Recommended Process and Documents for CPC Meeting on 2/25 starting @ 4:30pm

Presentation Materials for meeting

- Although the CPC has the dockets, a short presentation has been working very well.
- Each presenter should put together a simple power point that brings the project to life.
  - Examples attached to email from Enhanced Trail Signage, Bike Racks and Picnic Areas
- There is no specific form, just keep it simple
- Presentation should take 10 minutes at maximum, Sarah E. can post the presentation
- If you have partners coming to the meeting, please introduce them and their role
- Presentation pages need to be posted at least 48 hours in advance, so please send to me, Tracy, Myra Schultz, and Sarah Eaton by Monday February 22nd. When sending the presentation in, please have it clearly associated with the topic and note the order it will be shown. (see below)
  - seaton@town.orleans.ma.us
  - Msuchenicz2012@gmail.com

Presentation Points for everyone

- Although we may get some of the installation work done by volunteers, we need to ask for the full estimated cost in case we do not get the volunteers. We can always turn back funding.
- If the project is two steps – i.e. engineering study this year, and implementation next year. Make that a bullet point on the slide
- If there are any questions on the costs that we submitted that came from the Town, Tom Daley or who every supplied the costs should answer those questions.

Recommended schedule for Presentations:

Based this on the need for partners to be at the presentation

1. Tracy provides overview of Orleans Outdoors. Basically, the brief summary that we included in our write up. Introduces the partners who will be attending: Tom, Nate, Alan, Stephen O’Grady, Ann Foster. (others?)
2. Morgan: Storybook Trail
   - Partners: Anne Foster & Stephen O’Grady
3. Anne: Kayak Racks
   - Partners: Nate Sears, Stephen O’Grady & Tom Daley
4. TBD: Bike Racks
5. TBD: Picnic Areas
   - As I am on the committee, I shouldn’t be presenting the Bike Rack or Picnic Areas, so need a volunteer. Suggested slides are attached for each.
   - Partners: Tom Daley & Stephen O’Grady
   - Partners: Tom Daley
7. Tracy: Basketball Courts
   - Partners: Tom Daley