

Comprehensive Plan Committee

May 25, 2016
Meeting Minutes

- I. **Introductions** - All committee members were present, the Town Manager, and Stephanie Carver/GPCOG. CEO Ryan Keith was unable to attend.
- II. **General Discussion of Comprehensive Plan** - The Town Manager led the discussion with the overall purpose of the committee and explained the significance of a town comprehensive plan. The manager explained the format of the meetings and the importance of keeping a regular schedule. The group discussed ways to approach the project, the need for one document or two, resources, other comprehensive plans, and public forums. The roll GPCOG (Stephanie) will play in the process was described and the time frame of the project noted to be approximately 24 months.
- III. **State Information/Requirements** - Stephanie Carver/GPCOG provided the group with copies of the state guidelines and checklist and suggested that the committee may want to begin the process with the checklist. Stephanie suggested that the group begin by looking at other town plans, and she would provide the group with links to those she recommends for reviewing.
- IV. **Organization of Future Meetings** - The consensus of the committee was to hold monthly meetings on the fourth Wednesday of the month from 6:30pm to 8:00pm. The next meeting will be held on June 22, 2016.

Communicating information to the public will be provided through the various town media publications, i.e., Facebook, website, reminders from town hall, etc. The front office will provide other assistance to the committee as needed. The manager is looking for a member of the committee to be responsible for updating the website page for the CPC.
- V. **Organization of the Committee** - David Kleban moved to nominated Grace Lovell as Chairperson. Katryn Gabrielson seconded the motion. Discussion: None. Vote: 6-Yes 0-No 1-abstained (Lovell) Katryn Gabrielson moved to nominated Steve Berry as Secretary. David Kleban seconded the motion. Discussion: None. Vote: 6-Yes 0-No 1-abstained (Berry)
- VI. **Other** - None.
- VII. **Adjourn** - Chairman Lovell motioned to adjourn.