

# **Comprehensive Plan Review and Implementation Committee Meeting Minutes**

Tuesday, March 22, 2016, 5 PM

**Attendees:** Meghan Cooper, Bob Gerber

**Remote attendees:** Kendra Chubbuck, Rudi Graf

## **Agenda (presented by Bob Gerber):**

I. Welcome and record those present. Do we have a quorum of Committee Members? Who is willing to help? Who is just coming for information?

II. Approval of the minutes of the February 25<sup>th</sup> Meeting (if quorum of Committee members present)

III. Acknowledge Bill Stevens' very comprehensive list of Transportation topics. Have a brief discussion of how to set up and manage a discussion with Bill on this by boiling down the list to those sub-topics that are problematic and need discussion with the group and brainstorming of problem-solving approaches. Many of these items will fall into one or more of the topics below.

IV. Set Priorities and set number of projects we want to actively tackle at one time (some projects may be a priority but must wait for resources or other things to happen first and therefore might be put on hold for the time being). (see Appendix 1 for last list of Paul Lewis's priorities)

Consider what we are capable of doing (who do we have to work on each of the priorities and be clear on who is responsible for leading each priority project?)

Consider what we need for resources to do what we want to do (what do we want to contribute for warrant items to the 2016 Town Meeting?)

Consider the time frame within which we are most likely to accomplish each priority task

V. Set up a system whereby progress reports are turned in by priority project leaders a week before the next meeting so that those reports can be sent out with the agenda for the next meeting. That way we will not have to spend precious meeting time updating people. We need to spend meeting time using the power of the group process to work on problem solving.

VI. Set date and time of next meeting.

**Bob** opened the meeting at 5:05 PM. There is no quorum.

#### **I. Welcome**

**Bob** welcomed the committee and introduced the agenda. **Meghan** reviewed the committee's working agreements and reminded the committee to fill out the community skills and outside resources Google docs.

#### **II. Approve minutes of February 25, 2016 meeting**

Tabled until the next meeting as there is no quorum.

#### **III. Transportation topics**

**Bob** will talk to Bill about which of these topics we should prioritize and discuss, as well as how the committee can help with transportation issues.

**Meghan** will re-send the list of transportation topics from Bill Stevens to the committee.

#### **IV. Priorities**

At this point, the committee reviewed a comprehensive list of possible priorities for the committee to work on, as commented upon by **Bob**. This list is attached to the end of these minutes as Appendix 1.

**Kendra** mentioned, for the committee's information, that there are problems with TDS not recognizing new addresses on the island. There have been other issues with the standard invented addresses not being recognized.

The new selectmen (upon election on Friday) should send a note to Knox County Emergency Planning Agency regarding 911 house numbers and emergency planning.

On to the list:

##### *1. Economic development and housing.*

**Rudi** is planning to head the economic development piece, with an emphasis on aquaculture. There will be experts on the island on April 5 to discuss aquaculture options with community members.

**Gerry** is planning to head the housing piece.

Both of these are high priorities and are current targets for committee effort.

##### *2. School*

**Kendra** will take the lead on the school effort.

Karen Teague, Kendra, Kathie Fiveash, and Nancy Calvert are planning to run for school board. This is a high priority and a current effort, but seems to be well in hand for the moment by entities other than this committee unless we are asked for help.

##### *3. Broadband*

**Kendra** will contact Paul Lewis to see if he is still interested in being involved with the effort to promote broadband. This issue can be put on hold as far as this committee is concerned unless we are asked to help; the Island Institute and others seem to have taken it on.

#### *4. Energy independence*

The Power Company is moving along. We are uncertain of the current status, but other organizations are working on this. Put on hold for this committee unless asked for help.

#### *5. Parking/town landing*

**Bob** will be the point person for this issue.

It seems most practical to begin with enforcing the current parking rules before examining options to expand parking. Perhaps if the town hires a harbormaster, he/she could enforce town landing parking. We should put most of this on hold until after town meeting. Zoning changes would have to be approved before the parking lot could be expanded, in any case.

**Bob** will look into getting a cost estimate for a town landing sign.

Is there still a need for a town landing taskforce, as recommended in the comprehensive plan, now that the town landing is built? There are still some issues with barge access and the Colwell Ramp.

#### *6. Fire/EMS*

This is really two subjects. **Nancy** is taking the lead on telemedicine and EMS. We do not have a point person for fire, but this is a high priority. We will put on hold until we see what happens with the election of a fire chief at town meeting.

We have EMTs during the summer, but not during the winter.

Reducing forest fire risk should be a priority, but we also would need a fire department. **Kendra** will talk to **John** to see if he would be willing to take this on.

#### *7. Town government*

Put on hold until after town meeting. Very important.

#### *8. Bulky waste*

This has potential for a warrant article to see if the town will raise money to hire a barge/dumpster/something to remove bulky waste.

**Rudi** and **Kendra** will address this and the car deposit at the next MIC meeting in May. This is a moderate priority. We would need input from **Bill Stevens** on what this would entail.

#### *9. Telemedicine*

The agreement between the town and the Power Company is moving forward. **Nancy** is the head of this effort. This is a current project and a high priority.

#### *10. Electronic town records*

This will need to be put on hold until after town meeting to see who the new leaders are. Meghan will look into creating email addresses for town boards/officers through the town website.

Revaluation is coming up at the town meeting. Rudi is planning to follow up on this at the next MIC meeting to find out how other towns have conducted the revaluation process.

Updating the tax maps will be on the next warrant.

*11. Agricultural enterprises*

Christine is interested in agriculture. She is a possibility. **Meghan** will ask. Hold until we know more.

*12. Welcoming community*

Personal requests if issues come up are most effective. It seems unlikely that the town will pass aesthetic ordinances at this time. Put on hold indefinitely.

*13. Green building*

It seems unlikely that the town will require this. We can steer people toward outside resources, however.

*14. Housing purchase process*

**Gerry/Rudi** are working on this. Put on hold until there are new selectmen.

*15. Barges coming from Stonington*

We need to find out a little more about this from Bill. Hold until then.

*16. Safe roads*

Need to talk to Bill Stevens about this. Hold until then.

*17. Parking in Stonington and Colwell Ramp Committee*

**Bob** will talk to John and Dan (on the Colwell Ramp Committee).

*18. Water testing*

**Bob** will be the point person for this. He will make sure information is available, especially when people come back in the summer.

*19. Shellfish/worm ordinance*

**Rudi** will tackle this as part of his aquaculture efforts.

*20. Capital budget*

The town does not have one. **Bob** will encourage the new selectmen to consider this, as well as annual appropriations for capital budgeting.

*21. Growth areas/capital investment*

Put on hold until there is a capital budget.

## **V. Progress reports**

From now on, project leads (as listed below) will send updates to the committee via email one week prior to the meeting. This will free up more time during meetings for problem solving and brainstorming.

Leads:

- Kendra: School
- Gerry: Housing (including purchase process)
- Rudi: Economic development (including shellfish/worm ordinances)
- Nancy: Telemedicine/EMS
- Bob: Parking/town landing, water testing, zoning, capital budgeting

## **VI. Next meeting**

Our next meeting will be held on Thursday, April 21, 5 PM.

The meeting was adjourned at 6:23 PM.

Respectfully submitted,  
Meghan Cooper

## Appendix 1:

Note: This was the last list put forward by Paul Lewis on items that he felt were priorities as defined in the Comprehensive Plan. The Comp Plan Chapter reference appears in parentheses and *italics*. I (RGG) have added notes (underlined) after each item to help us in our consolidation and prioritization.

1. The town, through the select board, will support the work of Isle au Haut Community Development Corporation (ICDC) and other organizations to provide affordable housing and **economic development opportunities** (*Population and Demographics*) I think we need to separate housing issues and economic development issues, while keeping in mind the strong linkage between the two.

It shall be the policy of the town of Isle au Haut to encourage **small-scale entrepreneurial business and cottage industries** (*Economy*) It looks like Rudi is going to head this with a main emphasis on aquaculture opportunities.

2. The town and school board are committed to providing **quality K-12 education** (*Population and Demographics*) We seem to be on a good forward track on this at the moment. Who is the lead?

It is the policy of the town of Isle au Haut to provide **quality K-12 education** (*Public Facilities and Services*) See above.

The town shall **keep the Isle au Haut Rural School open** regardless of enrollment. The school board should investigate magnet programs to help **boost enrollment** (*Public Facilities and Services*) We have not talked about magnet school development. Seems to me this is out of our reach at the moment. Recommend setting aside for now.

3. It shall be the policy of the town of Isle au Haut to encourage telecommuting, writing and other home based occupations. The town shall ensure that **high speed internet** and other necessary infrastructure is available in all residential areas (*Economy*) Paul was leading on this and knew the ropes. Seems that the TDS upgrade scheduled for this year may be all we are going to get in the near term. Town upgrades beyond that may be possible but seem very expensive per service. Recommend seeing what the TDS upgrade will do in the short term.
4. It shall be the policy of Isle au Haut to investigate methods of becoming more **energy independent** (*Economy*) The Power Company is embarking on this road, albeit at a slower rate than talked about last fall. They have the agreement with the Town to get the land they need to move forward. At this point we can provide support, if asked, but otherwise I suggest we let the Power Company move forward on their own.

5. It shall be the policy of Isle au Haut to maintain safe, adequate and environmentally friendly **parking at the Isle au Haut town landing**, and work with the town of Stonington to ensure safe and affordable parking for Isle au Haut community members *(Transportation)* Without enforcement, no parking policy will work. If the Town hires a harbor master, let him enforce the parking regulations at the Town Landing. As for dealing with Stonington, I suggest the Committee appoint me to see what I can do on this issue. I have a good relationship with the Town and if anyone can do anything with them, I can.

The town, through the select board, shall **enforce parking ordinances at the town dock** and investigate options for expanding the parking area to accommodate some **long-term parking** *(Transportation)* The survey did not show much YR support to use the parsonage as additional parking. The only other options that might open up are on the narrow strips on Paul Lewis's land strip or Mat Hastings's land strip next to the existing parking lot. If the proposed zoning passes, it may be possible to do a deal with one or the other to expand parking. Need zoning change first. Recommend putting long-term parking options on hold until zoning resolved.

Town landing taskforce shall oversee the creation of a **sign at the town landing with road and dock rules** *(Transportation)* Need to get cost estimate for sign creation, then put item on Town warrant.

The board of selectmen shall form a **town landing taskforce** *(Transportation)* The Town dock was rebuilt. There may be a need for more float space or more parking, but recommend putting off until Harbor Master is hired and zoning is changed.

6. It is the policy of Isle au Haut to provide **fire** and emergency medical **services** *(Public Services and Facilities)* These should be in our top priorities.

The town shall **fund a fire department** and support several EMT's *(Public Services and Facilities)* Some EMTs are either being trained or were trained last year. Need to re-assess to see what we have. If inadequate, we need to create an incentive to get more certified. May require Town Meeting Warrant article. We have identified that the first step in improving the Fire Department is finding someone competent and willing to be Fire Chief. May need more warrant articles to raise money for training and equipment upgrades. Need someone to track this item.

The volunteer **fire department** will ensure that **equipment is operational and hold periodic trainings** *(Public Services and Facilities)* See above.

The **fire department** will hold **public fire safety educational sessions**, including wild land fire prevention practices *(Agricultural and Forest Resources)* See above.

The volunteer **fire department** will ensure that equipment is operational and hold **periodic trainings** (*Agricultural and Forest Resources*) See above.

It is the policy of the town of Isle au Haut to **reduce the forest fire risk** (*Agricultural and Forest Resources*) This requires some thought and discussion by the group. It may require the creation of fire breaks or clear zones, timber harvesting in certain areas, or any one of a number of steps that will require money and therefore warrant articles. Should be a priority.

The town will work with the fire department, National Park Service, landowners, and power company to **reduce the amount of dead down wood** (*Agricultural and Forest Resources*) See above.

7. It is the policy of the town of Isle au Haut to maintain **effective and efficient town government** (*Public Facilities and Services*) We are going to have two annual town meetings close together in time. I suggest we wait to see what the outcome of both meetings will be before taking further action.
8. The town shall encourage the safe and proper **disposal of bulky waste** on Isle au Haut (*Public Facilities and Services*) This is another item requiring raising money. Need to ask Bill Stevens for an estimate of what an annual barge trip and containers would cost and put this in a warrant article.

It shall be the policy of the town of Isle au Haut to ensure and encourage a safe number and **proper disposal of vehicles** on Isle au Haut (*Transportation*) Need to ask Bill Stevens where we are on this. How many more vehicles currently need disposal? How much to cart off the island. Will need warrant article to raise money for disposal.

The town shall implement a deposit policy to ensure the **proper removal of cars from the island** at the end of their useful life (*Transportation*) First step is to find out if this is legal. Need to ask Town attorney.

The town shall implement a deposit policy to ensure the **proper removal of cars from the island** at the end of their useful life (*Public Facilities and Services*) See above.

9. It is the policy of Isle au Haut to provide fire and **emergency medical services** (*Public Services and Facilities*) The EMT issue was discussed above. The remaining issue is how to find a facility to use as the telemedicine center and emergency medical staging area. See below.

The town of Isle au Haut recognizes and supports the efforts of the Maine Seacoast Mission to provide **telemedicine** and community services to outer islands (*Public Facilities and Services*) It appears that at some point in 2016 the old Power Company office will become available at the Town Landing. There is a warrant article on the



March 25<sup>th</sup> town meeting to raise a small amount of money to do some preliminary feasibility/cost estimating to see how to create the telemedicine center. Recommend waiting until Town meeting to see if funds raised, then follow the hiring of the consultant and the work of the consultant. If funds not appropriated, will have to re-group. Nancy Calvert is the lead on this.

The town shall fund a fire department and **support several EMT's** (*Public Services and Facilities*) This issue covered in an above item.

10. The town shall begin to **keep all records electronically** (*Public Services and Facilities*) The Planning Board records from 2015 onward are now in digital form. We need to get the tax maps updated, then I can keep them updated and online (I think there is a warrant article to update tax maps). Then the assessors records can be scanned and kept online and periodically updated. The big item is the town financial records. Whether we can convert to a digital accounting program will be determined by the attitude of the Selectmen, the capabilities and attitude of the Treasurer, and the cost to convert to a digital accounting program. Town boards and officers should get Town email addresses and do all official correspondence through town email. Suggest we wait to see what happens with Town governance after 2016 Town Meeting.
11. It is the policy of the town of Isle au Haut to **encourage agricultural enterprises** (*Agricultural and Forest Resources*) We need a person to lead this. We also need a review of the zoning ordinances to see what is allowed. The problem will be one of economics. The cost and hassle of exporting off the island is high (as found by Black Dinah Chocolatiers). The question is how much can be sold on-island and is it worth it?
12. The town and ICDC shall work together to market Isle au Haut as a welcoming interesting community (?) This was a favorite issue of Paul's: that we should key on the tourist trade as a source of income. It is not clear to me that the YR people favor this. Cleaning up some of the issues Paul pointed out in the past require either: 1) town funds to deal with it; or 2) Town Ordinances that demand it and enforce it. Our next questionnaire should delve into this.
13. It is the policy of the town of Isle au Haut that **energy efficiency and green building** should be encouraged (*Housing*) Other than providing ready information from Island Institute and other State resources, I don't see us requiring this by Ordinance. To do so will require that we adopt the State Building Code and hire a building inspector to enforce it. I can tell you from experience that this is a huge leap in both complication of permitting and enforcement and the likely situation that we cannot find a state-certified building inspector or at least not be able to afford one.

ICDC and Planning Board will encourage **energy efficiency and green building** standards for all new construction and major rehabilitation ventures and explore economic incentives for such practices (*Housing*) See above.

14. The town selectmen will document a transparent process for the **transfer and sale of town land (Housing)** This needs the support of the Selectmen, or a Town Ordinance needs to be created and accepted at Town Meeting. I suggest we wait to see what we get for Selectmen after the 2016 Town Meeting.
15. It shall be the policy of the town of Isle au Haut to work with the town of Stonington to ensure an **adequate landing area for barges (Transportation)** This item is in limbo, based on my preliminary conversations with the Stonington Town Manager. Bill Stevens wants some moorings relocated but the Town is not willing to relocate all the moorings that were originally requested. I requested of Dane Stevens to circle for me on an aerial photo what moorings absolutely have to be moved and Dane never got back to me. Until I have a clearer understanding of the exact parameters of the problem, we cannot move forward. I am willing to try to negotiate with Stonington once I have a clearer understanding of the exact parameters that will make or break a deal.
16. It shall be the policy of the town of Isle au Haut to **maintain safe roadways** during all seasons of the year *(Transportation)* This is too vague. I presume it refers to the need to keep the roads plowed in the winter. Again, we need to wait until we see the next set of Selectmen and whether they can get their act together. If more money is needed, we can try to increase the town plowing budget.
17. The town of Isle au Haut shall work with the town of Stonington to ensure that there are **affordable parking options in Stonington** for Isle au Haut residents *(Transportation)* This is a repeat from an item above.

The Isle au Haut representatives to the **Colwell Ramp** Committee shall ensure that the ramp and its management are **meeting the needs of Isle au Haut residents** *(Transportation)* As I stated above, I can probably help to facilitate this but I need more information.

18. The town, through select board or designee, shall make information about **arsenic and water testing** available to community members *(Water Resources)* I believe some information on potential groundwater quality problems was made available to YR and seasonal residents last summer but we need to do more. I can describe the technical problems, the risks involved, the ways and costs of testing, and some of the possible remedies. I will then put together some of the costs realized by ICDC in treating for these various issues and get that information out this summer.
19. The town, through selectmen or designate shall investigate the development and implementation of a **shellfish/worm ordinance** *(Marine Resources)* I believe I heard Rudi say that he is willing to tackle this. This would require enforcement. The only likely person who would do that is the Harbormaster. The fees for licenses should help pay the Harbormaster salary.

20. It shall be the policy of the town of Isle au Haut to support the level of **financial commitment necessary to provide needed infrastructure** in growth areas (*Land Use*) This needs group discussion and the development of a long-term capital budget in concert with the Selectmen for eventual development of annual warrant articles to raise funds for capital maintenance and improvement.

21. At least 75 percent of **new growth-related capital investment** shall be made in the designated growth area (*Land Use*) I believe that the survey we did last summer indicates the desired growth to occur primarily on the Thoroughfare and on Coombs Mountain. This should be taken into account when doing the capital budgeting.