



Comprehensive Plan Committee
Meeting Minutes – February 23, 2022

Roll Call - 5:00 pm

Members present: Mark MacLeod, Chair
Robin Millward, Vice Chair
Priscilla Botsford
Sheldon Drucker
Javier Martin
Marsha Northrop
Leslie Olear
Alice Pearce
Pamela Sawyer
Michael Sgambati
Steve Wilcos

Members absent: George Cundiff
Mark Dufton
Charles LaFlamme
Gary Latulippe

Also Present: Matthew Buttrick, Town Manager
Heath Ouellette, Select Board Liaison

A discussion of the Bylaws and Mission Statement was tabled until the next meeting. Committee members decided to receive bound hard-copy versions at a cost of \$1400 (as per the Town Clerk) of the 2003-2004 Plan and the 2018 revision.

Discussion items:

- How to document the ideas that arise from the Committee meetings.
- Whether to hire a facilitator/consultant to work with the Committee on the Plan and what that process would entail, including an RFP, as well as talking with people from other Towns who have been through this process. The Committee has a \$50,000 budget to work with which was awarded by the voters.

- Communication between members including emails (each Committee member will be assigned a Town email which will be forwarded to their personal email, if requested) and the website, especially for sharing documents, like those on the Sustainability website regarding Comprehensive Plans, and collaboration (this could also be done via subcommittees).
- Members agreed to submit their ideas about the Plan and a facilitator/consultant role to Mark, who would collate them and share with the group. This would be a template to start the discussion during the next meeting.
- How to develop the new plan:
 - * Start from scratch with State guidance.
 - * Use the 2003-2004 plan and update it.
 - * Use the 2018 plan and update it.There was general agreement not to start from scratch.
- The need to conduct and compile a survey, what the objectives of it would be, as well as how to move forward.
- How to engage the public other than a survey (including public hearings).

A target date of February 28, 2024 was proposed for completing the Plan.

The next meeting date is Wednesday, March 9th, followed by one on Wednesday, March 23rd. After that, meetings will be on the 1st and 3rd Wednesday of each month. The next meeting will be a hybrid meeting. All meetings will start at 5:00 pm.

Public comments: Kirsten Ross

Meeting was adjourned at 7:00 pm through a Motion by Pam, seconded by Robin.

Respectfully submitted,

Ilene Kanoff, Recording Secretary