

Committee members present: Lucy Crown
Gerald Green
Walt Brewer
Bryan Messing
Chris Bubenik
Coral Darby
Kennedy Young
Anne Kaltreider

Staff members present: Eric Hardy
Adrienne Isenhower

1. Approval of Minutes – Gerald Green made motion. Lucy Crown seconded and the motion carried unanimously.
2. Consideration of Committee By-Laws – Town Administrator Hardy discussed by-laws generally and asked for discussion. Walt Brewer would like to add a provision for automatic removal for non-productive committee members. The committee had general conversation about the idea and offered various ideas for inclusion of a rule in the by-laws.

Bryan Messing asked about the provision of the by-laws regarding the deadline for agenda items and public comment. Mr. Hardy explained official agenda items had a two-week deadline and public comment was for anyone from the public who wished to speak at the meeting, simply requiring attendance at the meeting. Mr. Green suggested the approval of the agenda being the first action item each week in case someone wanted to add an item at the last minute. The consensus was to change the deadline for agenda items to a one-week deadline. Mr. Brewer stated the agenda should begin each meeting with a statement regarding conflict of interest.

Mr. Messing discussed the language regarding establishment of a quorum and issues that may arise with absences. After general discussion, no changes were recommended. Mr. Hardy pointed out the section regarding amendments to the by-laws for future reference if the committee decides to amend the current document.

Ms. Darby asked for clarification of the duration of the committee appointments. Mr. Hardy stated his goal was to allow members to serve for six years if they are interested and the first year would begin in July.

Lucy Crown moved to adopt the by-laws with the amendments as proposed. Walt Brewer seconded and the motion carried unanimously.

3. Officer Nominations – Mr. Hardy discussed appointment of officers and noted the by-laws called for a Chairperson and Vice Chairperson. He stated staff would serve as Secretary. Gerald Green made a motion to appoint Walt Brewer as Chairperson. Coral Darby seconded

and the motion carried unanimously. Coral Darby made a motion to appoint Lucy Crown as Vice-Chairperson. Gerald Green seconded, and the motion carried unanimously.

4. Subcommittees – Mr. Hardy discussed feedback on subcommittee appointments. Based on a poll he sent the members, the most interest was in communications and marketing and project management. A third category, operations and programming, received no interest so Mr. Hardy recommended to focus on the first two categories and come back to operations and programming at a later date. Ms. Crown shared her wish to reintroduce the operations and programming at a later date. Mr. Brewer agreed but liked the idea of focusing on the other two topics first. Mr. Messing stated concern about ensuring the operations and programming topics was not left out. Mr. Hardy stated he would work with Chairperson Brewer to make sure any items necessary for review were added to the agenda, even without an official subcommittee.

Mr. Hardy recommended the following appointments to subcommittees:

Communications and Marketing: Chris Bubenik, Coral Darby, and Anne Kaltreider

Project Management: Lucy Crown, Gerald Green, and Bryan Messing

5. WGB Project Update – Mr. Hardy provided an update on the Greenway and Blueway. He stated the Craggy Mountain Rail Line presented a draft right-of-way agreement the Town was currently reviewing. He shared the town had adopted a naming rights policy at the April Board of Commissioners meeting. Mr. Hardy briefed the committee on a construction meeting regarding Silverline Park. He stated construction was delayed based on issues with the train platform, but construction is scheduled for May 24th. He stated there had also been some discussions around the materials of the pirate ship comparing composite and other types of wood. Mr. Hardy discussed assistance from Equinox on public engagement, and shared they are working to develop a bi-lingual poster to reach more audiences. He shared the PARTF grant application was due this week and the WRD grant awards were expected in May.

Ms. Kaltreider discussed her ideas on areas where Spanish speaking families may frequent to place the posters from Equinox. Ms. Darby asked if a sign could be placed at Woodfin Elementary during drop off and pickup and Ms. Kaltreider agreed and shared ideas on sending the information home with each child at Woodfin Elementary. Mr. Green shared an idea of a public flyer in the utility bills from Woodfin Water. Mr. Hardy discussed the Town's partnerships with Manna Foodbank and Catholic Charities that may be able to assist with material distribution. Mr. Bubenik shared in his experience, Spanish speaking families were more receptive to receive information in person and he would recommend scheduling an in-person meeting as restrictions are lifted.

Mr. Hardy gave a brief update on greenway progress and Silverline park. He shared the budget estimates which had not changed much since the previous committee meeting. Mr. Hardy reported on the public forum organized by Equinox with the Town of Woodfin and Riverlink.

The committee had general conversation about a regular meeting date. The consensus was to meet the fourth Tuesday during the 3:00 to 5:00 timeframe.

The meeting was adjourned at 5:21 p.m.