

**Town of Waldoboro, Maine
Comprehensive Plan Committee
Municipal Building - 1600 Atlantic Highway
Monday, November 16, 2015 – 6:00 p.m.**

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

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

2. **Discussion of Board Chair & Secretary** - Scott Byrd accepted Chair for the Committee and Jen Merritt accepted Vice-chair. The Administration will take on the secretarial roles.

3. **Adjustments to the Agenda** - The Committee discussed naming the process, and therefor item 8 as added.

4. **Follow up on questions from October's meeting**

- 4.1. **Committee communication & materials: how can we best make information available** - Backup material will be on Emily's personal Google Drive. Agendas and minutes will be posted to the website.

- 4.2. **How do Comprehensive Plans make a difference in a community?** - The act of adopting a Comprehensive Plan doesn't really make a big difference. The implementation of the plan can make the difference.

5. **Review of meeting materials ('Public Involvement in the Planning Process')** - There should be a half dozen small targeted group discussions to look at issues and the vision, a couple larger group discussions, and a formal public hearing. The Comprehensive Committee will facilitate the small groups and they will have predetermined exercises to focus on. These focus groups should be comprised of responsible participants.

6. **Public Involvement Plan**

- 6.1. **Review planning process & timeline** - Should be done early in the process and ask people about the good and the bad. Revisit visioning documents to see if they are still on track.

- 6.2. **Information sharing - what works for Waldoboro?**

- 6.2.1. Getting the word out - press release, Facebook, Town website, other ideas? Possibly create a webpage separate from the official Town Website, and coordinate it to a Facebook page.

- 6.3. **Focus groups - date, time, location?** If you're going to have subcommittees, it's important to have the Comp Plan Committee involved in all subcommittees. There was a discussion about which groups are to be included.

7. **Upcoming committee meeting dates: December, January, February** - The Committee scheduled meetings for December 21, 2015, January 11, 2016, and February 8, 2016 all at 6:00 p.m. Typically, meetings will be held on the third Monday of the month.

8. **Naming the Process** - It was the consensus of the Committee to brainstorm names for the process and discuss at a later meeting.

HOMEWORK: Read through the Visioning Report and make sure it still applies, and take out the really important pieces to go on a 2 page recap for the Focus Groups.

9. **Adjourn** - On the motion of Fisher / Boardman, the Committee voted 7-0 to adjourn at 8:15 p.m.

Absent _____
Scott Lash

Absent _____
Mike Poli

Scott Byrd

Joanne Minzy

Caren Clark

Jen Merritt

Edward Fisher

Absent _____
Andrew Zulieve

Barbara Boardman

Absent _____
George Seaver

Kyle Santheson

Absent _____
Theodore Wooster

Absent _____
Abden Simmons

Absent _____
William Bragg

Respectfully Submitted
Liam D. Ducharme
Executive Assistant