



**Comprehensive Plan Committee**

**Meeting Minutes – April 20, 2022**

1.0 Roll Call

Meeting was called to order at 5:13 pm.

Members present: Mark MacLeod, Chair  
Robin Millward, Vice Chair  
George Cundiff (arrived during 3.4)  
Sheldon Drucker  
Javier Marin  
Marsha Northrop  
Leslie Olear  
Alice Pearce  
Pamela Sawyer  
Michael Sgambati  
Steve Wilkos

Members absent: Priscilla Botsford  
Charles LaFlamme  
Gary Latulippe

Also Present: Heath Ouellette, Select Board Liaison  
Tyler McOsker, CEO  
Ilene Kanoff, Administrative Assistant

2.0 Minutes of previous meeting (4/6/2022)

Changes were suggested to section 4.1 (mid to end of May for vision meeting), 4.4 (add Functional topics), 5.0 (survey subject to final draft approval), public comments (name and topic(s)).

**Motion 2.0:** Motion by Pam to approve the minutes of April 6, 2022, as amended.  
Seconded by Sheldon.

**Motion passed 9-0.** (Steve Wilkos did not attend the last meeting and did not vote.)

### 3.0 Unfinished business

#### 3.1 E-Mail update

Mark stated there was no news to report on this topic.

#### 3.2 OneDrive

Mark indicated that the committee has the OK to start using OneDrive. He suggested this be set up at the next meeting.

#### 3.3 Facilitator RFP progress

Mark said that as of April 19<sup>th</sup>, there were no responses to the RFP. He mentioned that the scope may need to be revised.

#### 3.4 Survey discussion

This included the purpose of sending out a survey this early in the process and what the intent would be (e.g., marketing and connecting with Town residents), that the last survey was sent out later in the process and was much more detailed, that if a survey is sent out this early it should be more generic, that questions may need to be changed and added (e.g., how people prefer to receive information) and that those changes be submitted to the chair by committee members and vote to release it at the next meeting as well as how a survey would help focus a future visioning meeting.

#### Comments from the public:

Jim Hartwell – spoke about the importance of getting the word out regarding what the Committee is doing and an outline for the future and talking to other towns who have been through this process.

Rebecca Fox – mentioned to make sure that the Committee knows what they want to get from the survey questions and multiple surveys having differing demographics.

**Motion 3.4.1:** Motion made by Michael to move forward and redesign an engagement tool to focus on non-topic specific area but more geared to speaking to the public about the Committee's role, how the Committee is moving forward, and soliciting information about demographics. Seconded by Marsha.

**Motion failed 8-2 (Michael, Marsha voted in favor); Chip did not vote**

**Motion 3.4.2:** Motion made by Leslie to go forward with the proposed survey with suggestions for adding/deleting questions, crafting a welcoming introduction, reference to the website, that there will be more surveys in the future and asking about engagement. Seconded by Pam.

**Motion passed 10-1 (Michael opposed).**

Committee members who want to submit changes to the survey will email them to Mark by Monday, April 25<sup>th</sup>.

### 4.0 New business

#### 4.1 Subcommittee progress

**Natural resources (Chip, Pam, Tyler):** Pam sent out an email to the Conservation Committee to look at 2003-04 plan, Chapter 8; Sustainability Committee will look at the information at their next meeting; Chip has talked to the Shellfish Committee members. There may be other Committees to be contacted

**Community (Leslie, Alice, Michael):** Leslie sent out emails to committees under their purview and have been invited to Bike-Ped and Historical Preservation meetings. Select Board Liaison Ouellette mentioned that Age-Friendly is currently not meeting due to lack of a quorum. Leslie indicated that the subcommittee hopes to meet with most committees next month.

**Ordinances and Zoning (Mark, Priscilla, Marsha):** Mark asked to get on Planning Board agenda; still need to contact the Zoning Board of Assessment (ZBA).

**Public Safety (Sheldon, Charlie):** They met with the Fire Chief (Russ Osgood) and the acting Police Chief (Lt. Neal Pawlik) to talk about their needs going forward after reviewing the previous plan. They still need to meet with individuals from Public Works, Sewer District, and the Transfer Station.

**Administration (Javier, Robin, Gary):** They will have their first meeting on May 1<sup>st</sup>. They will design their work program then.

4.2 Target dates (see above under 4.1)

5.0 Other Business

5.1 Next meeting date 5/4/22 at 5:00PM  
Survey will be discussed first (after the election of a new Chair – see 6.0 below)

5.1.1 Shortlist Facilitator  
Nothing to discuss.

Discussion of Vision Meeting.

Mark suggested that it be organized by a subcommittee.

Ideas for the meeting: Present what was learned from the interviews and how visions have changes, Steve and Ilene to check materials from the last meeting (e.g., flip charts, food); topical tables where people sat and wrote ideas (about 85 people attended); look at Appendix B on the 2004 plan for questions; easels for flipcharts; and post-it notes for jotting notes.

The last Vision Meeting was held at night for a few hours.

Michael brought up two topics regarding the Town Charter and being a member of a committee as well as the need for a full Committee. The two areas mentioned were about a member who has not attended any meetings

(Michael read Charter Section 803.3) and on February 28<sup>th</sup> a resignation letter was submitted by a Committee member and, according to Section 2.1.2 of the Committee's Bylaws there is guidance of how the vacancy should be filled by the Select Board. The Select Board has met on March 15<sup>th</sup>, March 29<sup>th</sup>, and April 12<sup>th</sup> and the vacancy remains. Michael indicated that the Committee needs all the help it can get.

Mark said he was working on both items with the first having some personal concerns.

## 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.

There was no one from the public who commented during this time.

Mark announced that he was resigning from the Committee due to health issues. He mentioned that, over the next two weeks, the Committee members should think about who they would like to serve as Chair. Mark also stated that he would work to help get the survey ready for the next meeting as well as moving forward on a Vision Meeting and looking at revising the scope of the RFP.

## 7.0 Adjourn

**Motion 7.0:** Motion to adjourn made by Sheldon. Seconded by Robin.  
**Motion passed 11-0.**

Meeting was adjourned at 6:36 pm.

Respectfully submitted,

Ilene Kanoff, Secretary