

Long Island Comprehensive Planning Committee  
December 7, 2021  
Meeting Minutes  
Conducted remotely by Zoom

Present: Janice Avignon, Nancy Berges, Peter Dolan, Christian LaMontagne, Beth Marchak, Dennis McCann, Linda McCann, Matt Purington, Wes Wolfertz

Guests: John Burke, Ralph Sweet, Barbara Sullivan, Katharine Stewart, Dick Emerson

Agenda:

1. Operational Updates
2. Finalize Timeline for Completion
3. Vision and values
4. Chapter discussion, we can refer to the [LICP2035 roles document](#) as we go through updates
5. Confirm January meeting

Minutes:

Janice welcomed members and guests to the December meeting and got consent to record the meeting.

1. Operational Updates
  - a. Melanie and Janice have been studying the survey data to produce a briefing for the selectmen.
    - i. The committee owes the community an update on what's going on with the survey. We are working to create an in-depth report to share with the community.
    - ii. This report will be presented to the select board before being made publicly available.
  - b. The finalized survey report will be available on the town's Comprehensive Plan webpage and in the library so that everyone may read about what we learned from the survey. We will also post links on Facebook and the LICA listserv.
  - c. Janice will approach the select board for approval to ask for bids and quotes for a vendor to do the graphic design of the survey.
    - i. We will be producing some paper copies of the survey report, but do not plan any mailings, which will cut costs.
    - ii. Peter has experience with this type of report effort. Typically about \$5,000 should be allocated for a project like this, he said.
  - d. Linda has completed several articles for the December LICA newsletter about forum results and on the status of the plan.

## 2. Finalize the Timeline

- a. The committee took a look at the Trello timeline to examine whether or not we should aim for the May town meeting or for a special meeting in the fall.
- b. If we aim for May, the 'Socialize' phase would be from the end of February to the end of March.
- c. Beth reached out to the state to get some updates on what format they need by the approval date.
  - i. We were previously told it would take around a month, so we need to leave a cushion for final approval of the plan.
- d. There was a poll taken of the committee members to ask whether they would prefer to work towards May or September.
  - i. Initial feedback was that we should work towards the initial goal of May, with the understanding that September fall could be a backup plan.
  - ii. There were 8 votes for May and 1 for September so we agreed to work towards a goal of the May town meeting.
  - iii. John Burke noted that the last two town meetings have taken place in June or July, so if we are aiming to present the report at town meeting plan, we may have a little extra time.

## 3. Vision and Values Update

- a. Melanie and Christian shared an update on the vision work. The team has crafted descriptions and definitions of the guiding principles to be included in the plan.
  - i. These descriptions are based on the format of the Portland plan.
  - ii. All of these guiding principles should have a part to play in each chapter of the plan.
  - iii. Recruitment and the idea of succession of volunteers needs to be part of the final report's discussion on the town being resourceful.
  - iv. Committee members believe these principles make sense and will work in their chapters.
  - v. We agreed there needs to be a discussion about fiscal responsibility and its significance in the comprehensive plan.
- b. Upcoming work includes writing on the actual vision statement that will lead the plan.

## 4. Chapter Updates

- a. Population and Demographics
  - i. Beth is waiting for some info from the Census to be released. This information goes to a more granular level and will help us better understand some aspects of island life.
  - ii. The information will be sent out to relevant chapter leaders as Beth finds it.
- b. Economy

- i. Matt got some valuable notes and info at working waterfront and land management sessions.
  - ii. He has connected with Beth on the demographic information to help understand a full picture of the economy of the island.
  - iii. We are continuing to talk to Nate Johnson about how to include fishing and aquaculture in the economy chapter.
- c. Housing
  - i. Wes has been working with Mark Greene, who is the head of the island's housing corporation.
  - ii. The community response has provided a lot of information and focus to this chapter, because it was one of the highest priority items that came out of all the community engagement.
- d. Transportation
  - i. Peter has not yet seen a draft chapter from GPCOG, but has submitted his section to Janice.
  - ii. The chapter is about halfway written and we are waiting for input from GPCOG. We should be able to finish developing his chapter by the end of January.
- e. Marine Resources & Natural and Water Resources
  - i. Melanie is working on collecting information from databases found through conversations with Susie Arnold at Island Institute and Ivy Frignoca at Friends of Casco Bay.
  - ii. The next steps for both of these chapters include interviewing key stakeholders to find out what island perspective need to be included in the narrative.
- f. Agricultural and Forest Resources
  - i. This chapter just got added to Linda's plate, and she is working on initial plans for the chapter.
  - ii. She is reading through checklists and other reports to get a sense for how this chapter is typically structured.
- g. Historic and Archaeological Resources
  - i. Nancy has met with Meredith Sweet to inventory the historical sites on Long Island.
    - 1. Some of these sites are almost gone, so she is trying to figure out how to include these things in the chapter.
  - ii. There is concern about the safety of the archaeological sites on the island, specifically the shell middens, if their locations are made public in the plan.

1. There are also concerns that proposed development approved by the town's planning board could damage the sites, especially if the locations are private.
  - h. Fiscal and Capital Investment Plan
    - i. The town's finance committee has done a good job of developing metrics which give a snapshot of how the town is doing fiscally.
    - ii. Wes plans to compare his ideas for the chapter to what has been written in the Scarborough plan. He will also look at at least one other comprehensive plan. This comparison should help structure the content and organization of this chapter.
    - iii. Wes wants to ensure the chapter includes a strong section on looking towards the future.
  - i. Future and Existing Land Use
    - i. GPCOG helped host a mapping workshop to get people thinking about the land use chapters. Attendees were asked to mark important locations on the island.
5. Scarborough Plan Example
- a. The chapters are well organized and do a good job balancing the need to follow state guidelines with presenting useful information to the town.
  - b. This report is very visual and includes a lot of photography, something we agreed would help us produce our report.
  - c. This plan does not only follow the state's checklists in the order they appear in state documents. It starts with the town's current state of affairs and then discusses how the town is addressing all of those issues.
  - d. This report's structure has merit, but we will have to be certain that the location of the information on the state's checklist is precisely documented for the state's review.
6. January Meeting
- a. Scheduled for Jan. 4, at 6:30 pm.
  - b. The committee agreed to keep this meeting time, and confirmed that it will be via Zoom.
  - c. There will also be an outdoor holiday get together for the committee during the week before Christmas- details to be sent out later this week.