

**Comprehensive Master Plan
Review Team
September 25, 2014 Meeting**

Team Members present were: Patrick Corey, Michael Duffy, John Eddy, Marge Govoni, Kenneth Grondin, Sparky Hurgin, David Lavigne, Shaun Morrison, David Nadeau, Allan Phinney, Tony Searles, Frayla Shoerfeld, Gene Tanguay, Dave Tobin, and Elizabeth Wisecup.

Staff present were: Planning Director, Ben Smith; Planner, Amanda Lessard; and Planning Intern, Adam Higgins.

Consultants present were: Mark Eyerman of Planning Decisions; and Kevin Faye of Critical Insights.

The Comprehensive Plan

- Existing town conditions frame the next important part of the plan.
- What is the vision for the future? What are the steps to achieve that vision?
- What are the challenges and opportunities?
- Identify goals and strategies.

The Plan is important because:

- The State requires it for certification. Benefits go with that, like preferential treatment for grant money.
- It is the underlying basis for zoning and things like impact fees.
- It is important to have a plan that represents the community.
- It is a chance to formalize what will be achieved as a community, to consider natural resources; water resources; demographics; and housing. An opportunity to tie together and identify energy, public health, and other topics important to community.

What will the Plan look like:

- It will be an accessible, relevant guide that can be tweaked every two years and used as a reference tool.
- It will be able to take advantage of new opportunities.
- It will be a guide and not meant to limit choices or lock in for the next ten years.
- It will be about options for the community based on stated goals.
- It will have lots of graphics.

What is the Review Team's job:

There are three parts based on the Council charge:

1. "Keepers of the public process" – present ideas for how to include the public in this process.
2. Being representatives of the perspectives of the community and ambassadors for the effort.
3. Providing a final draft of the Plan by Q3 of 2016.

Ground Rules and Meeting Procedures

- Review Team is a group of equals.
- Actual drafting of the Plan will happen outside of meetings and be done by staff. The Team will have the opportunity to review the draft and offer comment. The goal is to have a rough draft ready for public review within one year.
- Decisions will be by consensus rather than vote.

- Please notify staff if you will be absent from a meeting.
- Anything that is sent to staff about town business will become a public document subject to Freedom of Access, and will be made available to the public if they request it.
- Members will have work to do outside of meetings, such as helping at public events; meeting with community; and reviewing draft materials.
- Email communication is the best way to communicate with each other. Information will be posted on-line with paper copies available as needed.
- Meetings would be two hour work sessions, not public hearings, but there should be a process for accepting public comment.

Public Involvement Outline

- Community Survey:
 - The survey will be out in mid-October.
 - Everyone will get a mailing directing them to an on-line survey.
 - There will be advanced advertising notice.
 - Follow-up phone calls will be made if there is no response to the mailing.
 - The goal is to collect information from 1, 000 households.
 - Critical Insights will report back in early to mid-November.
 - The survey results will be used to inform a community scale meeting.
 - The product will be a draft Vision Statement.
- Community-wide Events:
 - Octoberfest – Inform people about the survey and the Comp Plan process.
 - Community Scale Meetings – Community members will have two to three hour structured exercises about the vision.
 - The November event will be an interactive Public Forums

Next Meetings

- October 9th
- October 23