

Comprehensive Committee Plan Meeting

June 22, 2016

Meeting Minutes

- I. Call to Order (Grace Lovell called meeting to order)
- II. Approval of 6/26/2016 meeting
- III. Project Timeline Review
 - A. A draft outline was presented for discussion
 - B. At first glance we see that this is actually a compact timeline
 - C. There are dates written in stone (but there is still some room within this draft)
 1. Funday
 2. November election
 - D. Discussion of using a google.doc for the sake of 'pre-editing' and streamlining this process. There was general agreement.
 - E. Discussion of committees for the original drafting of various chapters (open spaces, etc..)
- IV. Communication with Public - Surveys
 - A. This is the current 'big push' of this committee to finalize and publicize an initial survey
 - B. This survey will be made available as a paper copy as well at FunDay, town office, and potentially other locations potentially like Stones, the Prince Memorial Library, or others)
 - C. Survey can be publicized via newsletter, bulletin posters, postcard, facebook
 1. Our goal is over half of our residents provide input
 - D. In order to bring in traffic we may have a giveaway (Stones, etc...)
 - E. Discussion of preventing multiple entries
 1. Address box on survey may help us keep a record
 - a) Could ask for number of residents at site over the age of 18
 2. Personal code on postcard
 - F. Data from this survey could be reviewed in October in order to set a second survey for further detail at the November election
 1. Discussion: is this potentially confusing? Do we want to make sure to make this first survey as solid as we can and avoid the follow up survey?
 2. Reasoning for 2 surveys: lack of initial responses, finer points are needed.
 - G. The committee decided to push the response return date to the November Election (November 8th)
 - H. Do we publicize this as the "comprehensive plan and other services" survey to let everyone know that it is intended to be truly comprehensive
 - I. Other fun ways to advertise/motivate input
 1. Gift certificates

2. A North Yarmouth shaped table (following Portland's recent idea).



- J. The different questions of the draft survey were reviewed. Some questions were eliminated, some questions amended, others added
 - K. Discussion of Economic Development Survey Results March 2016
 - L. Discussion of using the 2002 questions in a draft for this year. We can have our questions ready to go for the next meetings based on the existing 2002 questions from the .pdf below or the printouts provided.
 1. http://www.northyarmouth.org/sites/northyarmouthme/files/uploads/supporting_documents_2.pdf
- V. Other Business
- A. The town website has a site for the comprehensive plan:
<http://www.northyarmouth.org/our-town/pages/comprehensive-plan>
 1. Discussed making public comment available
 2. Discussed adding completed elements as they become available for the town to review for transparency and community involvement
 - B. Returned to the previous meetings discussion of enhancing the roll or the town's comprehensive plan in actual planning efforts and in the decision making process.
 1. Possibilities
 - a) Quarterly standing committee?
 - b) Assigned liaisons?
 - c) Include implementation in the comprehensive plan involving a standing committee and a system of communication and habits to keep focus on the town's comprehensive plan
- VI. Adjourned at 8pm