

# Comprehensive Planning Committee-Meeting Minutes

## Meeting 1 – Tuesday September 26<sup>th</sup>, 2017

**Attendees:** Robert Nutting, Donna Griffin, Paula Callan, Michael Rossignol, Shawn Marquis, Kelly Roderick, Mark Fisher, Chuck Sweigart, Cindy Reese, Dan Duperry, Laura Tracy, Garvan Donegan and Gary Bowman.

**3:30PM**

**-Call to order**

**-Opening Remarks** – Gary Bowman

**-Nomination/Vote for Committee Chairman** – Gary asked Committee members for a nomination for Committee Chairman. Shawn Marquis made a nomination for Bob Nutting. Mike Rossignol seconded the nomination. All voted in favor.

**-Nomination/Vote for Vice Chairman** – Gary asked Committee members for a nomination for Committee Vice Chairman. Gary then recommended that Laura Tracy be nominated for Committee Vice Chairman. Shawn Marquis made a motion to nominate Laura Tracy as Vice Chairman and Mike Rossignol seconded it. All voted in favor.

**-Overview of CompPlan / Why Prepare a CompPlan?** – Garvan discussed in detail the purpose and advantages of a Comprehensive Plan, which include increasing property values, attracting businesses, planning for and organizing growth, promoting safety and improving the general welfare of the population. The state also incentivizes communities to develop comp plans through grant funding. He emphasized that a comp plan is a legal document that can be referred to, and serves as a community blue print for the future. Garvan engaged team members for input. Garvan explained that we were already making progress with the Comp process by having completed 3 actions on the Action Plan that he provided to our team. The Comprehensive Planning Manual that all members received was referenced and members were advised to become familiar with the manual. He suggested that committee members read Chapters 1-4 at a minimum, and then read other specific chapters as needed for reference as we progress through our work.

**-Elements of a CompPlan & State Requirements** – Garvan handed out a “Town of Oakland CompPlan Checklist” that he assembled for guidance. He went through the required elements that were listed on the checklist. Garvan emphasized the information gathering that would be required to complete the plan. He also touched base on Maine State Requirements and advised

that he has been in contact with State of Maine Planning Office who is charged with oversight and review. Garvan explained that he will be working with this agency as we work through the process of development.

**-Needed Studies & Information Gathering** – Garvan touched base on many of the required studies that would be needed. He advised that we would need to collect data on soils, businesses, forested areas, demographics, farm land, wet lands, lakes, historical data, and population trends and so on. Garvan notified the committee that much of this data is available through the State of Maine Planning Office, and that he has already submitted a request for a data package on our behalf. The data package should be available on 11/2/2017.

Garvan explained that we would need to engage in community surveys. This would give our team valuable data not only to understand public perception, but to understand perceived needs and expectations.

**-Project Management & Timetables** – A “Project Management” timeline was handed out. The timeline broke down the required completed tasks to a monthly time frame. If followed the timeline has the project completed by December 2018. Initial public surveys are listed to be completed by November 2017. Garvan make mention that this was an accelerated schedule and if needed, we could slow the process down.

**-Additional Team Members** – During our discussion of data collection, it was discussed that Oakland’s history would need to be included. Bob mentioned adding a member of the Oakland Historical Society to our team for this purpose. It was also mentioned that we should have someone from the legal community and possibly a few Town Department Heads to add to our group. Discussion also took place about naming this group as a steering committee for oversight and organization of the project, and appointing a citizen’s advisory group to support the work of this committee. (similar to the Budget and Advisory Committee supporting the work of and advisory to the Town Council).

**-Surveys** – Team discussion took place on public surveys. Locations and timing of public surveys were discussed. Pros and Cons of timing were talked about. Gary mentioned that he felt that it was important to build public input at the front end of the project. Public buy in and participation is critical to the project’s success. It was mentioned that the November polls would be a good venue for public input. Discussion of RSU-18 budget vote in the spring and OakFest would all be good venues to ferret out public opinion. The press was mentioned as a possible way to get the word out that this project has begun. Garvan will bring a draft survey to the next meeting for the committee to review and discuss.

**-Future Meeting Dates and Times** – Bob talked about future meeting dates and times. It was decided that we would hold our meetings every two weeks, on Tuesday afternoons, with meeting times starting at 4PM and ending at 6PM (at the latest).

**The next scheduled meeting will be on October 10<sup>th</sup> in the Cascade Room.**

**4:50PM** – Meeting Adjourned.

Respectfully Submitted,

Gary Bowman

DRAFT