

Possible timeline:

Timing	Task	NRPC role	Planning Commission role
April-May	Plan and advertise public meeting	<ul style="list-style-type: none"> • Create a meeting invitation/flyer • Develop a presentation, meeting materials and activities 	<ul style="list-style-type: none"> • Advertise the public meeting on town email list, Facebook page, etc. • Provide feedback on the presentation, meeting materials and activities
End of May / Early June	Public meeting	<ul style="list-style-type: none"> • Attend and facilitate 	<ul style="list-style-type: none"> • Attend and assist with facilitation
June	Plan and organize focus groups <ul style="list-style-type: none"> • Who should be in the focus groups? • What should the questions be? 	<ul style="list-style-type: none"> • Work with the Planning Commission to develop focus groups and questions based on public meeting results 	<ul style="list-style-type: none"> • Work with NRPC to develop focus groups and questions based on public meeting results • Determine who to invite to each group and schedule meetings
July	Hold focus groups	<ul style="list-style-type: none"> • Attend first focus group 	<ul style="list-style-type: none"> • Attend and facilitate all focus groups • Take notes on focus group discussions
August	Develop survey	<ul style="list-style-type: none"> • Create online and paper survey based on results from public meeting and focus groups 	<ul style="list-style-type: none"> • Provide feedback on survey
August - September	Distribute survey	<ul style="list-style-type: none"> • Mail postcards to town residents (property owners + voter list) with a link to the online survey and where to get paper copies 	<ul style="list-style-type: none"> • Advertise the survey on town email list, Facebook page, etc.
September	Compile public outreach results	<ul style="list-style-type: none"> • Compile survey results • Prepare a final Public Outreach Report that will inform the Town Plan Update 	

Public Meeting

Goal of the public meeting: generate initial list of priorities which will be further refined through the focus group and survey

Brief presentation on the Town Plan Update covering what a Town Plan is, the process for the update and key data and information.

Questions and planning activities will be used to gather input from residents such as:

- What do you like about life in North Hero?
- What could be changed to improve life in North Hero?
- What would you like to see in North Hero's future?
- What are you concerned for the future?

Anything else?

Focus Groups

NRPC can help draft who should be in the focus groups and what the general questions are. We can also attend and provide support during the first focus group to help get you started, but we likely won't have room in the budget to attend all of them. Ideally, the Planning Commission can take primary responsibility for organizing and facilitating the focus groups, and take notes on each focus group that will be used to develop the survey.

Survey

Under the Municipal Planning Grant, we have \$700 budgeted for a town-wide mailing. This will likely be enough to send postcards to all residents on the voter list and property tax list. Since the survey is intended to reach the widest range of residents, we think the best use of the mailing might be to advertise the survey. Finishing the survey and doing the mailing by Labor Day would be ideal to reach the greatest portion of seasonal summer residents.

NRPC would be responsible for the mailing and creating a draft survey, with the Planning Commission providing feedback to help develop the survey and advertising on the town Facebook page and email list.

Next Steps:

- Finalize public outreach plan
- Start to plan and advertise the public meeting