

To: Windham Review Team
From: Mark Eyerman
Subject: Tentative Forum Agenda
Date: October 21, 2014

The purpose of the two Community Visioning Forums is to collect ideas and input that the Review Team can use to help shape an updated vision for the community. In addition to what we hear at the forums, we will also have the results from the community survey, the reports from the two focus groups, and the information from the earlier stage of the planning process. So this will be just one piece, but a very important piece, of the information we will use in shaping an updated vision for Windham.

At the last meeting, we spent time reviewing the vision from the 2003 Comprehensive Plan. Amanda kept track of the summary discussion and her notes are attached. I took away a couple of things from the Review Team's discussion:

- There is a tension between characterizing Windham as a "rural community" versus a "bedroom" or "suburban community". I think this will be an important issue as we move forward and is something we want to address at the community forums.
- Similarly, the issue of the balance between growth and development and open space and rural preservation is recognized (a positive) but not a lot of direction is provided about how to deal with it in the future.
- The 2003 vision wasn't "Windham specific" enough for some people. The general concepts are OK but it doesn't deal with the real aspects of Windham and the issues that need to be addressed.
- The 2003 vision is bland and isn't exciting or special. It doesn't "touch" people.
- The consensus seemed to be that the discussion at the visioning forums should start with a clean slate in asking people about the future of the community but should also introduce the 2003 vision and ask them to critique it and provide some feedback on what they like and what needs to be improved.

Starting from the final point – clean slate but critique the old vision – I've put together a tentative agenda for the community visioning forums. The agenda is built around four components:

1. Provide everyone with some background information on how Windham is growing and changing.
2. Solicit feedback on what people like about the community and don't want to see

- changed and what they would like to see change and improve.
3. Provide people with an opportunity to tell us whether they view Windham as Rural or Suburban.
 4. Review and critique the 2003 vision.

Here is an annotated tentative agenda for the forums. This is a lot to cover but if we are organized and stay on task, we can do it. The agenda is built around some opening presentations to the entire group, a series of small group exercises, and summaries of the results of the small groups to see where we have common threads.

Tentative Agenda

- 0:00 **1. Welcome and Introductions**
Someone representing the Review Team will call the meeting to order, welcome people and thank them for coming, and introduce the members of the Review Team, staff, and elected officials.
- 0:10 **2. Overview of the Comprehensive Plan and a Community Vision**
Someone (Ben?) will provide a very brief overview of what a comprehensive plan is, why the Town is doing an update now, how it is used, and what a vision is and how it will guide the planning process – short and sweet.
- 0:15 **3. Purpose and Overview of the Forum**
Mark or Ben will provide a brief overview of what will happen at the forum and what the Review Team will do with the information that is generated.
- 0:20 **4. Windham – How it has been growing and changing**
Ben will do a short PowerPoint presentation focusing on how the Town has grown over the past 30 or so years, what is going on now, and how the population of the community is changing.
- 0:30 **5. Small Group Exercise #1 – What do you like about Windham?**
There will be a facilitator at each table (either a staff person or Review Team member) to guide the discussion with the group. There will be 6-8 participants at each table. The facilitator will lead a structured braining storming session to make a list of what people like about Windham and would like to see not change over the next 10 years. Once the group has made a list, they will identify the 5 or so most important things on the list. The lists and priorities will be recorded on flip charts and turned in at the end of the exercise.
- 0:55 **6. Small Group Exercise #2 – What would you like to see improved or changed about Windham?**
Once a group finishes Exercise #1, they will move on to Exercise #2 and do

essentially the same thing but this time listing things that they feel need to change or be improved about the community. When a group finishes Exercise #2, they can go on break.

1:20 **BREAK (Work on Post-It Boards)**

During a very quick break, participants will be asked to look at the Post-It boards and leave any comments they have

1:35 **7. Small Group Exercise #3 – Rural or Suburban?**

After the break, participants will go back to the same table. This exercise will consist of a series of questions – when they think of Windham, do they think it is more of a rural community or more of a suburban bedroom community? What aspects of a rural community are positives and should be retained? What aspects of a suburban community are positives and should be fostered?

2:00 **8. Summary of Small Group Exercises 1 and 2**

While work on exercise 2 and 3 is going on, staff will consolidate and summarize the findings of Exercises #1 and #2 and present them to the group.

2:20 **9. Small Group Exercise #4 – Critique of 2003 Vision**

The final exercise will be to give everyone a copy of the 2003 vision and have them mark it up with what they like about it/think is good and what needs to be added or changed. The facilitator will then try to find any common themes or perspectives among the group and note them on the flip chart.

2:50 **10. Wrap Up and Next Steps**

Someone should thank everyone for their time and input and explain what will be happening next – the results of the community survey, a draft of an updated vision, etc.

To: Ben Smith
From: Mark Eyerman
Subject: Forum Logistics
Date: October 21, 2014

Here are a number of logistical things we should talk about and be set on for the forums:

Refreshments

- Arrangements ahead of time for the food and beverages
- Someone to pick up stuff on the day of each forum
- Coffee ready 15 minutes prior to start of Saturday morning forum
- Someone to be responsible for distributing the left overs

Building Access

- We should be able to get into both locations about an hour prior to the start of each forum – about 5 @ Manchester School and about 8 @ the Town Office
- This sounds dumb but it is good to have an emergency contact that can get us into the buildings if necessary. I did a workshop a few years ago and the school janitor who was supposed to open up was in an accident on his way to the school and no one could find anyone who could open the building for us.

Room Set Up

- We should check out the two rooms ahead of time and look at how we can best set up things
- Here is what we will need:
 - A registration table near the entrance
 - A couple of side tables for refreshments with a garbage can
 - A front table or podium or just a couple of chairs
 - PA system?
 - 8 to 10 small group tables (preferably round) that can seat 8 or more people with chairs if possible (cafeteria tables with attached benches or seats are OK but not the best especially for older folks)
 - Laptop, projector, screen for the opening presentation
 - Easels or wall space for the post-it boards

Refreshments

- The food and beverages
- Napkins, plates, plastic silverware, stirrers

- Paper cups
- Cream, sugar, sweeteners

Working Materials

- Easels for post-it boards
- Easel and flip chart for the front of the room
- Table top easels for each small group
- Name tags and sign-in sheets
- Agenda packets for each participant
- Markers, pencils, maps, master worksheets for each table

Committee Volunteers

- A couple of people to help get things set up 45 minutes prior to the forum
- A couple of people to welcome participants and hand out agenda packets starting 30 minutes prior to the forum
- 2 people to man post-it boards prior to start and during break
- 8-10 small group facilitators (committee members and staff)
- 4-5 people to help clean up at the end of the forum

Volunteer Sign-Up Sheet

Saturday, November 22, 2014 Community Forum

Town Office Gym @ 9:00 AM

Set Up Crew – be at the school by 8:00-8:15 to help set up the room

1.	John Seddy
2.	MIKE DUFFY
3.	PAUL TOLIN
4.	

Welcomers/Agenda Distributors – be at the school by 8:30

1.	John Seddy
2.	MIKE DUFFY
3.	Patrick Corey

Post It Board Monitors – be at the boards by 8:30 and during the break

1.	John Seddy
2.	Sparky Hargin

Small Group Facilitators – be at the school for training by 8:30

1.	John Seddy
2.	MIKE DUFFY
3.	Patrick Corey
4.	Sparky Hargin
5.	ALAN PHINNEY
6.	SHAWN MERRISONS
7.	

8.
9.
10.

Clean Up Crew – stay 15 minutes at the end of the forum

1.	John Eddin
2.	Mike Dwyer
3.	Alex Tobin
4.	Alan Phinney
5.	Shawn McMorison
6.	

Volunteer Sign Up Sheet

Thursday, November 13, 2014 Community Forum

Manchester School @ 6:00 PM

Set Up Crew – be at the school by 5:00-5:15 to help set up the room

1.	SHAWN MERRILL
2.	GENE TRACY
3.	DAVE TORIN
4.	

Welcomers/Agenda Distributors – be at the school by 5:30

1.	Sparky Hargin
2.	TONY SEARLES
3.	MIKE DUFFY

Post It Board Monitors – be at the boards by 5:30 and during the break

1.	John Sclch
2.	

Small Group Facilitators – be at the school for training by 5:30

1.	ALLAN PHINNEY
2.	Sparky Hargin
3.	TONY SEARLES
4.	Patrick Corey
5.	MIKE DUFFY
6.	SHAWN MERRILL
7.	

8.
9.
10.

Clean Up Crew – stay 15 minutes at the end of the forum

1. SHAWN MORRIS
2. ALLAN PHINNEY
3. DAVE TOBIN
4.
5.
6.

Category	Business/Organization	Network Contact	Other Contact	Committee Member
Service Businesses	Hair Salons	Tamara Bowens, New Image Janet Morrell Benny's		Ben Smith
	Convenience Stores	Cheryl Page, Mr. Mike's		
	Coffee Shops	Corsetti's		
	Coffee Shops	Chutes		Tony Searles
		Jim Quimby, Thayer's		Patrick Corey
	Restaurants	Jana Merrill, Pat's Pizza		Shaun Morrison
	Printing	Kelly Mank		
	Other	Jay Hackett, Windham Rental		
	Auto Service	Ron Eby, Windham Automotive		Shaun Morrison
	Service organizations	Rotary	Tom Noonan	
Veterans		Don Swanders		
Lions		Pat & Jean Tanquay		
Kiwanis		Alan Libby		
Kiwanis		Phil Moody		
Chamber		Lori Noel		
Volunteer Fire/EMT Police Organization				Dave Nadeau Dave Nadeau
Churches	Windham Assembly	Tony Searles		Tony Searles
	Other Churches			Tony Searles

Business Community

Chamber	Alan Phinney Sherry Huff, Lee's Family Trailer George Hall, Hall Implement	Patrick
Auto Dealers	Lee Sebago Norman David	
Windham Millworks		Allan
Windham Weaponry		Allan
Sebago Lake Automotive		
Seacoast Funpark	Roy Moore	
Levinsky's		
Aubuchon	Bret Needham	Allan Phinney
Blue Seal		Patrick
Richardson's Boatyard		

Agriculture-Forestry

Active Farms	Jim Hawkes, Hawkes Farm PR Webster, Sheep farm & landscaping	
Farmers Market		
Community Garden	Marge	Marge
Small Woodlot Owners Association	Rich Merk	
		Roger Timmons
	Clayton Haskell	Liz
	Gary Winship	Patrick
		Patrick

Social Services

Food Pantry	Rene Daniels	Gene
Food Pantry	Marge G	

RTP (transit)	Jack DeBerandinis		Amanda
Neighbors Helping Neighbors Affordable Housing	Bill Diamond	Mark Bryant	Allan
Good Shepherd Food bank	Rick Small		
Developmental Services	Momentum		Shaun
Windham Christian Academy Montesorri School St. Joseph's College			Tony Mike Tony

Arts Community

Windham Center Stage	Mary Wasick		Sparky
Windham Center Stage	Rob Juergens		Sparky
Windham Raymond Performing Arts			Sparky

**Environmental
organizations**

Windham Land Trust	Dennis Hawkes	Priscilla Payne	Patrick
Friends of the Presumpscot – Presumpscot River Watershed Coalition	Will Plumley		Amanda
Mountain Division Alliance	Dave Kinsman		

Friends of Sebago Lake			
Casco Bay Estuary			
Partnership			
Cumberland County Soil & Water		Heather True	Amanda
Presumpscot Land Trust	Will Plumley		
PWD	Jon Earle		Shaun

Seniors Organizations

Avesta Housing		Kay Soldier	
Southern Maine Agency on Aging		Marcia Blanchard	
Meals on Wheels			
Senior meals program @			
Unity Gardens			
White Rock Sr. Center	Clarence W.		Liz
Monday Meal			Tony

Historic Preservation

Windham Historical Society	Norma Rogers		Allan
Windham Historical Society	Linda Griffin		Allan

Transportation

Public Works	Doug Fortier		Dave N.
Road Associations	Edra		Dave N.
RSU	Mike Kelly		Mike D.

Education

School District	Sandy Prince		Mike
School District	Don Davis		Mike
School District	Chris Howell		Mike
School Listserv	Cindy Kinney		Mike
PTAs	Elaine Herzog		

Support Staff Union	Barb Mauris	Mike
Teachers Union	Becca Cole	Mike
Adult Ed	Tom Nash	Mike
Library	Jen Alvino	Ben Smith
High School Students	Nichole Sturgis	Marge

Child Care

Windham Child Care Providers	Dianne	
Windham Child Care Providers	Donna Cobb	
Joyfull Noicse Birchwoods	Jennifer White	Shaun
Eagles Nest		
Childrens Discovery		

Recreation

Little League	Dave Field	Shaun
Youth Soccer Boosters	Dana McKenna	Shaun
Windham Snowdrifters	Scott Gordon	
RSU 14	Dana Perkins	Mike Constantine
Gorham/Windham Rod & Gun Club	Rich Drummond, AD	Dave
Tickets	Brian "Buck" True	Dave Lavigne
Boy & Girl Scouts		Mike
Youth Basketball	Pat Moody	Shaun
Youth Football	Scott Johnson	
WALC	Paul	Sparky
Falmouth Rod/Gun	Dave Ennis	Patrick
HS Outing Club	Jeff Riddle	Mike

DARE

Dave N

Large Land Owners

Hall Family
Grondin Family
Josey Morrell
Larry Clark
Tim Morrell

Ken

Patrick

**Summer
Residents/Tourists**

Chamber
Seacoast
Camp Road Associations
Lake Associations

Aimee Senatore
Edra
Little Sebago Assoc
Highland Lake Assoc

Dave

Dave

Builders-Developers

Eric Heyland
Jim Wolf
Jarod Robie
Tandberg
Shaw
Grondin

Ken

Ken

Ken

Recent Residents

Sebago Heights Assoc
Realtors

Tom Noonan
Linda

Shaun

**Families with Young
Children**

School Listserv

Newspapers?

Kelly Mank
John Ballantine

Michelle Libby

Food & Entertainment

13-Nov pizza, water, coffee, dessert (check Hannaford for platters) Check with food services
choir, jazz group

22-Nov coffee, doughnuts, juice, fruit
speakers

Banner for

variable m

Town of Windham

Planning Department
8 School Road
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Dear *[name]*,

As you may know, the Town of Windham is currently updating its Comprehensive Plan, adopted in 2003. After the Town Charter, the Comprehensive Plan is the most important policy document a Town can create, as it is the basis for zoning and land use ordinances and it helps the Town qualify for certain grant and loan programs. It is the official written statement of what is desired for the future of the community. The Plan sets a vision and goals for the Town's growth, policies and investments over the next 10 years.

Updating our Vision for Windham

The Comprehensive Plan Review Team appointed by the Town Council has a big project in front of them. The first major step in this project is updating the vision statement that will serve as the foundation for future goal setting. Think of the old expression, "If you don't know where you are going, any road will get you there." Coming to an agreement on a vision for Windham is like deciding on a destination, and then the Town can then make good decisions about the roads we will take to get there.

You are Invited!

On behalf of the Review Team, you are hereby officially invited to attend one of the two community visioning forums that are being held to allow members of the Windham community to participate in the process of developing an updated vision for our community. They are:

- Thursday, November 13, at 6:00-9:00 at the Manchester School in North Windham, and
- Saturday, November 22, at 9:00-Noon at the Community Center Gym at the Town Office.

Please consider attending one of these events. Your perspective as a *[Department Head/member of the ??? Board/Committee/Council/RSU]* is needed for this important early step in the project. Please send us an email at plan@windhammaine.us or use the enclosed card to let us know which session you will be attending.

Thanks very much,

Ben Smith, AICP
Planning Director