



Comprehensive Plan Committee Minutes

November 2, 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, Jackie Sawyer, Greg Foster

Committee Members Absent: John Rand

Town Staff Present:

Sue Look, Town Clerk

Town Staff Absent:

Don Willard, Town Manager

Chris Hanson, Assistant Code Enforcement Officer

1) **Called to order** at 6:30pm by Co-Chair Gonzalez

2) **Minutes of Previous Meeting**

a) October 5, 2022

Motion to approve as presented by Mr McCurtain. Seconded by Co-Chair Leavitt.

Unanimously approved

3) **Old Business**

a) Update/Plan for CPC Tours of Raymond

There was a bus tour that the committee enjoyed last week of half of the Town with Chris Hanson and Don Willard as tour guides. The Windham Rec bus driver was wonderful. Town Clerk Look will see if we can get a few dates to do the 2nd half.

b) Update on St. Joseph's Student Intern

No update, add to next meeting's agenda.

c) * Sub-Committee Report on Election Community Survey

Co-Chair Gonzalez summarized the sub-committee work (comprised of Co-Chair Gonzalez, Mr McDermott, Mrs Milone, and Mr McCurtain). They created graphics and a simple survey named Raymond Tomorrow where people will get 3 pompoms

* Taken out of order

to put in mason jars under basic categories from the current Comp Plan. There will also be a sign-up sheet to collect names and emails for interested citizens.

By consensus the committee would like an email address:

RTomorrow@raymondmaine.org

Some discussion about including something about attracting and keeping younger families, and generational housing. Also, about having a short script too keep the message consistent and not hold up people. One way is to tell them there is more information on the Town website.

Town Clerk Look will make a link on the home page to the Comp Plan page to make it easier to find and will ask Kevin Woodbrey if we could use a QR Code.

d) Review of Draft RFP

Co-Chair Leavitt handed out the following as a comparison of the RFPs reviewed:

TOWN	POP	TIMEFRAME		COMPLIANCE	BUDGET	VISION
		BID/CONSULTANT				
So. Portland	26,500	60 days/28 mons.		Title 30-A Checklist	\$135,000	2040
York	13,000	40 days/30 mons.		Title 30-A Chapter 208	\$120,000	2030
Kennebunkport	3,500	30 days/22 mons.		Title 30-A Chapter 208	\$90,000	2030
Saco	20,000	30 days/18 mons.		Title 30-A Chapter 208 Checklist	X	2030
Gray	X	30 days/18 mons.		GMA	X	X
Raymond	4,500	???/30 mons.		GMA	X	2040

There was discussion about getting a Planner sooner than later without an RFP. The Town of Raymond does have a policy to go out to bid on larger projects.

The CPC has \$10,000 right now and will put forth a budget request for the FY2023-2024 year.

Motion to spend \$40,000 on a contract planner by Co-Chair Leavitt. Seconded by Mr Foster.

Discussion that this motion is to make the point that we want to get going and do not know the cost as yet. Some comments: I am new and feel like we are just beginning, what is the rush for such an important task, we want to be effective with using our time and a task force to work on the RFP would help, a planner would help to set tasks.

Co-Chair Leavitt withdrew the motion.

* Taken out of order

Motion to accept the draft RFP by Co-Chair Leavitt. Seconded by Mr Foster.

Discussion about setting up a taskforce to create an RFP for the committee to review and approve.

Co-Chair Leavitt withdrew the motion.

Motion to create a taskforce to review the RFP and be ready to present an updated RFP to the committee at the December 7th meeting by Co-Chair Gonzalez. Seconded by Co-Chair Leavitt.

Unanimously approved.

The committee assigned John Clark, Shawn McKillop, John Rand & Brad McCurtain to an RFP Taskforce.

4) **New Business**

a) Formalize Process for Committee Internal Communications

For questions directed to Town Staff

1. The committee members should be sending their questions to the Co-Chairs
2. The Co-Chairs will forward to the Town Manager
3. The Town Manager will either answer or ask the appropriate staff member to answer him and then reply to the Co-Chairs
4. The Co-Chairs will send the answer(s) to all of the committee members

The committee does need to be careful not to hold conversations about committee business amongst multiple committee members via email as this would be an illegal meeting. Informational emails are fine.

Sub-committees are not making decisions, but recommendations to the full committee which would be approved or not in a full open meeting. Sub-committees can hold their discussions via email.

All committee communications are discoverable via a Freedom of Information Act request.

comp.plan@raymondmaine.org may be able to be used to send emails to all committee members.

Town Clerk Look will be asking to have each committee member set up with a raymondmaine.org email address.

b) Establish Task Timeline:

- Comprehensive Plan Self-Assessment Checklist
- Growth Management Plan

Discussion of once the planner has been engaged the tasks should be made clear.

c) Discussion Of Development Of Sub-Committees For Tasks

This committee is charged with the oversight of the plan. The planner will be updating the plan with the oversight/vision of the committee. The committee is representing the

* Taken out of order

community.

Town Clerk Look will send the committee a basic flow chart of budget process.

Discussion of the committee doing community outreach and a community survey while waiting for a planner to be engaged. Also, drafting a vision statement for the Comp Plan and gathering emails of citizens. Possibly have a video explaining what a Comp Plan is (like Gray's) and use technology to our advantage to get the word out – YouTube, social media, etc. Mr McKillop is licensed to fly drones and could help with a video.

5) Next Meeting Date

- a) December 7, 2022 – set up 1st Wed at 6:30pm ongoing by consensus

6) Public Comment – none

7) Comp Plan Committee's Comment

Co-Chair Leavitt – There has been legislation proposed (LD 446) to reestablish the State Planning Office to be more like the former Land & Water Resource Council.

Mr McCurtain – Tom M. at the State Planning Office is now a committee of 2, there is someone working with him.

Co-Chair Gonzalez will ask Town Manager Willard about how the funding of this project will work and also ask Kevin Woodbrey about technology for surveys, etc.

8) Adjournment

Motion to adjourn at 8:39pm by Co-Chair Leavitt. Seconded by Mr Clark.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

* Taken out of order