

Agenda
Community Vision Forum
Thursday, November 13, 2014 starting at 6:00 PM
Manchester School

1. Welcome and Introductions
2. Overview of the Comprehensive Plan and a Community Vision
3. Purpose and Overview of the Forum
4. Windham – How have we been growing and changing
5. Small Group Exercise #1 – What do you like about Windham?
6. Small Group Exercise #2 – What would you like to see improved or changed about Windham?

* * * * * BREAK (Work on Post-It Boards) * * * * *

7. Small Group Exercise #3 – The Windham Cake
8. Summary of Small Group Exercises 1 and 2
9. Small Group Exercise #4 – Critique of the Vision from the 2003 Comprehensive Plan
10. Wrap Up and Next Steps

Worksheet – Exercise #1

What I Love About Windham

The Community Vision and the overall Comprehensive Plan focus on the future of the community – what we want Windham to be over the next 10 to 15 years. A key piece in thinking about the future of the town is understanding what people love about Windham in 2014 – what is special about our community – and that they think the Town should work to maintain as it plans for the future. So take a few minutes and think about what you really love about Windham – what makes it special to you – and that you do not want to see change. It might be people or places or activities or whatever. In the spaces below, write down the 3 or 4 or 5 things that are on the top of your list. Be specific and try to brief if you can.

1.

2.

3.

4.

5.

Worksheet – Exercise #2

What I'd Like to See Improved or Changed About Windham

Exercise #1 asked about what you like about Windham that should be maintained in the future. This exercise asks you what you think can be improved to make Windham even better or things that you think should be changed over the next 10 to 15 years. This is a second key piece in thinking about the future of the town and what the community should be doing to make Windham better. So take a few minutes and think about what you think can be improved about Windham or that you want to see change. It might be people or places or activities or whatever. In the spaces below, write down the 3 or 4 or 5 things that are on the top of your list for changes in the community. Be specific and try to brief if you can.

1.

2.

3.

4.

5.

Worksheet – Exercise #3

The Windham Cake

As the Review Team started to think about the future of Windham, there was discussion among the team members as to whether Windham is a rural community or a suburban, bedroom community. It became clear through the conversation that Windham is different things to different people and that it is different in different parts of the community.

Over the next ten years, Windham is going to continue to grow and change. The question really isn't if it is going to grow – the real question is how it is going to grow and change. Some projections suggest that Windham may see 700 new housing units built in the coming decade and commercial growth is likely to continue as well.

Think of the Windham as a cake, made of several main ingredients or different types of development. Your job is to write the recipe for the 2015-2025 cake – how much of the different ingredients do you think should go into the cake. For the sake of this exercise, these ingredients are:

- Rural residential development along existing roads and in small subdivisions in woods and fields
- Residential subdivisions with relatively large lots - 2 to 5 acres per lot
- Residential subdivisions with moderate size lots - 30,000 to 60,000 SF (approximately 3/4 to 1.5 acres)
- Village-type residential development with smaller lots served by public sewers - 10,000 to 20,000 SF (approximately 1/4 to 1/2 an acre)
- Townhouse style residential development such as condominium projects with 4-8 units in a building
- Multifamily housing
- Small, low-intensity commercial uses primarily outside of the established North Windham commercial center
- Higher-intensity commercial uses primarily within the established North Windham commercial center

Think about how you want Windham to grow and change as we plan for the future. What will our Windham Cake for 2015-2025 look like? Using these ingredients and others you may want to add, tell us your recipe for the growth of Windham for next ten

years. For each of the ingredients, tell us what percentage of the growth it should be. The total of all of your ingredients should add up to 100%. This exercise is designed to help the Review Team think about how it should plan to manage growth in our community.

<u>Main Ingredients</u>	Percentage of the Mixture
Rural residential development along existing roads and in small subdivisions in woods and fields	-
Residential subdivisions with relatively large lots - 2 to 5 acres per lot	-
Residential subdivisions with moderate size lots - 30,000 to 60,000 SF	-
Village-type residential development with smaller lots served by public sewers - 10,000 to 20,000 SF	-
Townhouse style residential development such as condominium projects with 4-8 units in a building	-
Multifamily housing	-
Small, low-intensity commercial uses primarily outside of the established North Windham commercial center	-
Higher-intensity commercial uses primarily within the established North Windham commercial center	-
<u>Other Ingredients</u>	Percentage of the Mixture
-	-
Total for the Mixture (should be 100%)	

~~In the spaces below please list what you think are the positive rural aspects of the community that should be retained and the positive suburban aspects that should be nurtured and improved. Then answer the question at the end of the worksheet about how you see Windham now in 2014 and how you would like it to be in the future in 2025.~~

~~Positive Rural Aspects of Windham~~

1.

2.

3.

4.

~~Positive Suburban Aspects to be Nurtured~~

1.

2.

3.

4.

~~Now, think about Windham in 2014 and then about what you would like Windham to be in 2025 and pick the alternative for each that best represents your view of our community — put an X or a check in the appropriate boxes:~~

	Windham in 2014	Windham in 2025
Windham is predominately a rural community with some aspects of a suburban community		
Windham is a mix — in some areas it is predominantly rural and in others it is more suburban		
Windham is predominantly a suburban community that retains some aspects of a rural community		
Windham is a suburban community		
Other:		

Master Worksheet – Exercise #4 2003 Vision for Windham

Circle the areas or phrases that your group thinks are still relevant to the future of Windham and draw a line through anything they think needs to be changed or dropped. If there are important things missing from the vision or if they have other ideas for what should be in the Vision for Windham in 2025, write them in flip chart.

2003 Vision for the Future of Windham

“Retain and protect our rural character, scenic vistas, natural features and environment by maintaining a critical balance between preservation and development through managing and directing growth in a manner that accommodates all segments of our community and provides affordable, high-quality living conditions.”

“Managing and Directing Development Policy Guidance

- Recognize that times have changed and that densely developed portions of Windham, including some existing village areas, may require municipal water and sewer.
- Not every land parcel in Windham is suitable for every type of possible development. In addition, some land parcels should not be developed at all, but instead preserved as open space.
- Retain and enhance the different village land use patterns that now exist in Windham.
- Diversity in land development patterns should be encouraged in the future growth of Windham.
- The property tax implications of development activities should be considered in managing the growth of Windham.”

“Retain Rural Character Policy Guidance

- Maintain a low density of development in major portions of Windham (see map 1-1)
- Woodlands, open space and farmlands should be regarded as key elements of the town’s rural landscape.
- Parts of Windham should retain the characteristics commonly associated with a New England village, including the preservation of historic and older structures.
- Land areas adjacent to Route 202 (except for existing areas in South Windham Village, Windham Center and Foster’s Corner) should not be developed for commercial purposes.
- Wildlife habitats are an important element of the town’s rural character.”

“Sense of Community Policy Guidance

- Every town resident should have an opportunity to participate in local government decision making.
- Encourage the participation of citizen/volunteers in a wide range of municipal and community activities.
- Provide various places in Windham for all residents to meet, interact and recreate.
- Provide opportunities for a wide range of individuals and families, of all ages and income levels, to live in Windham.”

Small Group Facilitator Instructions Community Vision Forum

Role of the Facilitator

- As the facilitator of the small group you have three primary functions or tasks:
 - To make sure the group stays on task and works through the worksheets for the 4 exercises as laid out
 - To make sure that everyone in the group participates and that no one dominates the discussion
 - To make sure that what the group discusses gets written down on the table flip chart and master sheets since those will be the record of the meeting
- As the facilitator, you are expected to be the neutral, uninvolved leader of the group
- You should tell the group what they are supposed to do in each exercise, to answer questions, and to lead the group discussion set out in each worksheet
- As the facilitator, you should not be involved as a participant in the group's discussion – you should not do the work sheets, add items to the list, participate in the dot process to identify top items, or try to steer or sway the discussion
- In each exercise, people will be asked to complete their own worksheet before the group discussion begins – this is a very important step to assure that everyone's ideas get brought out. Please make sure that everyone fills out their worksheet
- You will be leading a series of structured brainstorming exercises to make lists of various things. Once people have completed their own worksheet, you want to get everyone's ideas on a list on the flip chart
- You can write on the flip chart or ask a member of your group to do that – having a scribe is sometimes quicker but if you have a scribe you should be telling them what to write on the flip chart – you control the list and how things get put on it
- Start each list making exercise by asking someone for one item from their list and put it on the flip chart. Then ask another person for something else and put it on the list – the idea is to only put things on the list once
- Keep going from person to person until you have all of everyone's ideas on the list – don't let someone give you more than one item at a time and move from person to person. It works best if you jump around rather than just going around the table

- If someone is sitting back and not saying anything, you should draw them out – Helen, do you have anything on your worksheet that we don't have on the list yet? This is important to be sure that everyone's ideas get on the list
- The group shouldn't debate the items on the list or whether they should go on the list – if it is important to one person it goes on the list
- When you or the scribe write items on the flip chart, use people's own words – don't rephrase it or try to make it sound better. It is OK to shorten and abbreviate but use the person's words. If they say something like "traffic on Rt 302 sucks" don't put it on the flip chart as "there is a traffic problem in North Windham" – using a person's own words is very powerful and encourages more involvement by them.

Introduction

- Before the meeting starts, introduce yourself to people as they come to your table and explain that you will be facilitating the group's discussion later in the meeting
- Encourage people to introduce themselves to each other
- On the table there will be a plastic bag – take out the sign-in sheet and the name tags and Sharpie marker
- Have everyone sign-in and make a name tag
- Make sure that everyone has something to write with – there will be extra pens or pencils in the plastic bag
- If you want to use a scribe during the small group exercises, you can recruit someone now or wait until we get to Exercise #1

Exercise #1

- Mark will explain the general process to everyone
- If you want a scribe and haven't recruited one, now is the time to do it
- Ask everyone to go in their agenda packet and get out the worksheet for Exercise #1
- Explain that we want everyone to think about what they really **love** about Windham – that is special about our community – and write down the 3-5 most important things to them on their worksheet
- Tell them that it can be about people or places or activities or whatever they really **love** about this community
- Give them 4-5 minute to complete their worksheet
- Explain that you are going to make a list with everyone's ideas on it – but that we only want to put things on the list once

- Start by asking someone for an item from their worksheet and write it on the flip chart (or tell the scribe what to write on the flip chart)
- Keep going as discussed above until you have everyone's ideas on the list
- Move quickly from person to person and get the ideas on the list
- Quickly review the list when you have everyone's ideas on it
- In the plastic bag you will find packets of strips of colored sticky dots – give each person a strip of dots (everyone get the same color)
- Ask them to put their dots on the things that they think are most important as we plan for the future of Windham
- Tell them no bullet voting by putting multiple dots on the same item – one dot per item
- When everyone is done “dotting”, review the ones with the most dots, tear off the flip chart pages and put them on the floor to be collected and start Exercise #2

Exercise #2

- Explain that we are going to do the same process but this time with the things that should be improved or changed about Windham as we think about the future of the community
- Ask people to get out the worksheet for Exercise #2 and to complete it
- Then go through the list making exercise
- Then give people a strip of sticky dots and ask them to “dot” the most important things to improve or change
- Quickly review the top ones with the most dots, tear off the flip chart sheets and turn them to Mark
- Then send people to break

Exercise #3

- After the break, Mark will explain what the groups will be doing in Exercise #3
- You will have a Master Tabulation sheet in your agenda packet – it will be an oversized 11X17” version of the worksheet table
- Ask people to get out the worksheet for Exercise #3 and complete it
- Then using the same process as for the earlier exercises, get people's recipes for the Windham Cake – fill in a column on the Master Tabulation Sheet for each person
- Once you have everyone's recipes on the Master Sheet, review them with the group. See where there are similarities and where there are differences
- Then try to fill in the group column on the Master Sheet. Where things are close or there is general agreement, fill in a percentage. Where there are significant

differences discuss them and keep track of things on the flip chart. If you can't narrow the differences, fill in a range on the Master Sheet

- Give the Master Tabulation Sheet and the flip chart sheets to Mark

Exercise #4

- Mark will introduce this exercise to everyone
- Hand out the worksheet for Exercise #4 that is in your agenda packet (unlike the other worksheets, people will not have these in advance)
- Explain that this includes the community vision from the 2003 Comprehensive Plan
- Ask people to read through it and then:
 - Draw a circle around anything in the vision that they like and think is still relevant in 2014 and should be included in an updated vision – ideas, phrases, words
 - Draw a line through anything they don't think is relevant now or that should not be part of the updated vision
 - In the Other Comments section, list things that should be included in the updated vision or other things about the 2003 vision
- You will have an 11X17" version of the 2003 vision in you agenda packet – get it out
- Go through and mark up your master vision with the group's comments – circle good things and strike out things that people don't see in an updated vision. You may have both a circle and a strikeout on the same language – that's OK but see if there is agreement within the group
- Then discuss the other comments and record the points on the flip chart
- And then turn in your master marked up vision worksheet and the flip chart sheets
- Thank everyone for their hard work and participation