



## Comprehensive Plan Committee

### Meeting Minutes – May 4, 2022

#### 1.0 Roll Call

Meeting was called to order at 5:01pm.

Members present: Robin Millward, Vice Chair  
Priscilla Botsford  
George Cundiff  
Sheldon Drucker  
Weston Elliott  
Charley LaFlamme  
David Millward  
Christopher Nobile  
Marsha Northrop  
Leslie Olear  
Pamela Sawyer  
Michael Sgambati  
Steve Wilkos

Members absent: Javier Marin  
Alice Pearce

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

Vice Chair Millward welcomed the new members: Weston, David, and Chris to the Committee and they each introduced themselves.

**Motion 1.0:** Motion by Pam to provide an excused absence to Javier and Alice as well as to Steve for being late. Seconded by Sheldon.

**Motion passed 13-0.** (Steve was in attendance at this time).

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

**Motion 2.0:** Motion by Wes to approve the minutes of April 20, 2022, as written. Seconded by Sheldon.

**Motion passed 13-0.**

### 3.0 Election of new Chair

**Motion 3.0.1:** Motion by Pam to nominate Robin as Chair. Seconded by Sheldon.

**Motion passed 11-0** (Robin and David abstained).

Due to Robin being elected Chair, a new Vice Chair was then elected.

**Motion 3.0.2:** Motion by Steve to nominate Sheldon as Vice Chair. Seconded by Wes.

**Motion passed 13-0.**

### 4.0 Unfinished business

#### 4.1 E-Mail update: Soon!

The Town emails will be set up by Friday with a forward to personal emails.

#### 4.2 OneDrive: Ready with Email

#### 4.3 Facilitator RFP progress

There were no responses to the recent RPF. Matt is working on a revised RFP which Select Board Liaison Ouellette said would be for one year, would not specify a dollar amount, and would allow for vendor flexibility. There was some discussion about the scope of the RFP and the timeline for requestion additional funding for the November 2022 ballot. The Committee unanimously agreed that a new RPF should be issued on May 9<sup>th</sup>.

Michael proposed that some people from the Committee work with Matt on the revised RFP. Michael and Sheldon will represent the Committee.

#### 4.4 Survey discussion

There were some changes made to the introductory text.

Public comment:

- Anonymous survey
- People need to own their responses/comments

Leslie proposed the following: questions would not be mandatory, multiple surveys would be accepted through the same IP address, and the survey would be anonymous.

**Motion 4.4.1:** Robin made a motion to accept the survey with Leslie's amendments. Seconded by Sheldon.

**Motion passed 13-0.**

There was then some discussion about when to make the survey available and for how long.

**Motion 4.4.2:** Pam made a motion to have the survey available from May 18<sup>th</sup> to June 15<sup>th</sup>. Seconded by George.

**Motion passed 13-0.**

## 5.0 New business

### 5.1 Subcommittee progress

**Natural resources (Chip, Pam, Tyler):** Pam will work on scheduling a joint meeting with the Conservation Committee. Chip has spoken with the members of the Shellfish Commission. Priscilla spoke about the need to conduct an audit of what has been implemented since the last Comprehensive Plan and, if something was not implemented, what was the reason.

**Community (Leslie, Alice, Michael):** Michael said that meetings with OHPC (5/11), Heritage Museum (5/11), Bike-Ped (5/18), and OPA (5/20) have been scheduled as listed. They are waiting to schedule with Parks & Recreation as well as the Ogunquit Chamber of Commerce. Michael mentioned that they would send out relevant points from Chapters 5, 6, and 8 (Part B) from the 2003-2004 Comprehensive Plan document in preparation for the committee meetings as well as some questions.

**Ordinances and Zoning (Priscilla, Marsha):** Marsha said they will send out the 2003-2004 plan to the Planning Board. Chris will now be a member of this subcommittee.

**Public Safety (Sheldon, Charlie):** Sheldon said that in their meeting with Fire Chief and acting Police Chief, they discussed space needs, training (PD), and staffing (FD). They still need to meet with individuals from Public Works, Sewer District, and the Transfer Station. Wes will now be a member of this subcommittee.

**Administration (Javier, Robin):** Robin mentioned that they are meeting with the Town Manager and Town Clerk on Monday, May 9<sup>th</sup>. David will now be a member of this subcommittee.

An updated subcommittee chart is included as an attachment to the minutes.

### 5.2 Begin plans for Vision meeting

5.2.1 Target date?

5.2.2 Sub-committee?

5.2.3 Resources?

There was some discussion as to how to move forward and whether to have a subcommittee be formed to present ideas to the Committee for discussion at the May 18<sup>th</sup> meeting.

**Motion 5.2:** George made a motion to form a subcommittee (Wes, Marsha, Chris, and Priscilla) to present ideas to the Committee at their May 18<sup>th</sup> meeting. Seconded by Sheldon.

**Motion passed 13-0.**

In order for Committee members to be prepared for the meeting on May 18<sup>th</sup>, a subcommittee member will email their bullet points to Ilene by May 16<sup>th</sup>. She will then forward the information to Committee members.

Marsha suggested calling the subcommittee “The Visionaires.”

## 6.0 Other Business

CEO Tyler McOsker presented a new law (H.P. 1489 - L.D. 2003) that was passed during the current legislative session, noting that it addresses affordable housing and Town density. Chair Ouellette mentioned that the bill was the result of a bipartisan compromise. Steve noted that the Maine Municipal Association opposed the bill. The Committee will schedule Tyler for a 30-minute presentation of the bill at the next meeting.

6.1 Next meeting date 5/18/22 at 5:00PM

## 7.0 Public Input

7.1 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.

## 8.0 Adjourn

**Motion 8.0:** Motion to adjourn made by David. Seconded by Sheldon.

**Motion passed 13-0.**

Meeting was adjourned at 6:22 pm.

Respectfully submitted,

Ilene Kanoff, Secretary