

Comprehensive Plan Review and Implementation Committee (CPRIC) Minutes  
*Friday, September 19, 2015 at 5:30 PM*  
*Revere Memorial Hall*

Attendees: Paul Lewis, Harold van Doren, Gerry Wurzburg, Kris Carlson-Lewis, Rudi Graf, Kendra Chubbuck, Judi Burke, Rachel Harris, Grady Watts, Bob Gerber, Meghan Cooper, Alison Richardson, Nancy Calvert, Bill Calvert

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

- I. Review and approve minutes from 8/31/15 meeting
  - II. Survey status
  - III. "A Process for Getting Things Done"
  - IV. Our current top priorities: status and next steps
    - a. Fire chief/departement
    - b. The island school
    - c. Telemedicine clinic
    - d. Land use/zoning
    - e. Other
  - V. Other business
  - VI. Set date for next meeting
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Meeting opened by **Paul** at 5:33 PM.

**Review and approve minutes from 8/31/15 meeting**

**Kendra** moved to approve the minutes, **Gerry** seconded the motion, and it was approved unanimously.

**Survey status**

The surveys continue to trickle in, mostly in hard copy at this point. We should do one more announcement on the IAH Facebook page, which **Meghan** will do. **Meghan** and **Rudi** will meet to compose an email to send to the PLA email list to remind people to fill out the survey. **Meghan** will submit an announcement for Bill Calvert's next IAH newsletter. We should close the survey at the end of September so that we can start compiling results to share with the community by mid-October.

**A Process for Getting Things Done**

**Alison** is joining the committee to help out on Section F: Recreation and Open Space. Thank you, Alison!

**Paul** discussed the memo he sent out earlier this week: "A Process for Getting Things Done." This is attached at the end of the minutes. A common theme in feedback from the community is questions about what our priorities are, how we arrived at them, and how we will get things done. This process was created to answer some of those questions.

As was mentioned a while ago, **Meghan** has set up a Dropbox account with shared folders to hold documents relating to the CPRIC. There is a general folder and folders for all the different sections. **Meghan** will send out an email sometime next week with instructions for how to set up a Dropbox account and invite committee members.

**Paul** reviewed the “Top 10” list and the purpose for its existence: we need to have a small number of projects to focus our attention and resources on at any particular time. **Rudi** identified diversification of the local economy as an important addition to this list.

**Harold:** The library is a community concern that we should work on, too. (It needs more space.) It is an important community gathering place.

We should keep in mind that some of the section leaders have a lot of other work and other projects. In those cases, the committee should be prepared to help out and pick up the slack.

In the projects we are working on, we should make sure the year-rounders feel involved and get the chance to respond and give feedback. Our survey response has skewed toward the seasonal residents, but the year-rounders’ input is very important.

It is suggested that representatives from the CPRIC should speak (briefly) at town meeting and/or distribute a short handout. **Grady** suggested citing successful projects from previous comp plans. There have been recommendations from comp plans in the past that have been very beneficial to the community.

### **Our current top priorities: status and next steps**

#### *Fire department*

**Bob/Paul/Meghan** went to the last selectboard meeting and summarized CPRIC’s current status and our priorities.

**Bob** described his idea of getting a “consultant” fire chief to help get the community started again. The trouble is that the community tends to run in 10-year cycles of getting started on projects like the fire department, but then runs into difficulty maintaining the early success. **Bob** contacted Kathleen, the town manager in Stonington. She said they have manuals and will send us copies to help us out. She also said she would talk to local people and get back to Bob with recommendations for how to proceed with the consultant fire chief idea.

The machines in the fire department should be checked when the community fire station cleanup happens tomorrow (Saturday). This will be a time to tidy and throw away obvious trash at the station. If in doubt, things will be kept for later.

#### *Telemedicine*

Zoning: we need to think about how the Power Company building can be a continued use if it is converted to the telemed facility. It has been used as an office building (and has the router box in the basement), so as long as that use has been consistent, using it as a telemedicine office should be okay.

CPRIC members met with Sharon from the *Sunbeam* last time they were out. They walked through the PoCo building, and it seems to be a good location. **Paul** talked to the IT

manager for the Seacoast Mission. They run through the New England Telehealth Consortium, a private network that connects to a server in Bar Harbor, which connects to Bangor, which connects to the health care providers. It costs about \$1000/month in service fees. This is currently paid by a grant received by the Seacoast Mission. The hardware is currently in the basement at the PoCo building, but can be moved if we need to. It operates at high internet speeds: more than 700 mbps. It's high definition!  
The Seacoast Mission will pay for startup and 3 years of operating costs, at which point the Town takes over.

We need to come up with a plan with phases and goals for those phases. We could also look at rural health grants to help fund the project. A commitment by the town government is important, as well as a budget for maintenance costs.

### *School*

Some education experts have been contacted: Bob Olney and Gordie Donaldson. Erica Wallstrom should also be recruited.

Nobody from the community was at the latest school board meeting. Only residents of the town can be elected to the school committee. **Bob** will send us the school board requirements and the residency requirements.

Meetings have not been posted very far ahead of time (or widely).

### **Other business**

No other business.

### **Set date for next meeting**

Our next meeting will be Tuesday, September 29, at 5 PM. The meeting was adjourned at 7:18 PM.

Respectfully submitted,  
Meghan Cooper

Memo To: The Isle au Haut Comprehensive Planning Review and Implementation Committee  
From: Paul Lewis, Chairman, Comprehensive Planning Review and Implementation Committee  
Date: September 14, 2015  
Subject: A Process for Getting Things Done

Having started the comprehensive planning review and implementation process in June, I'd like to share with you the following three major observations:

1. The implementation process for all Maine communities, and especially ours, is an ongoing, never-ending process. Regardless of what a community has recently accomplished, there's always more work to be done ... more strategies to implement.
2. When confronted with a large, complex project (like a comprehensive plan) it's very easy to get overwhelmed. Said another way, you try to make progress on every aspect of the plan/project only to discover that you've gotten very little done. In situations like this, my experience suggests that the three most important critical success factors are focus, focus and focus, in that order of priority.
3. Since this is likely to be an ongoing process, we must expect that people are going to come and go from this committee and/or from one of the 14 chapter/section teams. Consider for a moment the dramatic turnover on our most recent comprehensive planning committee where the island Institute fellow was the last man standing, so to speak.

These observations lead me to conclude that we as a committee must have a repeatable and sustainable process if we have any hope of successfully implementing some or most of the 2012 Comprehensive Plan. In this memo I will outline the process that I propose in order to accomplish our goal of implementing the plan. This outline represents a starting point in the process. Over time I would hope that enhancements and modifications are made to this proposed process that will enable the work of this committee to not only survive, but also gain strength and positively impact our community in the years to come.

### **Defining the Scope of Our Work**

I propose that the rather long spreadsheet that I introduced at our last meeting will become our master project database. This spreadsheet will define the overall scope of our work. If it's in the spreadsheet, it's within our scope ... if it's not in the spreadsheet, it's not in our scope. The first three columns of the spreadsheet simply represent all of the policies and strategies in the 2011/2012 IAH Comprehensive Plan by chapter/section. Here's how I suggest we use this tool:

- As we agreed at an earlier meeting, a committee member will take the lead on each of the 13 chapters/sections. As it currently stands, these are the sections and committee leads:
  - Population and Demographics – Meghan Cooper

- Economy – Rudi Graf
- Housing – Gerry Wurzburg
- Transportation – Bill Stevens
- Public Facilities and Services – Paul Lewis
- Recreation and Open Space – Open
- Agricultural and Forest Resources – Open
- Historic and Archaeological Resources – Harold van Doren
- Water Resources – Bob Gerber
- Critical Natural Resources and Habitat – Bill Stevens
- Marine Resources – Open
- Land Use – Bob Gerber
- Fiscal Capacity – Paul Lewis
- Regional Coordination Program – Kendra Chubbuck
- It will be the responsibility of the section lead to briefly summarize and update as necessary the status of the policies and strategies in their respective sections.
- In addition, for each of the policies and strategies in their section the section leads will also:
  - Identify in this spreadsheet the proposed action plan and/or next steps,
  - Make their own subjective assessment of the overall progress (on a scale of 1-10),
  - Indicate whether or not the issue is a “top 10” candidate (more on this later), and
  - From time to time at our comprehensive planning meetings, the section lead will present his/her section to the committee for discussion and approval.
- This document will be stored in our committee drop box and will be made accessible to all members of the committee, along with our project manger Meghan Cooper.
- There will undoubtedly be policies and strategies that are not part of the plan that a section lead believes should be part of the plan. Following the appropriate level of due diligence and community engagement, the section lead should include these new items in the spreadsheet and present them to the committee for discussion and approval.
- In the spirit of transparency, anyone in our community is welcome to look at our master project database. However, more than likely the committee members will be the only ones to interact with this spreadsheet.

## **The Top 10**

A small community like Isle au Haut will never be able to act on all of the strategies listed in the comprehensive plan at the same time. In addition, the progress on some of the strategies may be such that no action is required. Therefore, to enable the committee to focus its implementation efforts on those issues that are priorities at any given point in

time, the committee will maintain a top 10 list of comprehensive plan implementation priorities.

Section leads will identify top 10 candidates using the spreadsheet referenced above and present their candidates at regularly scheduled committee meetings. The committee will then discuss, approve and prioritize the top 10 list. Over time as strategies are implemented or otherwise addressed, the list will be updated to reflect the top 10 priorities at that point in time. Some strategies will come off the list while others are added.

### **The Business Case**

As strategies are prioritized and it is agreed by the committee that action is required on some or all of the top 10 list, a committee member will be designated/volunteer to take the lead on creating the implementation plan for each strategy. The plan should, at a minimum, include the following:

- Background information that identifies where in the comprehensive plan the issue is referenced
- Updates that pertain to the strategy
- An analysis of implementation alternatives to include cost estimates, as applicable
- The recommended implementation plan. The plan should include an outline of the specific step(s) required to implement the plan along with suggested success metrics (i.e. how will we know if the implementation plan is working?).

Implementation plans will be reviewed, discussed and approved at regularly scheduled committee meetings. The same plans will subsequently be presented to targeted members of the community who will have the greatest impact on successful implementation. The top 10 list and associated implementation plans, where available, will be posted on the town's web site under the comprehensive planning committee tab.

As time goes on, I anticipate that most committee meetings will be primarily devoted to discussions that pertain to our scope of work, the top 10 list, the business case for our priority strategies and/or suggested improvements to our overall process.