

COMPREHENSIVE PLAN COMMITTEE
WEDNESDAY, AUGUST 8, 2001

MINUTES

ATTENDANCE: Jim Stephenson, Chairman; Jean Carter; Harold Burnham; Priscilla Rand; Elizabeth Algeo; Brad McCurtain; Louise Lester; Rick Seeley, GPCOG; Don Willard, Town Manager.

OPEN MEETING: Jim Stephenson opened the meeting at 4:00 pm at the Town Office.

1. Elect a Chairman.

MOTION: There was a nomination and second for Jim Stephenson. There were no other nominations.

VOTE: Carried.

2. Elect a Secretary.

MOTION: There was a nomination and second for Louise Lester. There were no other nominations.

VOTE: Carried.

3. Approve the Minutes from July 10, 2001.

MOTION: There was a motion and second to accept the Minutes as written.

VOTE: Carried.

4. Next meeting date.

MOTION: There was a motion and second to set the next meeting for September 12, 2001 at 4:00 pm.

VOTE: Carried.

NOTE: There will be discussion at the next meeting as to whether the Committee will keep the second Wednesday date at 4:00 pm.

5. Draft Comprehensive Plan Update Process.

DISCUSSION: Mr. Seeley discussed the process using a concept design graph from the beginning to taking the revised Comprehensive Plan to possible acceptance at Town

Meeting. He discussed the time line to a survey mailing and thought that more than one survey might be done both on paper and through the Website. He said that most grants are awarded to be used within 18 months but would find out if this could be extended. He mentioned that the next round of grant applications, which originally were planned for this fall, might now be delayed until after January 1st. He said that the next step would be to send out Request for Proposals and bids for the work and then accept one. After that person is selected then work can begin with information gathering and public forums. The public forums should cover the public's idea of the pertinent issues and also their vision of what Raymond should be. He felt that the forums and survey could be worked on simultaneously. He thought the forums could begin with identified neighborhoods. Mrs. Carter thought they could start with the 1991 survey to see what had changed over the years. She continued that she felt the State and regional influences are important to begin with to find how they will influence us locally. She also felt it was important to publish information and active publicity for the public prior to the forums. Mr. Seeley indicated that the State had 10 goals, which must be met, which are stated under Title 30A Subsection 4312.

Dr. Burnham thought the first forum should be a free flow conversation before the Committee's ideas are voiced in order to find out what they want. Mrs. Algeo asked if the CIP money could include funds for the implementation of ordinances to cover the new plan. Mr. Seeley replied that it might. He continued that other boards and committees within the Town should be involved and be a resource for information and input. He thought that subcommittees could be used from other committees such as the Planning Board and Appeals Board. Mrs. Carter advised that the agenda for meetings should be advertised so that the public will know what subject matter is being discussed at a particular meeting. Mrs. Algeo thought the committee could possibly be considering a professional to assist them while the grant proposal was being formulated. Mr. Seeley thought this could be done as long as the State was informed as well as the professionals who were being interviewed.

Mrs. Carter suggested that the committee review the 1991 Comprehensive Plan in order to identify areas needing more work than others. Mr. Seeley said the work would be two fold: 1) preliminary assessment and 2) the grant application, which will include a work, plan and budget. Dr. Stephenson asked how much can Rick Seeley help prior to hiring the professional position. Mr. Seeley said he could support 9 hours for the assessment and another 9 hours for the grant proposal. He added that if the Committee decided not to put out an RFP he could help with the grant work as long as the DECD was aware of it and they would determine whether there was any conflict of interest in the grant application.

There was discussion of how non-resident seasonal people and non-resident business owners could be included in the survey and forums. Mr. Seeley said he would have a program involving "smart growth" ready for viewing later this fall. He said there was already one being shown on the State level. There was discussion about the grant application submission timeline as being quite tight. Mr. Seeley felt that monthly

meetings probably would not be enough. The Committee thought they would proceed monthly for now.

Dr. Burnham suggested a motion to set in motion the process to write a grant proposal.

It was decided to have the Committee members prepare for the next meeting:

- 1) review the 1998 assesement document
- 2) review the 1991 Comprehensive Plan as a whole
- 3) discuss possible changes to the 1998 assessment.

Mr. McCurtain asked if they might discuss at the next meeting not meeting at 4:00 pm, which is very difficult for business people to attend. He also said that if anyone had clippings on the subject matter, he would scan them and email them to the Committee.

ADJOURNMENT: Jim Stephenson adjourned the meeting at 6:15 pm.

Louise H. Lester
Secretary