

## Old Town Residents Association Meeting 1/08/04

Present

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Rita Marth	301-589-3685	<a href="mailto:rmarth@attglobal.net">rmarth@attglobal.net</a>
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The minutes of the previous meeting were mailed out via e-mail. For the current meeting the following agenda was proposed:

### Agenda 1- 08- 04

- Finalize mission statement
- Finalize survey
- What is needed to operate a neighborhood association?
- OTRA and PEN
- Outreach

### Finalize mission statement

The wording of the mission statement developed during the meeting of 12/04/03 was reviewed and thought to be adequate with minor corrections. The mission statement reads as follows:

### Mission Statement

The purpose of the OLD TOWN RESIDENTS ASSOCIATION (OTRA) is to facilitate discussion and communication about neighborhood issues among residents and between the neighborhood and the City of Takoma Park.

### Finalize survey

The list of survey questions was discussed. They are listed in the minutes from 12/04/03 meeting. Some additions were proposed and it was suggested that several items were to be added. It was felt that the questions needed some sort of organization. Steve Shapiro volunteered to create this organization during the interval between the meetings. The committee members should contribute suggestions and additions. Steve is going to incorporate them and develop questions for the survey, so that the survey can be finalized and approved at the February 2004 meeting, to be distributed by March 2004. (See appendix)

### What is needed to operate a neighborhood association?

The following items were discussed as characteristic needs of a neighborhood association:

1. Communication. Communication is essential. Communicating may require multiple approaches:
  - a. Computer – a list serve
  - b. Newsletter or similar regular communications
  - c. Flier for major events.
  - d. A phone tree.
  - e. A bulletin board (WJM is to check out the city's take on bulletin boards).
  - f. Know and have contact with certain groups of people, such as senior Citizens, mothers with small children.
  - g. Communication can also happen through established groups, such as Churches.
  - h. Information re neighborhood association matters in the library.
2. Bylaws: It was the opinion that the management of a neighborhood association should be simple and the association should be more or less loose. The organization should have minimal administrative burden for all involved.

Certain characteristics should be included, even under minimal organizational structure: There should be one contact person (Other names: Chair etc.) and one back-up person. These persons could be elected by any of the election processes: acclamation, ballot etc.

Some argued that organizational memory and know-how is important. This could be accomplished by having the contact person, the previous contact person and the newly elected contact person working together.

(Example: President, immediate past president and president elect)

3. Membership  
A determination, which is a member and a geographic delineation. This discussion was tabled until the meeting in February 2004.
4. Addressing Community Issues:  
A political mission to handle neighborhood problems. The initial political call will be acquired through the survey. It is hoped that the survey will help OTRA to detect pressing local issues and allow OTRA a strategy to address these issues. Much of such handling will require an ad-hoc team and versatile response. Other topics such as use of the PEN list serve and of the Newsletter will require further discussion with PEN.

## **OTRA and PEN**

It was proposed to have a discussion with PEN to determine how to cooperate in future.

### **Outreach**

The initial vehicle for out reach is the survey. It is to be determined how to distribute the survey and how to acquire sufficient returns. The following possibilities were mentioned: Addendum to the newsletter, a house-to-house campaign conducted by interested members

### **Next Meeting of OTRA**

The next meeting will be on Thursday February 5 at 7:30 PM at 104 Tulip Avenue Takoma Park MD 20912

It was announced that the Takoma Park **Public Safety Citizens Advisory Committee (PSCAC)** will hold a meeting with the

## **Neighborhood Safety Contacts**

On Thursday January 22 at 7:00 PM at the Takoma Towers. The Neighborhood Safety Contacts are volunteers of each neighborhood who seek to work with the Takoma Park Police Department and the City of Takoma Park to solve local safety issues. The Chief of Police Cindy Creamer will introduce the new COP officers at this meeting.

### **Appendix**

Status of survey list of January 17, 2004. For thoughts, please respond to Steve

**Return answers to [steveshapiro1@juno.com](mailto:steveshapiro1@juno.com) by Monday January 26,**

#### **Traffic**

- Volume/Density
- Safety
- Pedestrian traffic and walking routes
- Traffic at Maple and Philadelphia Ave
- Parking and parking enforcement
- Commuter parking

#### **Crime and Crime Prevention**

Police  
Presence of police  
Police Services in general  
Police surveillance  
Undercover police activity  
Police patrolling

**Cross border issues with DC & inter-jurisdictional issues**

With the Montgomery County and the state of Maryland.  
Number of traffic and pedestrian signals on state roads

**City Services & City communications**

Snow removal  
Sidewalks, curbs and street repair  
Leaf pick-up  
Also storm-water management  
Leash law

**Bus service**

**Development**

METRO and other development, including Adventist expansion  
Influence of development on the neighborhood

**The Old Town Businesses & Commercial interests**

Business Development and the Health Sustainability) of the  
Commercial Sector

**Fire ordinance**

**Sligo creek bike path to METRO**

Additional Interested residents

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Ellen Ginsberg	<a href="mailto:Esginsberg.int.center@starpower.net">Esginsberg.int.center@starpower.net</a>	301-