



Comprehensive Plan Committee

Meeting Minutes – May 18, 2022

1.0 Roll Call

Meeting was called to order at 5:05 pm.

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

Members absent: Javier Marin (joined during the vote on the minutes)

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

2.0 Minutes of previous meeting (5/4/2022)

Michael suggested a change to the minutes that a new RFP would be issued on May 9th and the Committee members agreed to this and that members would provide guidance to Matt.

Motion 2.0: Motion by Michael to approve the minutes of May 4, 2022, as amended.
Seconded by Marsha.

Motion passed 12-1, with 2 abstentions.

3.0 Unfinished business

3.1 Facilitator search update (Lee Jay Feldman, SMPDC)

Initially, Michael raised concerns about why SMPDC was here in lieu of issuing a new RFP. He felt it was premature and potentially a waste of the Committee's time. The Chair mentioned that the Committee did not know about this new option at the time it was agreed to issue a new RFP. Matt mentioned that SMPDC already does work with the Town, and Michael asked why SMPDC did not respond to the previous RFP. He said SMPDC could be engaged without an RFP, since they are an existing vendor with the Town. Wes asked for a formal vote to hear Lee Jay speak.

Motion 3.1.1: Motion made by Wes to listen to a presentation by Lee Jay Feldman from SMPDC at the meeting. Seconded by Sheldon. (NOTE: Matt confirmed that the Town, not the Committee, was paying for Lee Jay's time.)

Motion passed 12-3.

Lee Jay then said they are working on seven Comprehensive Plans and have been asked to do an eighth which is why they did not submit a bid on the RFP. He then provided some background information about SMPDC, saying they serve 38 towns. He spoke about the SMPDC proposal and to write the Comprehensive Plan (State consistent this time around) but stated he is flexible regarding what is needed.

Lee Jay then answered questions from Committee members around a Vision Day facilitator. SMPDC itself did not employ facilitators but could identify an appropriate person and take that person on as a subcontractor within the \$50,000 allocation. Within that budget, a State-consistent Plan could be prepared but it would be "bare bones." In response to further questions, Lee Jay confirmed that SMPDC had staff who could assist with public communication and that the organization has expertise in mapping. Chris asked about the Plan's focus and Lee Jay said goals, policies, and strategies (3,5, and 7 years) were important.

There was then some discussion as to how to move forward regarding a new RFP and SMPDC. Matt suggested talking about an additional appropriation in November if more than \$50,000 already approved by the voters was needed. Pam asked whether the facilitator would have an ongoing role (Robin indicated the focus should be on the Vision Day). She then asked if Chris could serve as facilitator or whether SMPDC could find someone to step into that role.

Priscilla said the Committee has made a lot of progress so far but should review the Vision plan in regard to the RFP and what the Committee wants the consultant to do.

Michael said we are making progress moving forward. He asked if the RFP could be short dated (e.g., issued June 1, and close on June 15). Matt indicated that it could be done.

Motion 3.1.2: Motion by David to rescind the vote taken at the previous meeting to send out a second RFP. nominate. Seconded by Wes.

The Chair called for a vote on this motion.

Motion passed 13-2.

Motion 3.1.3: Motion by Sheldon to accept the SMPDC Memorandum of Understanding (MOU) at a ceiling of \$50,000 that includes a provision for a facilitator to manage our Vision Day. Seconded by Charlie.

After further discussion, a vote was taken.

Motion passed 13-3.

- 3.2 Survey update
 - Ilene indicated that the survey is now live, flyers have been posted, the survey link will appear on the PD Facebook page, and she will reach out to a Parks & Rec Committee member. She suggested that each Committee member reach out to people about completing the survey.
- 3.3 Vision meeting subcommittee (“The Visionaires”) report and discussion
 - Chris presented the subcommittee meeting documentation which was available to all Committee members prior to the meeting. Marsha outlined the process that the subcommittee followed. Other items: how to connect with residents, have maps available, what information to provide (e.g., video clips, resource lists), discuss what do we have now, what do we need to improve, what do we need in the future, set up stations for information and discussions, have a really good facilitator, the need to supplement information in certain areas such as Land Use, and contain Natural Resources (Pam to provide information).
 - Further discussion focused on the format of the Vision meeting, attendance, recording the meeting, raffle, and outreach. Each subcommittee will draft a paragraph about their subcommittee area(s) and submit it to Chris by May 27th with a goal of the Vision meeting at the end of June.
 - Robin will be the contact point for Lee Jay, who will work on obtaining a facilitator.
- 3.4 New legislation update (CEO Tyler McOsker)
 - This item was tabled as there was a workshop scheduled on this topic on Monday, May 23rd. Committee members were invited and notified of this workshop via email.
- 4.0 New business
 - 4.1 Subcommittee progress
 - Tabled until the next meeting. Each subcommittee will make a 10-minute presentation (who was interviewed, key themes, next steps) on their progress to date.
- 5.0 Other Business
 - 5.1 Next meeting date 6/1/2022 at 5:00PM
- 6.0 Public Input
 - There were no comments from the public.
- 7.0 Adjourn

Motion 7.0: Motion to adjourn made by Leslie. Seconded by Sheldon.
Motion passed 15-0.

Meeting was adjourned at 7:11 pm.

Respectfully submitted,

Ilene Kanoff, Secretary