



## Comprehensive Plan Committee Minutes

October 5, 2022

6:30pm – Meeting

At Broadcast Studio & via ZOOM

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

**Committee Members Absent:** none

### **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 Chair Leavitt.

### 2) **Minutes of Previous Meeting**

a) September 7, 2022

**Motion** to approve as presented by Mr Rand. Seconded by Mr McDermott.

**Voted 7-0-2 motion passed**

Mr McCurtain asked to reconsider due to issues with audio via ZOOM. Mr McCurtain thought that there would be a Doodle survey sent out by Co-Chair Gonzalez and this was not reflected in the minutes. Co-Chair Gonzalez said that Doodle was mentioned, but consensus was to simply send an email to Town Clerk Look with availability for the boat tour. Chair Leavitt stated that the official record is the electronic recording.

**Move** to recall the vote by Chair Leavitt.

**Motion** to approve as presented by Chair Leavitt. Seconded by Mr McDermott.

**Voted 7-1-1 motion passed**

### 3) **Old Business**

a) Review CPC top 3 Items of Importance

1 – Preserve natural resources and water quality

1 – Town services

2 – Housing

---

\* Taken out of order

3 – Land Use

3 – Transportation

4 – Recreation

Taxes

Developing Business District

Infrastructure

Co-Chair Gonzalez, Mr McCurtain, Mrs Milone, and Mr McDermott will form a subcommittee to draft a handout page, short survey, and display poster(s) for Election Day to explain the Comp Plan Committee’s mission, gather beginning feedback from citizens. This will help get the word out that the Comp Plan will be updated and there will be future input meetings.

There will be a sign-up sheet to gather email addresses for further communications.

One idea was to have multi-color stickers and people could put their stickers on categories.

It does need to be simple and quick to do.

There should be a “Other” option for people to add something that they are concerned about.

This will be a preliminary survey to see if the committee is on the right track to begin with.

Create a simple email address – [comp.plan@raymondmaine.org](mailto:comp.plan@raymondmaine.org).

Once created the simple survey could be added to the website, the Road-Runner, Facebook, on the electronic signs, and at the Town Office. Possibly do a more comprehensive survey later.

b) Follow-up Design/Implementation of Preliminary Community Survey

The committee reviewed the Major Needs or Priorities identified in the 2014 Citizen Survey. One of the things the survey showed was that people wanted to keep taxes low and increase services. Many of the issues the committee members identified as important were identified in the 2014 survey. Infrastructure has been improved, open space has been increased with Morgan Meadows and Loon Echo Land Trust, and taxes have been kept low.

If the committee wanted to do a more formal survey it would need to be added to their budget request for the FY2023-2024 season. *NOTE: The budget schedule will be set by the Select Board at their December meeting.*

c) Update on CPC Boat/Bus Tour

Oct 13<sup>th</sup> for the Boat Tour (*NOTE: due to weather the tour was cancelled and will be scheduled in the Spring of 2023*)

Oct 27<sup>th</sup> in the morning for the Bus Tour with CEO Hanson as Tour Guide 9am-12pm – *The Town borrowed a smaller bus from Windham Rec with a driver.*

---

\* Taken out of order

#### 4) New Business

##### a) Review Elements of Growth Management Plan: Title 30-A

We discussed this mostly as Mr Miraglinolo spoke. Co-Chair Leavitt passed out a synopsis of the Growth Management Plan so the committee can understand what the State requires in a Comprehensive Plan. Normally there is an Implementation Committee after the Comprehensive Plan has been adopted at Town Meeting.

Synopsis of Growth Management Program Elements

1. INVENTORY & ANALYSIS

- A. Economic & demographic data
- B. Significant water resources
- C. Significant or critical natural resources
- D. Commercial forestry & agricultural land
- E. Existing recreation
- F. Existing transportation
- G. Current housing stock
- H. Historical & archeological resources
- L. Current & projected development patterns
- J. Assessment of public services to protect health, safety, and welfare

2. POLICY DEVELOPMENT

A comprehensive plan must include a policy that relates the findings contained in the Inventory & Analysis section.

- \* Promote State of Maine goals
- \* Address conflicts with State of Maine goals
- \* Address conflicts between regional and local issues

3. IMPLEMENTATION STRATEGY

- \* Strategy and timetable for implementation
- \* Identify significant ordinances, policies, and programs
- \* Provide for periodic review of comprehensive plan

4. REGIONAL COORDINATION PROGRAM

This program must be developed with other municipalities to manage shared resources and facilities

##### b) \* Discuss Draft RFP for Consultant Planner

Section 4 mirrors Section 8 – possibly combine

Include that it must be compliant with the State's Growth Management Plan

Town Clerk Look will incorporate the suggestions from Mr Miraglinolo and include a

\* Taken out of order

review at the next meeting.

We will need a matrix to be able to compare the proposals.

Add: Today Raymond residents live on traditional land of the Wabanaki Confederacy. The Algonquian word “waban-aki” is most often translated into Dawnland or People of the Dawn. The first arrival of European settlers... to the RFP draft.

- Maine Planning Assistance Program – Tom Miraglinolo, DACF
  - 1) GPCOG is supposed to help towns with Comp Plan updates – the State funds GPCOG to do this
  - 2) Mr Miraglinolo reviews plans Statewide and collects datasets
  - 3) Chapter 208 – Comp Plan Review Rule – get for committee – lays out the process and what is required
  - 4) There is a checklist on DACF website
  - 5) Add to RFP that they must have done one before in Maine in the last 12 years and that the checklist must be complete prior to final payment
  - 6) The goal should be around 18 months once we have a consultant – add to the contract as a goal
  
- St Joseph’s Student Intern – McKenna Smith
  - 1) St Joseph’s hires students to work 4 hours per week to work in the community as a part of their work-study program
  - 2) They are creating community involvement with their students
  - 3) There may be students who are studying leadership and sustainability, science, public health, etc. whose studies would line up with what we are doing
  - 4) We may be able to have more than 1 student intern if there are any available
  - 5) There is a student working with the Beautification Committee
  - 6) It may be possible to have a student work more than 4 hours with the Town paying for any hours over 4 hours

## **5) Public Comment**

## **6) Comp Plan Committee’s Comment**

CEO Hanson is going to reach out to his contact at GPCOG to see if we can get some help from them.

Mr McCurtain asked for bullet points for action items and the next meeting date by the end of the meeting and to be sent to the committee members soon after the meeting, within 48 hours.

Ms Sawyer asked to discuss a timeframe at the next meeting.

---

\* Taken out of order

**7) Adjournment**

**Motion** to adjourn at 8:25pm by Mr Foster. Seconded by Mr McDermott.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*