

**NORTHAMPTON COUNTY PROJECT MANAGEMENT TEAM (PMT) &  
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT (DHCD)**

**FACILITATED PLANNING SESSION**

**MAY 26, 2010 @ 5:00 P.M.  
MACHIPONGO COUNTY OFFICES  
MEETING MINUTES**

Present:

Arcos, Heather	Cape Charles Town Manager
Aulbach, John	Virginia Department of Health
Bannon, Chris	Cape Charles Council Member
Benson, Sandra	Northampton County Planning & Zoning Director
Davis, James	Dept. of Health Environmental Health Supervisor
Fitzgerald, Matt	Dept. of Housing & Community Development
Heneghan, Henry	Cheriton Representative
Hogg, Granville	Citizen
James, Eldon	Wastewater Consultant – Community Facilitation
Johnson, Bif	Engineering Consultant – Hurt & Proffitt
Knapp, Allen	Virginia Department of Health
LeMond, Larry	Cheriton Council Member
Long, Sam	Northampton County Supervisor
Margolius, Michal	Virginia Department of Health
Meyers, Robert	Citizen
Miles, Artie	Exmore Town Manager
Nunez, Katie	Northampton County Administrator
Panek, Bob	Cape Charles Projects Consultant
Potts, Tom	Exmore Community Representative
Rowland, Sue	Wastewater Consultant – Community Facilitation
Spencer, Norma	Cheriton Council Member
Sullivan, Dora	Cape Charles Mayor
Thornes, Mike	Northampton County Public Works Director
Tiller, Dave	Virginia Department of Health
Walker, Scott	Cape Charles Community Representative
Warwick, John	Wastewater Consultant – Hurt & Proffitt

DHCD Representative Matt Fitzgerald reviewed the requirements of the 2 planning grants and reviewed the timeline associated with the grants. He stated that we will need to develop a more comprehensive Planning Grant Management Plan and a Pay for Performance Budget for submission into DHCD along with the other initial requirements outlined in the grant award letters in order to move the county into a full contract to access the full grant award.

The committee reviewed the draft Grant Management Plan that Mr. Fitzgerald supplied.

The meeting ended at 6:30 p.m.