

New Hampshire Water Sustainability Commission
Public Engagement Working Group
Meeting Minutes
June 27, 2011

Present: Denise Hart, Amy Manzelli, Marcy Lyman, John Gilbert (Phone)
Paul Susca, Jennifer Rowden, Bruce Mallory, Michele Holt-Shannon

1. Review and approve minutes from 6/13/12 meeting: Minutes were presented and approved pending any further comments by Denise or John (who were not at the meeting at that point)

2. July 9 Public Engagement session: Amy reviewed the time line indicating that we were on schedule. The guide would be ready to be sent to registrants on 6/28. As of the meeting there were 50 registrations. Amy will follow up with Michael Licata to ask if he would send out another announcement to BIA members and do some outreach to get more people from the business sector to participate. Michele then described what communications will be sent to registrants: a reminder and thank you for registering, directions and logistics. In addition the group discussed whether to include the discussion guide (revised from May 8), summary of May 8 sessions and John's summary of Commissions' work. Denise suggested that since we want the participants to help develop solutions, it would be helpful for the registrants to have the guide with enough lead time so they could digest it and be ready to get to the solutions. It was initially concluded that it would go out in advance (/2 or 7/3) but with caveat that people should come even if they haven't read the guide. John's summary will be incorporated right into the guide.

The group then discussed the substance of the participant's guide. Several issues were raised:

1. Does guide provide too much of a prompt to discussion
2. What is missing?

Bruce suggested that if we want these participants to think outside the box, the guide might take a minimalist approach and simply define the box. A 1 page summary and agenda should be sufficient. Michele indicated that these participants are a savvier group that comes with their own perspective. What we want to do is to encourage them to have conversations they don't or can't have and to identify what kinds of solutions they can come up with together. What do they need to prepare them for that conversation? John concurred, Denise suggested that what they need is an overview of the NH Listens process, what to expect and to get them enthusiastic about a different conversation, agenda and John's summary of Commission's work. Denise outlined suggestions for July 9 program:

- 1) What to call this group – we keep stumbling over names “water stakeholders, statewide organizations, water professionals, business and industry leaders, across interests etc., need to formalize/agree on what we are calling this group;
- 2) Identify what needs to happen in order to sustainably manage NH waters and water systems;
- 3) What we learned from May 8 – we know a lot about the issue and what is needed – just haven’t been able to get there;
- 4) Ask question what needs to happen so we can sustainably manage our water resources;
- 5) What are issues/concerns that if we don’t address will preclude the opportunity for sustainably managed water in the future.

Amy suggested that maybe it is the Commission’s job to expressly ask and answer the question in final report: ***are there actions that if they are not taken in the near term will lead to irreversible consequences for our water and water systems?***

John suggested we put this question out in advance, as it is helpful to have people think about it. Denise suggested that be sure to emphasize that they should be there for the whole meeting.

ACTION: Michele will draft materials and sent to Public Engagement members by end of weekend (July 1/July 2). Denise will develop a draft communication for the Commissioners and send around committee members for approval before distributing.

Michele then described the general flow of the session: She and Bruce will give an overview: goal of the Commission, role of this group to join with the Commission to grapple with variety of challenges and develop recommendations. Denise suggested it is really important to do introductions so that people can hear from each other. Then there will be a review of the summary: look at the five issues with the 6th one being the overarching public education

The group will then be asked: How would you address these issues, what role could/would you play in raising awareness/building engagement/coordination, what are the steps needed to bring people together to work over a 25 year period. Does this group need a mechanism (or does one or more already exist?), define the terms coalition or network if used. How will coordination/collaboration be accomplished?

Specific issues raised about logistics:

- 1) Need much more time for report outs so that participants have time to talk about next steps: what do we do after today? Suggestion made to emphasize that much of the work will start in October after the life of the Commission. Jenn suggested that we have the building until 6 and we could offer an hour after the session on the 9th (5-6 p.m.) for people who wanted to start some process.
- 2) Need clarification about Commissioners’ role: groups will be self-facilitated – One Commissioner should join each group to clarify questions, not participating

- in discussion – help scribing (taking notes on flipcharts for the group), be “fly on the wall”. Make sure Commissioners get there a few minutes early.
- 3) One week after meeting we will need to send out thank you for coming, and a summary of what heard at the session. The notes that the Commissioners take will be the basis for that summary. We did not assign this task yet.
 - 4) Refreshments: Pitchers of water, fruit, brownies, tea/coffee; Marcy will coordinate.
 - 5) Publicity/outreach – to BIA; Amy will coordinate.
 - 6) Seating/set up: circles of chairs 12 in each circle – 6 in large room – 2nd room to accommodate 18. Concern over loosing time traveling from one room to another. Preference is to keep everyone in one room.
 - 7) Information table – slide show running – DES will bring equipment.
 - 8) Need for directional signs (2); Paul and Jenn
 - 9) Nametags – Marcy
 - 10) Easel, flipcharts, markers—Bruce and Michele

ACTION: Michele will draft short description of role of Commissioners and what they need to do and circulate. Denise will email Commissioners to describe their role/ask members to come a bit early. Each member of the PE working group will bring something for refreshments and Marcy offered to coordinate. Paul/Jenn will work on getting signs up to direct participants to site, bring portable microphone if needed and laptop and slide show. See list above for other assignments.

3. Determine if committee members need to visit the July 9 site in advance and if so, procedure for how this can be done: Jenn and Paul have arranged to meet at building at 9 a.m. on July 3 – one member of PE Working Group to join.

4. Review and discuss draft NH Listens May 8 report and if this will be available for July 9 public session: The group discussed how to use the report from May 8 and what needs to be done to get it out. The full Commission needs to sign off on the report and we will ask for this at the July 17 meeting. Jenn will send the draft around to full Commission and ask for feedback by June 29. Michele and Bruce to come to July 17 Commission meeting for how to read the report and a debriefing on May 8/July 9 sessions. PE committee members will meet with Michele and Bruce at noon before the Commission meeting for debriefing.

ACTIONS: Jenn will send around the full report to the Commissioners asking them for feedback by June 29 (**Was this done? Denise**). Denise will draft a note to the May 8 participants with a link to the public comment form encouraging their input and an update on the process of the report and send it to Michele after committee approval. Michele and Bruce will come to the July 17 Commission meeting to debrief the May 8/July 9 sessions. Members of the PE committee will meet with them prior to the meeting at noon. (**Do we need to notice this as a public meeting even if it is a lunch meeting without a quorum of commissioners? Denise**)

5. Revised written public comment survey form: Jenn has received and made all changes suggested to the public comment form and distributed copies of the final version. The committee reviewed and approved the public comment form for posting on the website for through the month of July 2012.

ACTION: Jenn will post the written public comment survey form on the Commission's website; the public may also submit comments by sending an email to the Commission's Gmail account or by writing to the Chair. Written comments from the public will be accepted through July 31, 2012 after which time the written public comment period is closed so the Commission may write the final report.

6. News release: The group discussed whether to send out a press release and what to include. It was decided to provide a quick summary of what we learned from 130 participants in the NH Listens May 8, what the Commission is doing, announce the July written public comment period (with link to comment form) and a quick sentence about the July 9 session.

ACTION: Amy will work with Jim Martin at DES to put out the news release before the July 4 holiday.

7. Inquiries received from the Commission's Gmail account: Paul reported that there were no emails received.

8. Next subcommittee meeting dates for July and August:

Denise said that the committee would need a July meeting to process work of PE, to plan and determine how to write the report of the July 9 session, to determine how to process information received from the public comment period for the final report and prepare feedback summary to rollout and content working groups; make sure we have covered all the bases, and potentially set up an August meeting. Given the late hour, it was decided that Denise would send around a Doodle poll for the July meeting. The PE committee members envision that their work will be laid down soon after this meeting so that they can focus on their new assignments related to completing the Commission's final report.

ACTIONS: Denise will send around a Doodle poll to establish date for a July committee meeting.

Meeting adjourned at 3:45pm