

Comprehensive Plan Review and Implementation Committee (CPRIC) Minutes  
*Tuesday, June 30, 2015 at 5:30 PM*  
*Revere Memorial Hall Reading Room*

Attendees: Meghan Cooper, Bob Gerber, Gerry Wurzburg, Kendra Chubbuck, Marion Breeze-Williams, Paul Lewis, Bill Stevens, Rudi Graf

**Paul** presented an **agenda**:

- I. Review and approve minutes from 6/23/15 meeting
  - II. Proposed committee name and operating principles
    - a. Update on informal work session
    - b. Committee announcement
    - c. Roles and responsibilities
  - III. Project planning
    - a. Goals, milestones, and overall approach
    - b. Chapter lead reviewers/writers
    - c. Surveys and interviews
  - IV. The first survey
    - a. Draft of the first survey
  - V. Other business
  - VI. Set date for next meeting(s) and adjourn
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Meeting opened by **Paul** at 5:33 PM.

**Review and approve minutes from 6/23/15 meeting:**

**Kendra** will make a few corrections, then send to **Meghan** to be uploaded to the website.

**Gerry** moved to approve with corrections. Unanimous approval.

**Proposed committee name and operating principles:**

**Paul** presented **Meghan's** roles as project manager vs. his own role as chair (Handout #1: "Meghan's job description")

**Paul** updated the committee on the informal meeting from Sunday.

**Paul** distributed handout #2: "Proposed Operating Principles" and introduced thoughts

We should be the review and implementation part of the process

Highlights: transparency, community engagement

It was noted that we should remember that not everyone is on Facebook, therefore we must use other methods to disseminate information

**Project Planning:**

**Rudi** distributed a few extra hard copies of the comprehensive plan from 2012.

Based on guidelines sent out by **Bob** via email, even though we are review and implementation committee, we still have to follow the process as if we were writing a new plan—public hearings, town approval, etc.

**Paul** contacted Phil Carey from the State for recent data sets. Hancock County Planning Office also has population/demographic information if we need it.

**Paul** looked at some of the other “review” plans—specifically Damariscotta

For each chapter, they laid out a couple of clear goals and strategies.

Their land use chapter was much bigger.

A chapter is dedicated to implementation: sets out priorities, who is responsible, timeline for implementation, where the money comes from

**Paul** suggests that maybe we should look for subject matter experts for each chapter. An example: Harold van Doren and Kris Lewis for the historical society section. This might increase community engagement. We could have a contact person on the committee if that helps. This will help get buy-in from community! General agreement that this is an excellent idea, even if it might need some modification along the way.

**Rudi** (looking at the example from Damariscotta): It’s great to write the words, but how do we actually do it? How do we make it actionable?

**Kendra** is interested to see some of the other islands’ comprehensive plans: Vinalhaven, North Haven, etc.

**Gerry** asks what the authority of the comprehensive plan is. The plan is generally under the authority of the selectmen

**We should have the selectmen make action to appoint chair (at least)** to make things official. This will happen at the selectmen’s meeting tonight at 6:30.

**Bob** points out that it can be difficult to implement strategies with town meeting form of government—no one knows how the town will vote!

It is also asked, where does the money come from? Last time, the town gave the comprehensive plan committee a budget, but we haven’t had a town meeting and have no budget.

We should continue to look at other plans so as to not be reinventing the wheel

There is a broadband study coming up through the Island Institute that we should look into as we update the plan—**Meghan** will look into putting updates on the IAH town website.

Power Company is looking at options for future power—we should make sure this is included in the plan, too.

The Committee should make an announcement!

**Paul** circulates handout “**Comprehensive Plan Review and Implementation Committee Announcement**”

We should post this on the website, Facebook, around town—once we have the selectmen’s approval.

**Rudi** is hesitant about having multiple surveys—will people get survey fatigue?

We should have a list of community issues for people to prioritize—which are the issues most important to the town?

Request for **John** (who stopped by on his way to the selectmen’s meeting upstairs) to have the selectmen appoint **Paul** as chair of the **Comprehensive Plan Review and Implementation Committee**. **Paul** can then appoint/confirm others.

Our top priority sections should be:

Land Use

Public Facilities and Services

Fiscal Capacity

Economy

**The First Survey:**

We should have a ranking of most important issues (ideally at the beginning)

Much discussion of how the identified “growth zones” identified in last plan are probably not what is practical for the town.

There is a need to identify in a map what the town owns and what ICDC owns—such a map does exist.

Map 18 in the old comprehensive plan is the proposed affordable housing overlay zone—this was approved by town after the last comprehensive plan vote.

We have the basics of the survey questions, but we need to figure out how to ask them.

**Meghan** will ask Island Institute for survey writing help

Suggestion that someone could also ask Wendall and Sue Chamberlain?

It is decided that we should table the survey—everyone will look at the document **Meghan** sent out and send back feedback.

**Kendra** got an email from Kathie Fiveash: she would like to see a town manager and a requirement that town business be performed at town hall, not in home offices.

Regarding the Comprehensive Planning Review and Implementation Committee announcement: we should remove the number of surveys and edit for conciseness (**Meghan** will copy edit, then send to committee before posting EVERYWHERE).

Brainstorm of sectional experts to recruit from the committee to help. See compiled list attached. **Meghan** will send out a list of chapter assignments.

***Before the next meeting:***

**All** should look at their specific chapters, close read, and identify questions.

**Paul** will recruit a new member from the Marine Resources section

**Everyone** will digest the survey and make comments to **Meghan**.

**Point people** of sections will make initial contacts with other proposed members of committees (send the specific chapters when you contact people).

The next scheduled meeting will be **July 14, 5:30 PM**.

Unanimous adjournment at 7:51.

Respectfully submitted,  
Meghan Cooper

## List of Sectional Experts:

The point person for each section is underlined.

- A. Population and Demographics: Meghan Cooper
- B. Economy: Paul Lewis, Rudi Graf
- C. Housing: Gerry Wurzburg, John DeWitt, Bob Gerber
- D. Transportation: Bill Stevens, George Cole
- E. Public Facilities and Services: Paul Lewis, Rudi Graf, Nancy Calvert, Alison Richardson, Matthew Skolnikoff, Jim Wilson, Bill Stevens, Gordie Donaldson
- F. Recreation and Open Space: Bob Gerber, Rachel Harris, Alison Richardson
- G. Agricultural and Forest Resources: Bob Gerber, Tucker Runge, Christine Hill, Waylan Small
- H. Historic and Archaeological Resources: Meghan Cooper, Harold van Doren, Jeff Burke
- I. Water Resources: Bob Gerber, Bill Stevens, Karen Wilson, Theo Willis
- J. Critical Natural Resources and Habitat: Bill Stevens, Tucker Runge, Karen Wilson, Theo Willis
- K. Marine Resources: [Paul Lewis will recruit one of the following for the committee:] Abigail Hiltz, Shane Leary, Jason Barter, Carl Wilson, Nate Clark, other fishermen?
- L. Land Use: Bob Gerber, Bill Clark, selectmen, rest of the CPRIC
- M. Fiscal Capacity: Paul Lewis, Lisa Turner, Belvia MacDonald, Bill Calvert, Bill Clark, Dan Ellis, Karen Teague
- N. Regional Coordination Program: Kendra Chubbuck, Bob Gerber, Meghan Cooper

*This list is a brainstorm record ONLY and subject to change. Please feel free to contact anyone else who might be interested in helping.*

Handout #1

Meghan's job description

Project Manager—Comprehensive Planning Review and Implementation Committee

Key roles:

- In conjunction with the committee, create, manage and update the overall project plan
- Coordinate meeting logistics (date, time, attendees)
- Document meeting minutes
- Establish and continually update a committee section on the new town website
- In conjunction with committee members, review, update and complete chapters of the plan as needed
- In conjunction with the committee chair, develop and post meeting agendas
- Post all meeting times and dates on the town's Facebook page and website
- Identify and recommend best practices for the committee
- Organize and monitor key committee deliverables

Handout #2

## **Comprehensive Planning Committee**

### **Proposed Operating Principles DRAFT**

Since this is a follow-on committee to the original Comprehensive Planning Committee, I propose that this committee will be known as the **Comprehensive Plan Review and Implementation Committee**

- Transparency is essential in everything we do
- Community engagement is mandatory. How can we effectively and efficiently accomplish this?
- Meeting dates, times and minutes from previous meetings will be posted on the town Facebook page and website
- Encourage community attendance and participation at all formal committee meetings
- Recruit new board members as needed
- Respect the full-time job/life demands of committee members
- The existing comprehensive plan is a very good starting point...we don't want to rewrite the entire plan
- As we review each chapter, ask ourselves three key questions:
  - Are these the right policies and strategies for 2015 and beyond?
  - Are the strategies actionable?
  - What needs to happen to implement each strategy?

Paul Lewis  
6-30-15