TOWN OF OVID COMPREHENSIVE PLAN
Steering Committee MEETING #10
Notes- March 22, 2017

Committee Members Present: Chairman John Hubbard, Toby Hertzler, William Dalrymple, Paul Enginieri, MRB Group/EDR Team: Diana Smith/ Connie Sowards

Meeting began at 6:00 PM.

Notes from the #9 February 16, 2017 meeting were reviewed and approved.

No new communications were received through the website portal.

The steering committee members discussed the various logistics for the survey to be distributed:

- Launch date – May 1, 2017
- Timeframe- surveys accepted for three weeks – May 22, 2017
- Distribution
  - Mailed to individual Town of Ovid households
  - Available on-line
  - Available in additional locations within the Town
    - Library
    - Big M
    - Churches (coffee hours)
    - Golden Buck Restaurant, Happy Landing
    - Community Bank
  - Introductory letter with the survey from the Town Board – provided to the Town Board members for their April 12, 2017 board meeting. Items agreed upon to include in letter:
    - Verification of electronic version of survey by mandatory contact info
    - Mention verification of electronic copies by IT Department @ MRB(separate from consultants) to prevent accidental duplicate submissions
    - Mailed copies – on colored paper and contact information optional
    - If mailed surveys are copied for additional family members, provide contact info

- If surveys are picked at other locations, drop off to Library or mail to Town Hall
- Surveys to be distributed to Town of Ovid residents
- Business owners regardless of residency
- No campground residents
- Labels – Real Property Tax bill list

- Committee members agreed to be responsible for distribution locations:
  - Jean Currie – Library, Happy Landing, Churches
  - John Hubbard- Big M, Town Hall, Brewery, Community Bank

MRB/EDR team will prepare introductory letter for Town Board approval and submit to John Hubbard for distribution.

Next tentative steering committee meeting is May 24, 2017 at 6PM at Town hall/fire station training room.