



Comprehensive Plan Committee

Meeting Minutes – March 23, 2022

1.0 Roll Call 5:00 pm

Members present: Mark MacLeod, Chair
Priscilla Botsford
George Cundiff
Charles LaFlamme
Javier Marin
Marsha Northrop
Leslie Olear
Pamela Sawyer (joined at 4.2.2)
Michael Sgambati
Steve Wilcos

Members absent: Robin Millward, Vice Chair
Mark Dufton
Sheldon Drucker
Gary Latulippe
Alice Pearce

Also Present: Matthew Buttrick, Town Manager
Ilene Kanoff, Administrative Assistant

Chair MacLeod stated that Mark Dufton has resigned from the Committee.

2.0 Minutes of previous meeting

Motion 2.0: Motion by Michael to approve the minutes of March 9, 2022, as written.
Seconded by Leslie.
Motion passed 9-0.

3.0 Unfinished business

3.1 Distribute Bylaws

The Bylaws will be presented to the Select Board at their March 29, 2022 meeting.

3.2 Elect Secretary

Motion 3.2: Motion by Mark to nominate Ilene Kanoff as Secretary. Seconded by Michael.

Motion passed 9-0.

3.3 Select Mission statement

The Committee selected among three options (Select Board (A), Mark's proposal (B), Michael's proposal (C)).

Motion 3.3: Motion by Michael to accept Mission statement C. Seconded by Marsha.

Motion passed 9-0.

3.4 Town email addresses

Matt has been working on this. It will be coming soon.

3.5 RFP for Facilitator

The RFP, based on Yarmouth's and York's and written by Matt, went out on March 22, 2022. It has been sent out to about 7 vendors. The RFP is on the Town website.

Mark mentioned that Ilene is contacting other towns regarding their use of a facilitator (York and Wells so far) and will share information later. She also shared a document from Saco (Saco at a glance) which will be posted on the Committee's site.

4.0 New business

4.1 One Drive/MS Office

This system is like Google Drive. However, it only works with MS Office, though. It could be used as a collaboration and communication tool. Email Ilene if you do not have MS Office.

4.2 Strategy for new Comprehensive Plan

4.2.1 Review of State Checklist

Discussion about the checklist, the tasks ahead, the potential for needing more than \$50,000, and a survey(s).

4.2.2 Plans for Subcommittees

Discussion about how to form and categorize (e.g., by state requirements), how many people on each subcommittee and that selection be interested-based, as well as getting community involvement. Need to develop a master list of State categories as well as what the Committee wants to include on the list that is not part of the State plan. Ilene will prepare a list of State requirements and match them to the 2004 and 2018 table of contents for the next meeting.

4.3 Targets

Chair MacLeod is putting together a list of target dates.

4.3.1 Milestones

4.3.1.1 Meetings with staff and other boards

4.3.1.2 Surveys

Other towns have used facilitator(s) for public meetings/hearings. Discussion about having a vision session as a kick-off event.

5.0 Other Business

5.1 Next meeting date 4/6/22 at 5:00 pm.

Focus on topics for subcommittees and getting them up and running.

There was a suggestion that the Select Board announce that the Committee is looking for a new member.

6.0 Public Input

6.1 We ask that people keep comments brief and to the point (no more than three minutes). Please begin your comments by stating your name and your affiliation with Ogunquit (i.e., resident, taxpayer, voter, business owner, etc.) or state the Town you are from.

Public comments: None

7.0 Adjourn

Motion 7.0: Motion to adjourn made by Michael, seconded by Leslie.

Motion passed 9-0.

Meeting was adjourned at 5:58 pm.

Respectfully submitted,

Ilene Kanoff, Secretary