

**Comprehensive Master Plan
Review Team
October 13, 2016 Meeting Notes**

Team Members present were: Allan Phinney, Sparky Hurgin, Marge Govoni, Dave Nadeau, Mike Duffy, and Ken Grondin.

Planning Director, Ben Smith, and Planner, Amanda Lessard were present.

Discussion occurred regarding the Comp Plan Open House that was scheduled for October 20th.

- There would be an introduction to the Four Big Things and a presentation of what they were. Important actions that could be taken as a community to achieve the goals and vision had been grouped into the Four Big Things. There would also be an opportunity for questions and interactions with members of the public.
- Mark Eyerman, the facilitator from previous forums would not be there.

Summary of events since Summerfest:

- A shorter version of the presentation had been made to various community groups during the summer and fall.
- White Board videos had been created to advertise the October 20th meeting.
- Notice had been on Facebook and advertised in the local papers.
- Tote bags imprinted with the Four Big Things and containing a flyer with information had been distributed at Shaw's Supermarket, the library, the food pantry, and town hall.
- Notice of the event had been emailed.

Discussion of the Plan as it was currently shaping up:

- One of the top recommendations was the creation of an implementation team.
- For each item on the timeline the responsible party and anticipated timeline would be identified for each strategy in the plan.
- A section would address public participation; regional coordination; and plan implementation.
- Plan implementation would be focused on the Four Big Things and detailing the specific goals involved with those.
- The Plan could meet State requirements while still being understandable to people.
- The Plan contained suggested performance measures.

Logistics for October 20 meeting:

- The presentation would take place in the closed cafeteria. After the presentation people could go out to the Eagle's Nest cafeteria for food and additional information.
- There would be different topic areas in the Eagle's Nest cafeteria, each regarding a different facet of the Plan. Review Team members would attend and provide information and interaction with other attendees.
- About 50 people were expected to attend.
- Feedback cards would be provided to attendees.

Upcoming meetings:

- October 20 - Community meeting - Presentation and Open House at Windham High School
- November 17 - Review Team meeting - Review of draft prior to Town Council submission.