

**Comprehensive Master Plan  
Review Team  
October 23, 2014 Meeting**

Team Members present were: Patrick Corey, John Eddy, Sparky Hurgin, Shaun Morrison, David Nadeau, Allan Phinney, Gene Tanguay, Dave Tobin, Mike Duffy, and Tony Searles.

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

Consultant present was: Mark Eyerman of Planning Decisions

November Visioning Forums

- November 13<sup>th</sup> – Manchester School
- November 22<sup>nd</sup> – Town Hall Gym
  
- Attendance was highly encouraged.
- The forums would last 3 hours; they were not an open house.
- Review Team members would facilitate small group scripts.

Much of the meeting was spent reviewing the logistics of these events. Tasks included identification of stakeholders to invite along with whom would be responsible for reaching out to specific individuals and groups, and Review Team members signing up for tasks the day of each event.

The Community Survey

The Team commented:

- The survey was not set up for the phone, i.e. the 17 item list.
- Callers to the phone number were getting a message that their call could not be taken at that time.

The Deliverable

The meeting concluded with a very brief presentation from Ben regarding the approach to the timelines related to an adopted plan, and how these timelines impact the form of the Plan presented to the Town Council for adoption.

Specifically, the current thinking is that an adopted plan will have a Vision Statement that envisions Windham 10-15 years in the future, but presents the Top 5, 7, or 10 goals (appropriate number yet to be determined that should be prioritized by the Town Council for the next 5 years. The Plan and implementation progress will be reviewed with the Town Council annually, in a report card format or using benchmarking or indicators. The Plan will receive smaller updates every three years or so, to adjust the Top Goals based on implementation progress and potentially changing priorities or new opportunities. That will mean the Plan will be updated potentially 2-3 times before the next major rewrite to update the Vision and open all the suggested goals and strategies for review.

