



Comprehensive Plan Committee Minutes

December 7, 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, John Rand

Committee Members Absent: none

Town Staff Present:

Don Willard, Town Manager

Chris Hanson, Assistant Code Enforcement Officer

Sue Look, Town Clerk

Town Staff Absent: none

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

2) **Minutes of Previous Meeting**

a) November 2, 2022

Motion to approve as presented by Co-chair Gonzalez. Seconded by Mr Foster.

Need to correct that Chris Hanson was not present.

Unanimously approved as corrected

3) **Old Bus**

a) CPC Bus Tour Part 2 – Sue Look, Town Clerk

By consensus – December 16th at 9am at Tassel Top Park

(NOTE: This was subsequently cancelled due to a Nor'easter that day. It will be rescheduled for sometime in 2023.)

b) Update of St. Joseph's Intern

Until there is some task for them to do there is nothing to report.

c) Results of Election Day Survey – Kaela Gonzalez, Co-Chair

Co-Chair Gonzalez gave an overview of the survey on Election Day. There was a

great deal of interaction and interest. 2,943 votes were cast (3 each) which is 981 people. Natural Resources got the most votes, followed by Infrastructure. 76 emails were captured.

- 755 – Natural Resources
- 590 – Infrastructure
- 506 – Economy
- 376 – Land Use
- 365 – Municipal Services
- 351 – Housing

d) Formalizing Communications (cont.)

- Update on CPC Access to Town Email – Sue Look, Town Clerk

Town Clerk Look will send out the member.name@raymondmaine.org email addresses and passwords to the committee members.

NOTE: Sent on December 14, 2022.

Kevin Woodbrey has set up an email address comp.plan@raymondmaine.org. Any emails sent to this will go to Town Clerk Look for now. Possibly this could be used for general questions from the website.

RTomorrow@raymondmaine.org could also be set up, possibly for outreach efforts. Who should this go to? Co-chairs

Mr Woodbrey also found that it takes seconds for him to create a linked QR Code (the one in the ePacket is a link to the Comp Plan webpage). This will be helpful when there are surveys or specific information that needs to be highlighted.

- Responding to CPC Emails – Brad McCurtain

Mr McCurtain requested a policy regarding emails sent to all committee members. He contends that he does not have time to review each piece of a chain of emails. Could only the final email in a string be sent to all of the committee members? He would like to have this policy in writing.

Co-Chair Leavitt – This committee derives its authority from the Select Board. We were appointed by the Select Board and this committee exists and serves at the pleasure of the Select Board. Therefore there is no need for a vote, we are required to follow the process that the Select Board follows, as does all other boards/committees in Raymond. All communications are shared with all members.

Mr McCurtain went on to ask if communications between task force members need to be sent to the whole committee. A task force is not a quorum of the committee and is not authorized to make decisions, only does research on their assigned task and reports back to the full committee with their recommendations. Given this, the task force members would communicate amongst themselves to complete their task and then report back to the full committee when they are finished.

Questions would be sent to the Co-Chairs. If needed, they would send the question to Town Manager Willard who would answer or get an answer from staff

and send the answer back to the Co-Chairs. The Co-Chairs would then send the answer(s) to all the committee members.

There was further discussion, and the consensus was to go with the Select Board's protocol and there is no need to codify this.

e) Comprehensive Plan Logo – Kaela Gonzalez, Co-Chair

Discussion about branding and how a logo can help that. It needs have contrasting colors. Having a prominent R with Raymond instead of just R Tomorrow. RTomorrow could be how it is talked about and the email address could be RTomorrow@raymondmaine.org, but the logo would be Raymond Tomorrow. Co-Chair Gonzalez will make changes to move the TO in Tomorrow and Town Manager Willard will talk to Kirsten (CEO Admin) who is an artist and get her input. We should have a black & white image of the logo. The grays and blues are colors in the Town Seal. The yellow pops the most and would go well with the blue. Possibly try more of a contrast with the blues. A white border to the letters in Raymond would make them stand out more. Round text, contrasting arrow were both popular with the committee. New examples will be sent out before the next meeting.

4) New Business

a) CPC Budgeting Calendar – Don Willard, Town Manager

Town Manager Willard went over the draft schedule (below) noting that the Select Board may still make changes at their meeting next week.

**PROPOSED SCHEDULE FOR FY2024 BUDGET DEVELOPMENT
JULY 1, 2023 – JUNE 30, 2024**

Tues., December 13, 2022;	Board of Selectmen; Set budget goals and approve tentative meeting calendar														
Fri., January 13, 2023;	Deadline for Outside Agency Requests														
Mon., January 30, 2023;	Department Heads to submit proposed budget(s) to Don Willard, Town Manager <u>and</u> Charisse Keach, Finance Director														
Wed. February 22, 2023;	Town Manager submits proposed budget to Board of Selectmen and Budget-Finance Committee														
Tues., Feb. 28, 2023;	<p>Joint Meeting – Department Head Review #1 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.)</p> <table style="margin-left: 40px;"> <tr> <td>Administration</td> <td><u>Public Safety</u></td> </tr> <tr> <td>Assessing</td> <td>Animal Control</td> </tr> <tr> <td>Code Enforcement</td> <td>Fire Department</td> </tr> <tr> <td>General Assistance</td> <td></td> </tr> <tr> <td>Town Insurances</td> <td>Technology</td> </tr> <tr> <td>Employee Benefits</td> <td>TIF</td> </tr> <tr> <td>Debt Service</td> <td></td> </tr> </table>	Administration	<u>Public Safety</u>	Assessing	Animal Control	Code Enforcement	Fire Department	General Assistance		Town Insurances	Technology	Employee Benefits	TIF	Debt Service	
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Tues., March 7, 2023;	<p>Joint Meeting – Department Head Review #2 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.)</p> <table style="margin-left: 40px;"> <tr> <td>Public Works</td> <td><u>Public Services</u></td> </tr> <tr> <td>Solid Waste</td> <td>Cemeteries</td> </tr> <tr> <td>Town Buildings</td> <td>Parks & Recreation / Tassel Top</td> </tr> <tr> <td>Revenues</td> <td>Provider Agencies</td> </tr> <tr> <td></td> <td>Raymond Village Library</td> </tr> </table>	Public Works	<u>Public Services</u>	Solid Waste	Cemeteries	Town Buildings	Parks & Recreation / Tassel Top	Revenues	Provider Agencies		Raymond Village Library				
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Tues., March 14, 2023;	Joint Meeting – Budget Workshop (Board of Selectmen & Budget-Finance Committee) @ 7:30 PM following BOS Regular Meeting														
Tues., March 28, 2023;	Board of Selectmen – Warrant article review and recommendations														
Tues., April 4, 2023;	Budget-Finance Committee – Vote on recommendations for each budget warrant article														
Tues., April 11, 2023;	Board of Selectmen – Final Warrant Approval														
Tues., June 13, 2023;	Annual Town Meeting Voting – Secret Ballot Referendum (7:00 AM – 8:00 PM at JSMS Gym)														

b) How does CPC access funds? – Don Willard, Town Manager

Town Manager Willard explained that once the warrant article is approved at Town Meeting you simply submit invoices to the Finance Department. By tweaking the dates in the RFP and having the proposals submitted with the cost in a separate envelope we could have a range for the initial budget request in January and then once a Planner is hired the full amount could be included in the budget. Also, the cost will be over 2 years. The committee will also need to be thinking about what else they may need.

- c) DRAFT RFP Taskforce Report – John Clark, Brad McCurtain, Shawn McKillop, John Rand

Choosing the Planner is the responsibility of the committee. The Select Board will need to approve the final plan, but not to approve the Planner. Once the plan is approved by the Select Board it will go to a vote of the Town Body at Annual Town Meeting to be adopted.

Interviews would be done by a sub-committee, the sub-committee would recommend a candidate, and then the decision would be made in a public meeting by the whole committee. Before the Planner is hired, Town Manager Willard can negotiate on the price.

Town Clerk Look will make some clerical changes (make staff titles correct and consistent, etc.) and update the schedule to help it fit the budget schedule. The proposals will be due the 1st week of January and the CPC meeting will move from January 4th to at least a week later (*NOTE: It was moved to January 12th*).

There is flexibility in this process and if the committee does not get a sufficient pool then they can repost the RFP.

Consensus to allow the Town Staff to edit minor factual points (the Town does not own Raymond Beach for example) prior to sending out the RFP. The Task Force also has a few edits that they will send to Town Clerk Look.

Co-Chairs both expressed their thanks to the Task Force for all their good work.

Motion to approve sending the RFP once Town Staff makes their edits by Co-Chair Gonzalez. Seconded by Mr Clark.

Unanimously approved

- d) Discussion – Community Survey – Jackie Sawyer

Ms Sawyer discussed putting together a survey. Possibly focus on the top 3 items from the Election Day survey. Maybe assign a Task Force. She thinks that reaching out to the community should be their next steps. Co-Chair Gonzalez sent an email on September 21st about surveys for Comp Plans that she found online.

The committee members should review other municipalities' surveys to see what they like for the January meeting.

Some thoughts:

- How long? How detailed?
- Thinking about what you want to accomplish with the survey.
- Possibly a series of surveys.
- Do we want multiple choice or free-form answer?
- We will want to track response rates.
- Gray has a 2 minute video about what is a Comp Plan and it is linked to a simple 16 question survey monkey site. Possibly we could do something similar. Co-chair Gonzalez will look into can we make our own, can we borrow Gray's and make changes, or maybe simply post theirs as is.
- The Contract Planner will guide us in a more comprehensive survey down the

road.

- In 2014 the Town of Raymond contracted Pan Atlantic to do a comprehensive survey and it was sent via mail and online.

5) Next Meeting Date

- a) January 12, 2023

6) Public Comment – none

7) Comp Plan Committee's Comment

Mrs Milone – Is there any other priority we should be paying attention to at this point in time?

There was some discussion about the last Comp Plan where they got the school involved in an art contest. The RSU does not allow messages to be sent to homes from the Town. We can leverage Parks & Recreation and the Library to get word out. Getting the kids talking about the future of Raymond can get the parents thinking about it. Also, this type of effort could be the subject of a newspaper article. Advertising is good. Middle School age would be good for this type of effort. Add discussion to next agenda. Possibly have an art contest with some prizes (donated).

8) Executive Session

- a) Discussion of Comprehensive Plan Committee Duties - pursuant to 1 MRSA §405 (6) (A)

Motion to enter executive session as cited above at 8:20pm by Co-Chair Gonzalez. Seconded by Ms Sawyer.

Motion passed 10-0

Motion to leave executive session at 8:44pm by Co-Chair Leavitt. Seconded by Mr Rand.

Motion passed 9-0-1

9) Adjournment

Motion to adjourn at 8:44pm by Mr Rand. Seconded by Co-Chair Gonzalez.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk