



**Comprehensive Plan Committee  
Meeting Minutes  
September 1, 2022**

1.0 Roll Call

Meeting was called to order at 5:00 pm.

Members present: Robin Millward, Chair  
Sheldon Drucker, Vice Chair  
Weston Elliott  
Mark MacLeod  
Javier Marin  
David Millward  
Christopher Nobile  
Leslie Olear  
Alice Pearce  
Steve Wilkos

Members absent: George Cundiff  
David Fazzina  
Charley LaFlamme  
Pam Sawyer

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

2.0 Minutes (July 20, 2022, workshop and August 4, 2022 meeting)

**Motion 2.0.1:** Motion made by Wes, seconded by Sheldon to approve the minutes from the July 20, 2022, workshop as written.

**Motion passed 5-0** by those who attended the workshop.

**Motion 2.0.2:** Motion made by Chris, seconded by Sheldon to approve the minutes from the August 4, 2022 meeting as written.

**Motion passed 10-0.**

3.0 Corporate Governance

Chair Millward said that, at this time, all Committee members have taken the Oath of Office and signed the Ethics Statement.

## 4.0 New Business

### 4.1 Memorandum of Understanding (MoU) from SMPDC

There was some discussion around the timeline (too long) and what the written output from SMPDC would look like. Chair Millward indicated that she would send the requested changes to SMPDC through Tyler so that the Committee could vote on the MoU at their next meeting.

### 4.2 Review of Vision Day Spreadsheet information

This will be done by a subcommittee whose members would distill the data and review the comments that were part of the initial survey.

### 4.3 Next steps

### 4.4 Survey subcommittee report

Mark stated that he had reviewed the Economic Development section as well as the 2018 survey. There was some discussion about how to involve the community, that the Committee needed to take a “constant drip” approach (i.e., getting information on a regular basis), that public meetings/workshops needed to be topical, and that organizations such as the Rotary and Chamber need to be kept informed. To get the work out on the survey, Alice and Leslie agreed to investigate dates with the Rotary and Chamber for a possible presentation and to speak with School Committee members, at a meeting already scheduled, about how best to involve younger people.

The survey subcommittee will comprise Mark, Chris, Javier, and Sheldon. They will use their best endeavors to prepare a draft survey to be available on September 12<sup>th</sup>, prior to the September 15<sup>th</sup> meeting.

### 4.5 Using OneDrive for all documents (demonstration)

Ilene said that all members have access to the spreadsheets via OneDrive and she offered assistance to members in getting started. Chair Millward said that the Town is moving to a paperless policy to reduce Ogunquit’s carbon footprint and to reduce expenditure, but members requiring hard copies should discuss this with the Town Manager. In addition, anyone from the public can request read-only access from Ilene.

## 5.0 Public Input

- 5.1 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. Public comments will normally be taken at the end of the meeting.

Jay Smith, resident, talked about wanting to know what's happening vis a vis the Committee's work and offered his assistance.

## 6.0 Adjourn

**Motion 6.0** Motion made by Chris to adjourn. Seconded by Sheldon.  
**Motion passed 10-0.**

Meeting adjourned at 6:30p.m.

Respectfully submitted,

Ilene Kanoff, Secretary