-2

Item 1: Postcards for Survey Information

1. Review Survey mailing postcards to be sent to residents as bulk mail; Stamps will need to be purchased for persons not residing in Appleton for winter months (plus/minus 30 people).
2. Postcards for survey link will also be available at the Town Office; BGS, AVS website; and local paper publications. Methods for completing survey listed on postcard.
3. Costigan has authority to work with the graphic designer for additional design elements of mailing to appear less generic.
4. Minor grammatical edits; Due date of survey to be April 15
5. Plus/Minus 1,000 postcards in total to be printed
6. Quarrier; Motion to authorize expenses to include cardstock, printing, bulk mail post office fee, stamps for residents, and design services; Sherman; second: Vote - unanimous.
7. Quarrier; Motion to approve annual fee to Survey Monkey for the amount of \$385; Sherman second; Vote - unanimous

Item 2: Survey Presentation

1. Review modifications to survey questions as edited by Costigan. No edits to questions needed, only 'check all that apply' to multi answer questions.
2. Costigan to continue uploading any remaining questions and minor edits per committee.

Next Meeting

1. Determine who will remain on Comprehensive Plan Committee due to lack of attendees.
2. Next meeting Wednesday, February 12, 2020 at Library Conference Room @ 7pm