

CAMDEN COMPREHENSIVE PLAN COMMITTEE
MINUTES OF MEETING
November 15, 2012

PRESENT: Chair Lowrie Sargent; Members: Richard Householder, Chris MacLean and Jan MacKinnon; Alternate Member Sid Lindsley; Don White, Select Board Liaison to the Comprehensive Plan Committee; Jean Freedman-White, Coordinator and Liaison to the Chapter Working Groups; and CEO Steve Wilson

ABSENT: Member Kerry Sabanty

The Chair called the meeting to order at 6:30 pm.

1. MINUTES

October 25, 2012:

Page 2 Line 27: "...summarizes for each chapter, the

Line 38: "...the idea of a news story."

MOTION by Mr. Householder seconded by Mr. Sargent that the Minutes of the Comprehensive Plan Committee of October 25, 2012, as amended, be approved.

VOTE: 4-0-1 with Mr. MacLean abstaining due to his absence

2. CHAPTER ASSIGNMENTS, SCHEDULE of WORK, ETC:

Mr. Sargent reported that he and Ms. Freedman-White met to discuss the logistics of getting the work of the chapter committees underway. Mr. Sargent then went before the Select Board to present the chapter summations prepared to help the Board solicit public involvement. The Board agreed with the Committee's recommendation to have a news story prepared for publication in local papers and on the Town web-site. They will also inform the various Town Department Heads and Committee Chairs of the first round of chapter assignments, and Ms. Freedman-White will be in touch to ask the Committees to try to meet between now and January 1, 2013, to begin discussions of the work to be done

The Committee Chairs and Department heads will have copies of their chapters, and will be given an outline of changes the Comprehensive Plan Committee wants to see made – an idea of what is outdated and what needs to be added. Mr. Sargent will offer each Committee the opportunity to have a member of the Comprehensive Plan Committee come to the kick-off meeting to help them better understand what the work entails and answer any questions they may have. The various Committees, with their recommendations for changes in hand, will all meet together with Department heads to begin to update the Chapter.

Mr. Householder had expanded on his original list of Category "B" Chapters and added a staffing component. He included the names of Town staff members and listed all the other members. He is asking the Committee to prioritize this list this evening.

Mr. Sargent suggests that they rethink adjusting the timeframes a bit to account for the fact that the Category "C" chapters may take more than one third of the time span between now and final draft. The "A" chapters, except for one, should not take the full ten months allotted to finish their work, so

some of the “B” chapters start time can be moved forward in time without resulting in too many groups working at once. He suggests dividing the work into categories “B1” and “B2”, with B1 starting their work in April and B2 in July as originally planned. The Chapter on Fiscal Capacity (#16) was moved to a Category C because that is when the most current information will be available.

The Committee put Chapters 8 (Solid Waste), 7 (Sewer & Water), 12 (The Harbor) and 15 (Public Facilities) into the B1 Category, and Chapters 9 (Transportation), 10 (Land Use Patterns), 11 (Housing), and 20 (Planning) into Category B2. Advertisements for interested parties can go out the first of the year for the B1 group.

Ms. Freedman-White outlined her plans for coordinating the work of the largest groups: She would have each Committee meet separately first and review their recommendations for changes. If it appears that all the Committees are pretty much in agreement she would move forward to putting together a meeting of the entire working group. If not, or if there are a great many changes recommended, she would bring smaller groups together to consolidate the ideas before bringing the entire working group together. She believes this will make the meetings of the full group more productive, and there will have to be less coordination of meetings involving large groups of people.

The Committee discussed Mr. Wilson’s suggestion that having the Harbor Chapter Group starting their work as they head into their busy season might not be the best timing for members, and if the work of that Chapter is delayed until things quiet down it will be late fall before they can start. They asked Ms. Freedman-White to begin contacting these members now so they can begin their work in January instead. Ms. Freedman-White will also check to see who will be writing the news story in case they need more information.

The exact timing for the start date for the groups will depend on how the work of the groups already working is progressing. There is no reason to commit to specific time frames at this point; having a general schedule of work will still give the Committee a basis for judging overall progress.

Mr. Lindsley asked if there was a general statement the Committee could make – something to send to all the groups about why the work is being done, and how the Committee is approaching the re-write of the Plan; Mr. Sargent will draft a letter.

The Committee also decided that they would like to see the Committee’s final draft as it is completed so they can review the work and offer any comments in a timely manner. They also want to avoid waiting to review the work until it is a draft of the entire Plan. Sometimes the work of one Committee will have to wait until the work of another Committee is done to fill in information gaps; the Comprehensive Plan Committee does not have to wait for that information to be filled in to review the draft.

The Comprehensive Plan Committee does not need to make a specific request for funds to pay for any consultants or outside help; they just need to get an estimated amount to the Town Manager by the end of February so the figure can get into the budget. The Committee can request the entire amount they think they might need over the entire project, and any amount not expended during the first budget cycle can be carried over to the next. Mr. MacLean wants to make sure that there is not a Town employee with access to the data they need before they hire a consultant. He doesn’t think the

taxpayers should bear any burden for work that could be done in house. If new data needs to be created, that is one thing, but if the work is just pulling available data off the internet, then that should be done here. Members discussed the fact that the problem will be projecting data out to 2025; it will probably take a consultant to take the data gathered to make those projections. Ms. Freedman-White noted that some of the data they can access, like census data, is incorrect or hard to find, and that needs to be kept in mind.

Mr. Sargent asked the members to look over the information that Don White had left with them before the next meeting. Some of those Gateway One concepts were good ideas that may be worth keeping.

There being no further business before the Committee, they adjourned at 7:00 pm.

Respectfully submitted,
Jeanne Hollingsworth, Recording Secretary