

Long Island Comprehensive Planning Committee
March 2, 2021
Minutes of the Meeting

Members Present: Patti Papkee, Janice Avignin, Nancy Berges, Linda McCann, Dennis McCann, Wes Wolfertz, Steve Hart, Beth Marchak, Erica Papkee, Matt Byers, Matt Purington, Jane Oldfield-Spearman, Alanna Rich, Peter Dolan, Nathan Johnson

The meeting was called to order at 7:02.

A review of the functional roles was undertaken, and members agreed to assume the following roles:

Steve - Send out meeting notices, Preparing notices for LICA listserv and town webpage); coordinates with town web master to have agendas and minutes on the town web page

Community Engagement team: Developing and distributing survey, collecting and analyzing data: Jane, Wes, Erica/Patti, Linda/Dennis, Janice

Beth: Data/Resources: collaborates with other committee members to utilize and present the State-provided data

Wes: Operations - timeline/milestones and finances/budget

Linda - Recording minutes for meetings

Janice - Chair

A discussion of the chapters required by the state to be included in our final plan resulted in the following members agreeing to work on different content areas:

Domain subject matter experts or interested parties willing to find SMEs to craft content on specific topics

Population and Demographics - Beth

Economy, Nate (fishing and aquaculture focus), Matt P.

Housing - Wes (consulting with Mark Green)

Transportation (GPCOG to draft) Beth, Peter, Matt P.

Recreation - Erica, Dennis, Linda

Resources: Marine, natural and water - Nate

Resources: Agricultural and Forest - Alanna, (Mike L - forest, John L. Michael J.)

Resources: Historic and Archeological - Nancy

Public facilities and services - Waste management, Matt B.

Fiscal and Capital Investment Plan - Wes

Existing Land Use - Steve/Planning Board

Future land use - Steve

Nathan also suggested that we put together a list of experts outside of the committee to work with us on these chapters. He also noted that a lot has changed in the last 10-12 years (broadband, aquaculture, etc.) Those items might not be reflected in the last Comp Plan, but they should be there now.

Janice suggested that the topics we brought up in our earlier meetings might mean that we have additional chapters beyond what is required. Alanna would like for waste management to be included in our chapters.

In trying to decide which platform we use to share data and documents, Google Docs has been suggested by the Portland Comprehensive Planning Group.

Jane commented that looking at the Portland information, they had lots of meetings with local stakeholders, and that we should consider using that model to inform our decisions about how to move forward with our vision statement.

Matt B feels that the procedural end of this is somewhat dated and maybe we can find additional concerns to expand these chapter topics. Janice reminded the group that we don't need to be tied to these chapters only, but we must include them in order for the Plan to meet the requirements of the State, and then we can move on from there.

Wes gave a presentation on group norms that was very thoughtful and thorough. These norms were adopted by the committee to be reevaluated as we move ahead.

The Basics

Find the quietest space you have

Video on is preferred, just fine to turn off if unstable connection

Stay muted until speaking

Be Respectful

We're a diverse group with diverse ideas, so consider matters from other points of view because all ideas are valued

Don't be late BUT, if so, join quietly and get acclimated

Keep audio muted until speaking

Be Active

Jump in and start learning! Don't be afraid to reach out to each other

Don't multi-task – be here now

Use the “raise hand” feature to be called on – get good at interrupting!

Learn “the chat” feature to comment if you can't break in

Be Responsible

Come prepared to meeting

The “chat box” is for questions or comments about the topic

To start and end on time is on us all; we'll break work into groups or use “parking lot”

Don't Zoom and drive!

Dennis said that he hopes that we may all be able to meet in person soon, with the hybrid version available to all who cannot be physically present.

Wes also suggested the use of trello, a web-based timeline, to keep track of due dates, to-do lists, etc. He described it as a very flexible tool that can give us a visual depiction of the task at hand, allowing us to see our progress and identify key milestones. Wes will add us all at team members on the account and we will each get a link emailed to us which will allow us to download the app or operate within the website. Each member of the committee would have the ability to update and add comments to tasks on the timeline.

It was agreed that we will all add “LICP2035” to the subject line in each email we send out to the group in order to make the messages easier to locate through the search function of our email applications.

Beth Marchak reported on conversations she has had with 2 individuals who have been involved with the comprehensive planning process. This is her report:

1. Tom Miragliuolo, Maine state planning office. He spoke to us in November.

He confirmed that "data" means documents, links to state web sites and mapping database files. We will also produce our own data, especially from survey results, which should obviously be included in our report. He said we should use GPCOG to print out all the mapping database files, which they can do in about 2 hours. The state pays them to perform this function, which is not widely known, or widely used. Using GPCOG could greatly reduce the need to involve Curt who has to use shareware to produce maps. We apparently need to produce a land use map at

the end. Some towns hand draw the map on an aerial photo. I know Curt can do that, and we have plenty of time to figure that out.

He also stressed the importance of being knowledgeable about and sticking with the checklist. The town of Kennebunk paid a consultant a 6-figure sum to produce a report that now has to be completely redone because the consultant didn't know anything about the checklist.

I also talked with George Theborge, a planning consultant who helped Durham produce its 2018 report. He joined that effort after the public participation was over in July 2017, so he urged us to talk to committee members if we want information on that phase. I asked how Craig Freshley was used. George said by the time he got there, Craig was not involved, so he probably was the facilitator for public sessions. (I encountered Craig as a facilitator on a CBL project in 2018-2019. He could be useful.) George talked a lot about the Growth Management Act and - I am greatly simplifying this here - the need for us make sure 75% of the growth is in areas that already have the infrastructure to support it. I'm not sure how this was handled in 2008 because we don't have infrastructure or a high-growth zone. We'll have to look. Theborge suggested that GPCOG could do our survey for us. He recommended it be a combination of basics and visionary ideas with space for residents to supply individual responses to open-ended questions. The Durham survey was mailed to residents and he said they got a very good response. He was interested in the idea of an experienced planner working for AmeriCorp/GPCOG but suggested that islanders take the lead, especially on politically sensitive topics because they know the background and players. He suggested the AmeriCorps person could pull down the state data from the state sites supplied in the package we were given in October. I was thinking I could do that because in some cases I might need to explain to our subteams what it could mean. Obviously, we can talk about that.

He said we want a plan that focuses on big issues like the economy, education and open spaces. When we see high percentages of support for an issue we should realize that we can probably promote ambitious policies around the issue.

The Durham team used DropBox as a way to manage documents. He was adamant that we must find a way to keep track of versions. He said he printed out versions that were saved as .pdf that were harder to change, but people could add comments. He recommended we organize documents by month.

Based on this:

1. We may want to consider bringing in Craig Freshley to moderate public session/s.
2. We need to design a survey that covers bread-and-butter issues as well as visionary/future ideas.

3. We need to talk to GPCOG about what role, if any, we want them to play in the survey as well as the cost. We want to know if there is any cost to us for them to do the mapping.
4. We need to decide what role the AmeriCorp volunteer will play.
5. Some of us will need to have a thorough understanding of the Growth Management Act and how it affects how we write the report.
6. Document version control is a huge issue.
7. Perhaps we organize documents by month.

Beth also reported that the Island institute will be updating their data sometime next spring, so we should hook up with them later with our questions.

Janice reported on her conversation with GPCOG. The survey is a very important starting point. Portland conducted an 100% digital survey. They were not concerned with getting feedback from everyone. They felt it was more important to get a broad base. They had representatives attend every public event in Portland to talk to people about what was on their minds. They found that many of the things that were on people's minds were not on the checklist. They worked to be sure that all of those concerns were included in their final report.

The survey subgroup will meet on March 3.

Topics for the agenda for the next meeting and prep work for members:

Timeline

How are we going to organize our documents?

Ask members to become familiar with the Trello app

Goal is to get the survey out in the next 30-45 days

Familiarize yourselves with the checklist for the chapter you signed up for.

Protocol for keeping planning board and select board apprised of our progress.

Communications recap-who/when do we tell what we are up to

Look at the mission statement and provide feedback.

Meeting adjourned at 8:05.

Respectfully Submitted,

Linda Ferguson McCann

