

Oakland Comprehensive Plan
Full Committee: Monthly Update

4.30.2018

4pm

Attendees: Mark Fisher, Donna Griffin, Robert Nutting, Cindy Reese, Mike Rossignol, Dale Sturtevant, Chuck Sweigart, Laura Tracy

Facilitator: Garvan Donegan, CMGC

Agenda:

1. Approve minutes
2. Review survey
3. Review basis of public forum
4. Discuss public forum logistics
5. Next steps

1. Approve minutes

Minutes approved as written – motion made by Dale, seconded by Chuck. All in favor, no discussion.

2. Review survey

Edits: add homemaker/other in “occupation” section; add “grant” to introduction.

The physical format of the survey will reflect, as closely as possible, the format of the online survey. Survey software will be purchased within 1-2 weeks. Three Oakland residents have been identified to test the survey.

3. Review basis of public forum

A public forum is an opportunity for citizen engagement and participation. We will invite the community to participate in community visioning exercises similar to those OCPC has completed.

Accordingly, a sample agenda would include: why do a CompPlan; a SWOT analysis; a quality of life assessment; issue identification; needs assessment; project development and identification; strategic planning; and visioning.

Supporting materials and information to display include: maps; photos; demographic information; and the community survey.

Best practices:

- Provide food
- Host in a friendly, neutral location

- Preferably a location with circular tables and few distractions
- Engage in deep listening
 - Provide sticky notes for anonymous comments

4. Discuss public forum logistics

OCPC will reconvene the Survey & Public Input subcommittee to plan the public forum.

Date: Thursday, May 31st

Time: TBD

Potential locations: current meeting room; Messalonskee PAC; Williams gymnasium; Pressey House. Criteria for locations include adequate parking, sufficient capacity, and a friendly, familiar atmosphere.

Advertisement: via press release, invitation to high school students, word of mouth, relevant e-mail lists, and new media. Prior to press release, OCPC will contact local reporter Emily Higgenbotham of the Sentinel.

5. Next Steps

Timeline for May communications

	5.1	5.7	5.14	5.21	5.31
Confirm public forum details					
Digitize survey					
Contact Emily Higgenbotham					
Press release					
Survey release					
Promote public forum					
Public forum					

Next OCPC meeting

Monday, May 21st, 4pm – optional meeting with Professor D. Whitney King of Colby, who has done extensive research on the water quality of the Belgrade Lakes.