Burlington Legacy Project
Steering Committee
March 16, 2011
1:30-3:00 PM

Community Health Improvement
Courthouse Plaza
199 Main Street, Suite 150
MINUTES

Facilitator: Penrose Jackson
Note taker: Devon Byrne

In attendance: Penrose Jackson (FAHC) , Mediha Jusufagic (Bosnia Lillies), Melinda Moulton (Main Street Landing), Wanda Hines (CEDO, Social Equity Investment Project), Bill Keogh (City Council), Michel George (Champlain College), Jennifer Cirillo (Sustainable Schools Program), Lea Terhune (NPA), and Andy Montroll (Planning Commission), Jennifer Green (CEDO, Legacy staff)

1. Welcome and Updates, 1:30 – 1:40

- Primary purpose: To decide winner of the Peter Clavelle Award

2. Creation and Agreement of Meeting Ground Rules, 1:40-1:50, Jennifer

- be congenial
- work together
- respect confidentiality
- check candidacy of nominees
- respect other people's opinion as well as the candidate's nomination
- express positivity
- communicate (for future reference)

2. Peter Clavelle Award Selection, 1:50 – 2:30

Amendments for next year:

1. Nominees for award can't be on SC
2. No city employees can be nominated

3. Require 2 letters of recommendations for those people nominated by a SC member
4. Professional people / day job work but beyond call of duty
5. Be sure to address all dimensions

Process:

- Wanda wants to move nomination letter down to 1000 words
- Melinda suggested that winner of Peter Clavelle award should sit on the Legacy SC for that term.

Next Steps:

1. Add nametag to the public plaque
2. Order personal plaque for winner

Jen Cirillo suggested making plaques for previous winners of the award.

3. Wanda will notify Jacob that he won. If Jacob declines, the award will be given to the runner-up.
4. Jennifer will notify all the candidates of their nomination and achievements
5. Press Release with quote from Mayor Kiss and chairman of SC (Penrose)

3. Celebrate Burlington – Finalize and Approve Draft Agenda, 2:30 – 2:50

- Jennifer proposed **displaying indicator graphs** (developed by Chip Sawyer) on big poster board with 3 pieces of paper next to it for attendees to express their thoughts. All this information will be collected and handed to LandWorks.
  - Andy was unsure about presenting just raw data because there is a story behind indicators. For example, population and retail tax graphs
  - Melinda and Jen Cirillo suggested coming up with an explanation for each graph and why it's relevant

Logistics:

1. Guests will arrive between 5-5:30, and Mayor Kiss will deliver welcome speech
2. Jenny will have pictures of all the groups
3. Jennifer and Joe will thank SC, history of Legacy, and the plan ahead
4. Wanda will honor diversity
5. Event should be done by 7:30 at the latest

Refreshments:

- Food donated by Sugarsnap, the Hilton, Flatbread, and Leunig's
- Water, Lemonade

Next Steps:

1. Need a translator and signer
2. Need SC members to hand out booklets and stand by posters
3. Jennifer will ask about child car services

Jen suggested having a kid's performance or inviting Milo, a 9 y.o. trying to reduce plastic straws in landfills. Melinda suggested inviting any other "important" people i.e. Bernie Sanders.

- Jennifer spoke about the **Legacy Update and laid out a timeline**:
  - April-May > David defines the main question i.e. what's your 2030 burlington?; drafts and finalizes outreach strategy; Penrose suggests using art as a form of

communication
- June-Oct.> conduct outreach and consider what the product looks like i.e. is it a book? A website? Penrose recognizes that outreach is hard in the summer and Lea suggests Neighborhood Improvement Night as an outreach event
- Nov.-Dec.> David and team compiling information and creating the draft document
- Jan.-Feb.> draft vetting
- March-April> final draft approval by council in March
- June> plan release

Andy asked who is the ultimate approver of this plan. Lea believes it's the city council, however the Update is not actually a part of the Municipal Plan. Bill wondered if the city council is the endorser rather than the approver of the plan.

4. Conclusion, Next Steps and Next Meeting (4/15, Double Tree Inn, 8-9:30 am)

3 pm Adjourn