

Comprehensive Plan Review and Implementation Committee (CPRIC) Minutes
Tuesday, July 14, 2015 at 5:30 PM
Revere Memorial Hall Town Office

Attendees: Paul Lewis, Robert Gerber, Gerardine Wurzburg, Kendra Chubbuck, Rudi Graf, Meghan Cooper, Elizabeth Eustis, Marion Breeze-Williams, Ted Hoskins

Paul presented an **agenda**:

- I. Review and approve minutes from 6/30/15 meeting
 - II. Project/section planning
 - a. Section leaders and community members—review/modify list
 - b. Process for each section—consistent approach for each section
 - III. Survey draft
 - IV. Other business
 - V. Set date for next meeting(s) and adjourn
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Meeting opened by **Paul** at 5:45 PM.

Review and approve minutes from 6/30/15 meeting:

It was determined that a quorum (for the current committee, but subject to change if more members are added) shall consist of four (4) voting members. **Meghan** is not a voting member. Minutes approved unanimously with the correction of Gerry being only on the Housing committee.

Project/section planning

Paul reviewed our plan to have each of the fourteen sections have a lead member from the committee and recruit sectional experts from the community.

Paul distributed the handout #1: “Proposed Approach for Each Section,” and it was reviewed by the committee.

Karen Wilson has agreed to be involved with the natural resources section of the plan.

The list of sectional experts was revised to more evenly distribute the workload. See attached “List of Sectional Experts, revised 7-14-15.”

Paul will invite **Jeff Runge, Judi Burke, Tucker Runge, George Cogan, Alison Richardson,** and **Carl Wilson** to the committee. Should they accept, they will serve as point people on the following sub-committees:

- Tucker:** Agricultural and Forest Resources
- George:** Fiscal Capacity
- Carl:** Marine Resources
- Alison:** Recreation and Open Space

Meghan will send out to the committee the initial contact email she sent to the section H recruits.

It was determined that we are ready to launch the “engagement” portion of the process on our chapters. **Everyone** should start making initial contacts and recruit people for the committee.

It is encouraged that **all members** of the committee should look at the 2005 “Comprehensive Planning: A Manual for Maine Communities” document (at least a little). This is available at the following address:

http://www.maine.gov/dacf/municipalplanning/docs/2005manual_lowres.pdf

Survey draft

Before releasing the survey, the committee should start the engagement process, thereby getting more people thinking about the proper questions to ask. At this point, we may not know which questions we should be asking.

The survey would be included in the “initial input” section of the proposed approach for each section.

The question to think about as the chapters are analyzed: *What are the critical issues in each of the sections?* Ask the sectional experts as well.

Kendra will ask Sue Chamberlain for advice regarding surveys.

Rudi will contact Alex Norton for advice regarding surveys.

Either of these people may be able to assist us in the wording of our surveys.

It was proposed that the survey should include some context of what has been accomplished since 2011: grants received, actions taken.

For those sections without a chair/committee member yet, **Meghan** will appoint a person to close-read the section and identify critical issues.

The survey release target date should be August 1.

Other business

Bob is planning to present his proposed changes to the town zoning ordinance at the upcoming planning board meeting on July 30, at 5:30 PM. A public hearing on these changes will be held sometime in August.

Set date for next meeting(s) and adjourn

The next meeting will be held on Wednesday, July 29th at 5:30 PM in the town office. Unanimous adjournment at 7:14 PM.

Respectfully submitted,
Meghan Cooper

List of Sectional Experts, Revised 7-14-15

The point person for each section is underlined. Potential recruits for point people are marked with an asterisk.

- A. Population and Demographics: Meghan Cooper
- B. Economy: Rudi Graf, Paul Lewis, Kendra Chubbuck, Nate Clark, Shane Leary, Jason Barter, Marshall Chapman, Steve Shaffer, David Quimby
- C. Housing: Gerry Wurzburg, John DeWitt, Bob Gerber, Catherine Richards-Olney, Bill Clark
- D. Transportation: Bill Stevens, George Cole, [should add at least one more person]
- E. Public Facilities and Services: Paul Lewis, Rudi Graf, Nancy Calvert, Alison Richardson, Matthew Skolnikoff, Jim Wilson, Bill Stevens, Gordie Donaldson, Grady Watts, Rachael Dugan, Kelly Jo Merrill
- F. Recreation and Open Space: Alison Richardson*, Bob Gerber, Rachel Harris, Tricia Dugan
- G. Agricultural and Forest Resources: Tucker Runge*, Bob Gerber, Christine Hill, Waylan Small, Dane Stevens, Polly Giragosian, Andy Giragosian, Kelly Jo Merrill
- H. Historic and Archaeological Resources: Meghan Cooper, Harold van Doren, Jeff Burke, Kris Lewis, Kristin Dillon
- 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: Carl Wilson*, Abigail Hiltz, Shane Leary, Jason Barter, Nate Clark
- L. Land Use: Bob Gerber, Bill Clark, Harold van Doren
- M. Fiscal Capacity: George Cogan*, Paul Lewis, Lisa Turner, Belvia MacDonald, Bill Calvert, Bill Clark, Dan Ellis, Karen Teague
- N. Regional Coordination Program: Kendra Chubbuck, Bob Gerber, Meghan Cooper, Kathleen Billings-Pezaris, Roger Bergen

Proposed Approach for Each Section

DRAFT

Adapted from “Comprehensive Planning: A Manual for Maine Communities”

http://www.maine.gov/dacf/municipalplanning/docs/2005manual_lowres.pdf

7-14-15

- 1) Agree on the committee lead/co-leads
 - a. Recruit additional committee members
- 2) Identify and recruit the right people
- 3) Prepare and distribute background information/pre-reading materials
 - a. Pages 1-11 of the 2011 Comprehensive Plan
 - b. Actual pages for the respective sections (e.g. pages 14 – 19 for population and demographics)
 - c. Identify necessary updates (maps, data, reports, etc.)
 - d. Goals, strategies and implementation pages from a representative plan (e.g. Damariscotta, etc.).
 - e. Additional information???
- 4) Seek Initial Input
 - a. Meet with subject-matter –experts in groups or one-on-one
 - b. Are the goals and strategies in the 2011 comprehensive plan the right goals and strategies going forward?
 - c. If not, what should the goals and strategies be?
- 5) Create and float a Trial Balloon and get public reaction
 - a. Key goals and strategies (1 – 3 of each)
 - b. Town hall forum
- 6) Revise and return to the public as necessary
 - a. Town hall forum (perhaps multiple sections at each town hall forum)
- 7) ???