

DRAFT
STEERING COMMITTEE
March 12, 2007

Attendees: Mayor Hsueh, Council President Geever, Council Vice President Kleinman, Planning Board Chairperson Gardner, Township Attorney Mike Herbert Jr. (Advisor), Representatives from Hillier Architecture: Robert Hillier and Bradley Walters, Business Administrator: Chris Marion, Director of Community Development: Pat Ward, Township Clerk, Sharon L. Young.

- Public Review of documents
- Communications:
 - Steering Committee – communications on a regular basis.
 - Release of names could result in potential litigation. Names and addresses are not dis-closable.
 - Dot location on map represents a household or an individual that attended the first workshop.
 - Suggestion box will be labeled “Hillier Architecture”.
 - Good distribution of attendees throughout West Windsor Township.
- Location map should reflect train station location.
- 540 people – 60 tables – at second workshop location.
- Press release to inform residents of redevelopment information available on the web.
- Visual presentation with multi-layer maps to assist in understanding the maps that are available at the work tables. Heidi suggested minuets of the maps also available at each table.
- Banner at train station lists workshops. Suggested something to remind everyone of this Saturday’s meeting.
- Pat will distributed new flyers in red.
- Scissors and colored pre-scaled components to move around the map (color coded to map overlays), and string for roads.
- TV format –
 1. 30 – 40 minutes: 10 minutes of each scheme
 2. Break-out discussions – 1 hour
 3. 18 presentations at five minutes each
- Handheld microphone available.
- Discussion about re-broadcasting the second workshop and how it should be formatted.
- Reserve first row for table representatives.
- Two easels to rotate plan discussion.
- Paper ballots will have space available for comments. Other suggestions are:
 1. Two ballots to vote on proposals – vote at beginning and at end
 2. One ballot with ranking
 3. One ballot numbered with initial vote and final vote – multicolored ballots.

(Continued)

- 110 – 115 RSVP's as of 3/11
- Mayor will open up meeting and inform public that they are protecting people's rights. Mayor will also have closing comments.
- Continual televising of concept plan once it is available.
- 1st week of June Joint meeting with Council/Mayor/Planning Board.
- High School south or Grover (preferably) meeting location.
- 1st version of final scheme will be posted two weeks from the workshop.
- Reach out to communities that did not have representation at the workshop – two separate meetings held after work hours.
- Publish notices for the meetings and note that extra Q&A sessions are available at these meetings.