

# Mayo Mill Dam Feasibility Study

## Steering Committee Meeting

Dover-Foxcroft, ME

Thursday January 4, 2024 from 5:30 to 7:30 pm @ Town Office

Zoom Link: <https://tnc.zoom.us/j/91552552901?from=addon>

Meeting ID: 915 5255 2901

Phone: 646-876-9923

### Meeting Purpose:

- Design public forum, specify outreach methods, approve materials, and confirm responsibilities of tasks for event.

### AGENDA

- **Welcome** (5:30 pm)
- **Planning the Public Forum** (5:35 pm)
  - Review Logistics
    - Space, timing, food order
  - Present draft materials, discussion, approval
    - Draft press release
    - Questions received to date in one document
    - Event info updated on websites
    - Event flyer
    - Draft Invitation letter
    - Updated project overview
  - Confirm outreach methods and timelines
    - Update master invitation list
    - Pre-event outreach ideas
  - Meeting content & structure
    - Draft public forum agenda/structure
    - Draft committee presentation outline
    - Draft committee recommendation report
    - Public feedback ideas - Notecards station, ½ page survey
  - Topics to prepare for
- **Next Steps** (7:15 pm)
  - Review to-do's task list for preparation, outreach, & finalizing materials
  - Confirm roles, responsibilities, and deadlines
  - Confirm next Committee Meeting for Tuesday February 6<sup>th</sup> – 5:30-7:30 to review forum feedback and next steps.
- **Meeting End** (7:30pm)