



**Comprehensive Plan Committee  
Minutes**

August 25, 2022

6:30pm – Organizational Meeting

At Broadcast Studio

**Committee Members Present:** John Clark, Greg Foster, Kaela Gonzalez, Peter Leavitt, Bradley McCurtain, Frank McDermott, Shawn McKillop, Danelle Milone, John Rand, Jackie Sawyer

**Committee Members Absent:** William Fraser (resigned)

**Town Staff Present:**

Don Willard, Town Manager  
Chris Hanson, Assistant Code Enforcement Officer  
Sue Look, Town Clerk

1) **Called to order** at 6:30pm by Town Clerk Look

2) **Election of Officers**

**Motion** to table until the committee has had a chance to get know each other by Mr McCurtain. Seconded by Mr Clark.

Town Clerk Look let the committee know that the agenda will need to be set prior to the end of the meeting if no chair is elected.

**Unanimously approved**

- a) Chair
- b) Vice Chair

3) **New Business**

- a) Consideration of Adopting the Remote Meeting Participation Policy – Sue Look, Town Clerk

**Motion** to adopt the Remote Meeting Participation Policy by Mr McCurtain. Seconded by Mr Rand.

**Unanimous approved**

- b) Discussion of Next Steps

The committee members went around the table introducing themselves and their backgrounds.

There is \$10,000 for this fiscal year to go out to RFP for a Planner and to begin the process. The next budget for FY2023-24 will need to include an amount for the committee to continue.

Town Clerk Look will be taking minutes (the recording is the official record of the meeting, not the minutes) and doing any clerical work. Assistant CEO Hanson and Town Manager Willard will be attending each meeting. Other department heads will attend as needed.

There was discussion about the use of Robert's Rules of Order and how formally.

**Motion** to adopt Robert's Rules of Order with a loose interpretation as used at Town Meeting by Mr Leavitt. Seconded by Mr Foster.

### **Unanimously approved**

The committee will need to or want to:

- Get out and meet/get feedback from all of the stakeholders
- Set priorities for the Town for the future
- Go back and revisit items if new information is presented
- Review 2004 Comprehensive Plan – priorities – what is missing – what can be deleted, etc.
- Review other town's RFPs for hiring Planners for updating their Comprehensive Plans
- Start thinking about what the committee wants to see in a Planner
- Think about what your vision for the town is over the next 10-15 years
- Get buy-in from the community
- Take a tour of Raymond via land and water

There was discussion about what a Comprehensive Plan is and what it does.

*From the 2005 Introduction of Comprehensive Planning: A Manual for Maine Communities: "Towns and cities in Maine began writing comprehensive plans during the first half of the Twentieth Century. The City of Auburn was the first, in 1918. Municipalities did so because they wanted to adopt zoning ordinances to help direct growth and protect neighborhoods. Comprehensive plans are the legal underpinning of zoning ordinances — intended to assure that the power of zoning is not used arbitrarily, unfairly, or without attention to documented needs."*

#### c) Discussion of Date for Next Meeting

There was discussion about remote – in person – hybrid meetings.

**Consensus** to have hybrid monthly meetings and allow the public to use ZOOM for all meetings.

**Consensus** to set the first Wednesday of the month for September through December

2022 and then decide how to proceed from there at the December meeting.

**Consensus** to set 2 hours as the limit for meetings with a majority vote to go over.

Next Agenda Items

- Review 2004 Comprehensive Plan
- Discuss Top 3 Items Each Member Feels is Important to the Community
- Discuss Questions/List to Ask Citizens to Answer/Prioritize via Paper Survey
  - o At Election 11/8/2022
  - o In October Roadrunner
  - o At Town Office
  - o On Town Website
  - o Advertise on Facebook Page & Electronic Signs
- Set Dates for Tours of Raymond via Bus and Boat
- Set Agenda for Next Meeting (if no Chair elected)

Town Clerk Look will send the Committee Members:

- RFP samples
- Current Use Map
- Planner job descriptions

**4) Public Comment** – none

**5) Comp Plan Committee's Comment** – none

**6) Adjournment**

**Motion** to adjourn at 8:16pm by Mr McCurtain. Seconded by Mr Rand.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*