

Long Island Comprehensive Planning Committee
January 4, 2022
Meeting Minutes
Conducted remotely by Zoom

Present: Janice Avignon, Nancy Berges, Peter Dolan, Nate Johnson, Christian LaMontagne, Beth Marchak, Linda McCann, Dennis McCann, Melanie Nash, Jane Oldfield-Spearman, Erica Papkee, Patti Papkee, Matt Purington, Wes Wolfertz

Guests: John Burke, John Lortie, Richard Mitchell, Maura and Jim Ronan

Agenda:

1. Operational updates (focus on production timeline, editorial board)
2. Review structure and outline for final plan
3. Chapter updates
4. Implementation plan discussion

Minutes:

Janice welcomed the committee and guests to the meeting, and walked through the agenda.

1. Operational Updates
 - a. Janice presented a possible timeline for the completion of the plan, including due dates for sending draft chapters to the editorial board.
 - i. Under this plan, draft chapters would be due on Friday, Feb. 4th.
 - ii. By Feb. 18th we would have an idea of what charts, photos, design elements need to go in. GPCOG will help with this design piece.
 - iii. By March 1 the goal is a complete draft of the whole document for the committee to review.
 - iv. The committee did a 'role call' for the chapter leaders, all of whom confirmed they could have a draft of their chapters for Feb. 4.
 - v. This timeline does not need to be strictly followed, but does provide a more detailed structure to understand when the work to be done should be targeted by.
 - vi. One concern is the time for the state to approve the plan before town meeting. Beth Marchak has been in touch with the state, and this process can take from 4-6 weeks.
 - b. An editorial board will be needed to review the drafts posted in each chapter area on Feb. 4th.
 - i. Janice encourages everyone to start reading through other chapters. We will need people who do the initial review, as well as community experts who can read through to fact check and ensure we are including everything necessary.
 - ii. Currently editorial board members are Linda McCann, Beth Marchak, Melanie Nash.

- iii. In a call for editorial board volunteers the following people expressed interest in volunteering: Wes Wolfertz (specific chapters), Nancy Berges, Nate Johnson (limited/expert), John Lortie* (limited/expert)
- 2. Chapter Updates
 - a. Inclusion of a Wellness Chapter
 - i. Dennis McCann will lead this effort, along with Beth. They are confident they will have a draft for Feb. 4th.
 - ii. Health issues on the island are something that multiple committee members feel deserve their own chapter.
 - b. Vision/Values Chapter
 - i. This chapter has a solid first draft of the chapter for review.
 - ii. The vision team wants to reach out specifically to the groups of people who were at the vision sessions in October.
 - 1. This was promised to people when the sessions were started.
 - 2. Janice approved the idea of specific socialization of this draft, and other committee members think it would be a good idea for other chapters that are tied to forums to share with those attendees.
 - iii. The vision team shared their completed vision statement with the group.
- 3. Structure and Outline of the Final Plan
 - a. This final plan outline connects to the structure of the Scarborough plan, which focuses on usability for the town.
 - b. Start with an intro to the plan and a discussion of community engagement. This outline would then move to a town history section and the vision work.
 - c. Chapter work would begin with 'current state of affairs' for each chapter topic. Then would move into the plan framework and recommendations for the future.
 - d. This outline would finish with a 'driving success' section which would focus on implementation and the future work to be done with the plan.
 - e. Multiple committee members commented that having a vision statement and guiding principles can help guide writing for these sections.
 - i. Specifically, these can help chapter writers be sure to write about not only the state of affairs but the future recommendations.
 - ii. The more that each chapter owner can use these as a framework, the more cohesive the chapters will be when making up the final plan.
 - iii. The committee agreed to use the Housing draft and the Recreation draft as possible examples for the rest of the committee, with the goal of creating a cohesive structure.
- 4. Implementation Planning
 - a. One way to go about it is recommending which entity is accountable for each recommendation. However, this model leaves no whole accountability for the plan.
 - i. This model was used in the 2008 plan.
 - b. The select board and planning board could be charged with implementing, monitoring, and updating this.
 - i. This was also a strategy used by the 2008 plan.
 - c. Other towns have modeled strategies like using a strategic planning committee.

- i. Other places have had Select Board or City Council commission a LT planning committee separate from the Select Board and the comprehensive plan committee that is tasked oversight of implementation of the comprehensive plan
- d. Concerns were raised that every volunteer is already overworked, so how do we ask people to do more.
 - i. Should there be money put aside to facilitate this plan and help with it?
 - ii. Committee members recommended an annual review of where the town is with the recommendations made in the plan.
 - 1. The issue with this is, who is accountable for this review?
- e. Execution & Delivery is a separate role from Monitoring & Evaluation
 - i. The issue is finding an owner for the in-between piece that needs to find gaps where there is no execution arm for the town- therefore, how do we get it done?