

Greetings Committee Members - Thanks to all who attended the meeting on the 18th (Dawn, Julie S, Mary Anne, Michael, Tom, Mier, and myself). Here is a short summary of the meeting.

1. We began with a discussion of the Strategic Plan Task Assignments for our committee. Mary Anne brought this list as a way to help us understand the assignment with respect to the building manual. But the list was very helpful in further focusing the committee on all its tasks and on making assignments of responsibility. Here is what (I believe) we decided for each task:

- Create and publish a handbook describing municipal government in the town - deadline of Sept 2007 - Monica will take the lead
- Establish programs that build community -- all year -- all committee members
- Create a plan that will organize residents and ensure their meaningful participation in Town affairs and explore instituting block captains - deadline January 2008 -- Dawn will take the lead
- Expand the use of the historical pamphlet and provide information on the Town's distinctive character to residents -- February 2008 deadline -- Mary Anne will take the lead
- Create appropriate plan for providing info to homeowners/developers on Town's built environment -- February 2008 -- Mary Anne and Tom will take the lead -- this seemed to us an extension of the task just above and we talked about creating a design award (see below)
- Expand the use of media to communicate with residents -- ongoing -- Michael will take the lead
- Create and publicize incentives to encourage residents in compatible building practices -- ongoing -- Monica will take the lead -- we interpreted this to be the building code summary and had some other ideas (see below)
- Educate residents on community safety and emergency preparedness -- ongoing -- Julie T will take the lead

2. In our discussion of the tasks, we also decided that emergency preparedness is something we would want to stress in town publications and at town events. Mier suggested an article for the Town Crier on this topic and Julie agreed to work on that and on preparedness activities in general -- she works at Washington Hospital Center and has received training on this topic. We also agreed that the block captains position needed to be better defined and that at first we would want them to be "block PARTY captains" -- as we believe that is one of the most important functions they can serve and that will attract people to the job. Dawn agreed to begin to build our list of block party captains and we agreed to discuss at our next meeting how to define the roll and publicize it. We also discussed creating a town list serve/net with interactive capability like the CCES net or Westland net -- this would allow town residents to share information! , ask each other questions, and generally help each other. Michael agreed to work on getting this set up. Lastly, Mary Anne suggested that one of the things the Visioning Committee had thought

of to help with the building tensions would be to give out a design award to the best re-build/renovation. Mary Anne and Tom agreed to work on this project.

3. Building Manual - We then discussed editing the information that is currently found on the web site about the changes to the building codes in the Town. Thanks to all committee members for their efforts in editing various sections of the explanations found on the web site. After much consideration, we decided that the information on the web site would be too dense for a pamphlet on this topic, and at the same time would not be detailed or technical enough to help builders. We decided that it would be better to provide residents with a short summary of the "Ten Things You Need to Know To Build/Renovate in the Town of Chevy Chase" and Monica volunteered to draft it and work with town staff to make sure the pamphlet would be accurate and include all the salient points. The Committee will review the new draft at the next meeting. We also decided that as for the comprehensive town manual, we would hire a consultant to prepare a draft. Mier recommended that we use the consultant who had just completed working for the Strategic Planning committee. Mier said he would reach out to the consultant.

4. Social Events - We then discussed the calendar of town events and agreed that our first event would be a wine tasting in April. Michael agreed to organize this event. Mary Anne and Larry (absent but still a contributor!) proposed a series of talks by famous or notable town residents. They thought we could call it "Neighbors to Know" or "Conversations with Neighbors" -- we did not decide on a specific name. We agreed it would be good to organize 2 of these events this year, just to see if there is sufficient interest. Mary Anne and Larry agreed to plan the first of these events for either April or June (sorry bad notes!). We also agreed that we need to better publicize town events with flyers and through the use of a list serve type internet exchange between town residents. Additional events for the summer will be discussed at our next meeting.

5. We agreed the next meeting will be February 22nd at 7:30. We adjourned at 9:15, at which time Mier proclaimed this to be one of the most productive meetings he had ever attended during his many years of service to the Town!