

Comprehensive Plan Meeting Minutes 6/22/2016

1. Call to order by Grace Lovell
2. Approval of previous minutes (Ryan Keith motioned, Trudy Dibner second).
3. Introduction of Ben Smith, resident and professional town planner.
4. Discussion of comprehensive plans, getting the process started, and the value of the plan
 1. Discussion of this committee's charge
 2. Discussion of what the final product needs to accomplish
 1. How it will be used to guide decision making
 2. Discussion of how involved we will be in 'group writing' of the text
 3. Discussion of the use of the document by the town post-adoption
 1. Discussion of the role of the selectmen
 2. Discussion of the ability for this committee to have lengthier appointments or the ability to continue as a 'long range planning committee' or other standing core-group committee that can communicate with other committee's when changes are needed or the plan needs to be directly referenced
 3. Discussion of where to begin
 1. Community out-reach and vision forums vs. work within the committee
 1. Discussion to have the community review the previous plan and vision as a leaping off point to discuss any changes in the towns focus, needs and concerns.
 2. Discussion of "what was Ben Smith's preparatory 'grunt work'?"
 1. All of the plans and council adopted policy since previous comprehensive plan
 2. Perusal of other comprehensive plans
 3. If able to do it again he would have drafted inventory chapters early on if not prior to pulling the committee together to allow for more time devoted to the actual planning.
 4. Discussion of scope of the committee
 1. How much do we want to do and how are we going to do it?
 2. Do we want to tweak or start over from scratch
 5. Discussion of how a 'vision statement' might be written
 1. What is aim between short and inspiration vs. lengthier and more comprehensive
 2. Discussion of how to include public input prior to writing
 1. We could view Windham's survey to aide in the creation of our own
 1. Need to avoid leading questions
 2. Need to tailor questions to our town
 2. Ben discussed the Windham Comprehensive Plan lead-up timeline
 1. sequence of visioning forum
 2. Preparatory work
 3. Met to discuss themes to turn into value/vision statement
 3. We could send a post-card with a link to a survey-monkey survey that could include a required field to prevent duplicate entries
5. Format of plan
 1. Discussion of design
 1. One-book vs Two books
 2. Discussion with general consensus of a simple-as-possible presentation
 1. Part A (short part or 'The Plan') including vision, summary, goals, implementation and Part B all supporting materials

1. Much of a “Part B” could be simply posted online provided that the website is made more user friendly
 2. This is modeled on the Kennebunk plan’s website with an eye to be easily seen and indexed online and linked.
6. Town Survey Discussion
 1. Goal is to get public input for the vision statement from as many as possible
 2. Strive for a survey for “Fun Day,” the 17th of September
 1. Grouped tasked with creation of survey questions for the July meeting
 2. An email will be sent as a ‘starter’ for this process
 3. Rosemary will look into ‘survey-monkey’
 3. Have the link sent to all households on a town-postcard
7. General Timeline of events
 1. Grace and Rosemary will ‘work backwards’ from a proposed goal of 2018 meeting to create a timeline for this committee’s work
 2. We will discuss Visioning Sessions at the next meeting
8. Adjourned by Grace Lovell