



Comprehensive Plan Committee

Meeting Minutes – April 6, 2022

1.0 Roll Call 5:00 pm

Members present: Mark MacLeod, Chair
Robin Millward, Vice Chair
Priscilla Botsford
George Cundiff
Sheldon Drucker
Charles LaFlamme
Javier Marin (joined after 2.0)
Marsha Northrop (joined after 2.0)
Leslie Olear
Alice Pearce
Pamela Sawyer
Michael Sgambati

Members absent: Gary Latulippe
Steve Wilkos

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

2.0 Minutes of previous meeting

Motion 2.0: Motion by Leslie to approve the minutes of March 23, 2022, as written. Seconded by Sheldon.

Motion passed 10-0.

3.0 One Drive decision

Leslie stated she does not have access to this. Mark will talk to Matt about setting this up to use for collaboration and file sharing.

4.0 Create sub-committees

4.1 Define desired outputs

There was some talk about using Community forums and a visioning session to be held in mid to late May.

- 4.2 Define the number of sub-committees needed
- 4.3 Define the topics per sub-committee
- 4.4 Define the sub-committee/Town departments
per sub-committee

The output from the sub-committee discussion is shown in chart form (at the end of the minutes). Another topic that was brought up is how to get more people involved who currently do not serve on Town Committees.

Motion 4.4: Motion by Charlie to create five (5) subcommittees out of today's meeting to start gathering data from Town Committees and Departments. Seconded by Sheldon.

Motion passed 12-0.

- 4.5 Define report criteria
- 4.6 Set target dates for summaries
Mark proposed by the second meeting in June to have the summaries ready. There was some discussion about what to ask the Committees and Department Heads such (e.g., current policies, what went well, what could have been done better) as well as looking at the 2004 Plan and what people wanted at that time as well as what was done and what was not done. Mark suggested that committee members look at Chapter 8 and Appendix B from the 2004 plan and talk about what needs to be done in the next 5-10 years.

5.0 Draft survey discussion

The committee discussed a draft review of the survey they had previously received. Topics included making the survey available in hard copy as well as online, information about the purpose of the survey, publicizing the survey, softening language, date to release the survey, and presenting results. A suggestion was made that sending the survey out would be subject to reviewing a final draft.

Moton 5.0: Motion made by Chip to publish the survey once the Committee members have provided feedback (within a short period of time). Seconded by Priscilla.

Motion passed 12-0.

6.0 Public Input

- 6.1 We ask that people keep comments brief and to the point (no more than three minutes and one time per meeting, except when public comment is solicited on specific agenda items) as well as that your comments are respectful. 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.

Jim Hartwell – spoke about the survey and subcommittee work.

7.0 Adjourn

Motion 7.0: Motion to adjourn made by Charlie, seconded by Priscilla
Motion passed 12-0.

Meeting was adjourned at 6:58 pm.

Respectfully submitted,

Ilene Kanoff, Secretary

2022 Comprehensive Plan Subcommittees

Subcommittee Name	Ogunquit Committee /Department	State/Functional Topic(s)	Member(s)
Natural Resources	Marginal Way Conservation Sustainability Harbor Shellfish Harbormaster	Water Resources Natural Resources Agriculture and Forestry Marine Resources Climate Change	Chip Pam
Community	School Age-Friendly Bike-Ped OPA Parks & Recreation Heritage Museum Chamber of Commerce	Historical and Archeological Housing Recreation Community Character	Leslie Alice Michael
Subcommittee Name	Ogunquit Committee /Department	State/Functional Topic(s)	Member(s)
Ordinances and Zoning	Facilities & Space Needs Select Board Planning Board ZBA OPHC Land Use Town Manager	Existing Land Use Future Land Use Plan Housing	Priscilla Marsha Mark

Public Safety	Police Fire DPW Sewer District KKW Transfer Station Bike-Ped(?)	Transportation Public Facilities and Services	Sheldon Charlie
Administration	Budget Review Treasurer Town Clerk Information Services Visitor Services General Administration Town Manager	Population & Demographics Economy Fiscal Capability and CIP	Javier Robin Gary