MEMORANDUM

To: NMVTF
From: David
Re: Sub-Committees: Composition and Procedures
Date: 12/14/12

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At our December meeting we decided to break down our “buckets” of work and begin the discovery phase in each. Those subcommittees and their membership are as follows:

Main Street Right-of-Way (Corridor Improvements): Sabre, Bonnie, Connie, Sandi, Rita
Riverside Amenities (Railroad ROW/Crossings): Elizabeth, Tamara, Cyndi
Main Street/Depot Intersection: Mike, Darren, David, Ray
MichCon Site: Julie, Ray, Paul

Subcommittee Charge and Procedures:

- The research and fact finding phase of each subcommittee must concluded by our March 27th meeting. Subcommittees will be expected to keep the TF abreast of their work and solicit input and feedback on an ad hoc basis in the interim. This will be a fluid process scheduled in consultation with David and the TF.

Getting Going: The person on each subcommittee with their name underlined is responsible for setting up the first subcommittee meeting.

Public Meetings: The subcommittee meetings are governed by the Open Meetings Act. This means a few things:

- You will need to post your meeting times/places on our website. Debra Williams (DeWilliams@a2gov.org) will help you do this. Your best course here is to set up a series of meetings between now and 3/27 and then provide Debra with the dates copying the entire TF (NMVTF@a2gov.org) so that members who want to attend other subcommittee meetings may do so. Debra can help facilitate locations a City Hall. Other public locations (e.g., the libraries) are suitable though you will have to navigate reserving those locations yourself.

- Each subcommittee meeting must include time for public comment, typically at the end.

Resources: Connie is available to each subcommittee to help them develop work plans. While this is optional it is strongly encouraged. Sumedh is available for any technical, informational or resource assistance.

Images: A repository of images will be started to collect photographs that represent what subcommittees are envisioning. These images are likely to be helpful in compiling a final report. Images should be emailed to Debra Williams.