



**Comprehensive Plan Committee
Meeting Minutes
September 15, 2022**

1.0 Roll Call

Meeting was called to order at 5:00 pm.

Members present: Robin Millward, Chair
Sheldon Drucker, Vice Chair
George Cundiff
Weston Elliott
David Fazzino
Mark MacLeod
David Millward
Christopher Nobile
Leslie Olear
Pam Sawyer
Steve Wilkos

Members absent: Javier Marin
Charley LaFlamme
Alice Pearce

Also Present: Matt Buttrick, Town Manager
Heath Ouellette, Select Board Liaison
Ilene Kanoff, Administrative Assistant
Lee Jay Feldman, SMPDC

Chair Millward spoke about the upcoming Facilities and Space Needs Vision Day on October 3rd from 6-8 p.m. and the importance of attending and of sharing that information. Personal chats with neighbors are the best way to promote events.

2.0 Minutes

2.1 July 6, 2022

Motion 2.1: Motion made by Chris, seconded by Wes to approve the minutes from the July 6, 2022, meeting as written.

Motion passed 11-0.

2.2 September 1, 2022

Motion 2.2: Motion made by Chip, seconded by Mark to approve the minutes from the September 1, 2022, meeting as written.

Motion passed 10-0 with 1 abstention.

3.0 Old business

3.1 Memorandum of Understanding (MOU) from SMPDC

Heath said that the MOU was Matt's responsibility and that he had signed the latest one from SMPDC. Lee Jay then spoke about the steps that now need to be completed so that the Plan might move forward. There was some discussion concerning the data, its availability and use, that the Plan needed to be State compliant (Lee Jay will provide updates to the State checklist as items are completed) and that the Committee members would like to start with the Natural Resources section.

In addition, the Committee members talked about a timetable for the Plan which would allow the document to go to the Select Board in February/March 2024. Lee Jay said that if the voters approved the Plan, but the State did not, the plan would still be adopted but that Committee members would still have work to do to make the Plan State compliant.

Lee Jay then gave the Committee members some tasks to complete including developing a Vision Statement; going through the 2003-04 Plan highlighting what has been completed, what still needs to be done, and what is not relevant at this time; getting finance and capital expense data from Matt; and providing an inventory of personnel and equipment for each Town Department.

3.2 Survey subcommittee report

The members had updated the original draft available on OneDrive. Members will submit further edits via the OneDrive document or directly to the subcommittee members or Ilene by next week. There was some discussion about particular questions as well as the time needed to complete the survey.

4.0 New Business

4.1 Survey approach and timeframe

Members discussed marketing approaches including a video, prizes, placing a thermometer poster in Town to show progress, reaching people who do not have Internet access, creating a Public Service announcement, creating links to survey on the Town's website and Facebook page and via the Chamber of Commerce website as well as having meetings with Rotary and the Chamber of Commerce in October. Leslie reported that she met with Michele Tourangeau, a School Board member, about reaching out to the School Department and getting feedback from older students, 8th grade and above (David F. agreed to help with this).

4.2 Communication strategy and implementation

The Committee members talked about the importance of using different types of communication (see 4.1) and suggested a target date of mid-late October for having the survey available. The survey would first need to be approved by the Select Board at their October 18th meeting.

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.

No one from the public commented.

6.0 Adjourn

Motion 6.0 Motion made by Mark to adjourn. Seconded by Sheldon.
Motion passed 11-0.

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Ilene Kanoff, Secretary