

Town of Waldoboro, Maine
Comprehensive Plan Committee
Municipal Building - 1600 Atlantic Highway
Tuesday, October 19, 2015 – 6:30 p.m.

1. **Call to Order** - Present were Scott Lash, Mike Poli, Scott Byrd, Jann Minzy, Caren Clark, Jenn Merritt, Edward Fischer, Andrew Zulieve, Barbara Boardman, George Seaver, and Kyle Santheson. Absent were Ted Wooster, Abden Simmons, and William Bragg.

Staff support was provided by L-J Briggs and Emily Reinholt. This meeting was facilitated by Mark Eyerman.

2. **Roles & Responsibilities.**

- 2.1. **Role of a Comprehensive Plan** - Mark Eyerman noted that State law dictates the Land Use Ordinance must be in conformance with the enacted Comprehensive Plan. Also, do not put something into the Comprehensive Plan unless the Town plans on making it happen. The plan should reflect what the Towns people want, and if it meets certain State guidelines, the Town can benefit from certain programs. The Comp Plan should:

- provide information about the community as it is including demographics
- describe the vision, and policies re: economy, land use (including the future land use pattern), public services, public facilities, recreation, open space, historic resources, etc.
- an implementation strategy (who, how long, costs, funding availability, etc.)

- 2.2. **Role of the Comprehensive Plan Committee** - Review all background material before the meeting, be participative and honest, and think about the big picture. Members must act like a representative of the Committee when talking outside of the meetings.

- 2.3. **Role of the Staff & Consultants:**

- To be a neutral party in the room and facilitator,
- To give information, to help and challenge the Committee, to think about the issues,
- To act as middleman and referee the discussions of the Committee,
- To keep the process moving and keep on track.

3. **Committee Ground Rules.**

- 3.1. **Committee Logistics** - Start on time, materials distributed two weekends in advance, all materials will be distributed via email and posted on the Town's website, and public is invited to meetings & comment.

- 3.2. **Meeting Dates** - meetings will be at 6:00 p.m. on the third Monday of the month for a maximum of 2 hours.

- 3.3. **Committee Chair** - This item has been tabled until another meeting.
- 3.4. **Meeting Materials** - This item was not addressed.
- 3.5. **Distribution** - This item was not addressed.
- 4. **Overview of the Planning Process** - This item was not addressed.
- 5. **Review of Work Plan** - This item was not addressed.
- 6. **Development of a Public Involvement Plan** - This item was not addressed.
- 7. **Adjourn** - The meeting adjourned at 8:00 p.m.

Scott Lash

Mike Poli

Scott Byrd

Joanne Minzy

Caren Clark

Jen Merritt

Edward Fisher

Andrew Zulieve

Barbara Boardman

George Seaver

Kyle Santheson

Absent _____
Theodore Wooster

Absent _____
Abden Simmons

Absent _____
William Bragg

Respectfully Submitted
Liam D. Ducharme
Executive Assistant