



**Comprehensive Plan Committee  
Minutes**

April 5, 2023

6:30pm – Meeting

At Broadcast Studio & via ZOOM

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

**Committee Members Absent:** none

**Town Staff Present:**

Chris Hanson, Assistant Code Enforcement Officer

Sue Look, Town Clerk

**Town Staff Absent:**

Don Willard, Town Manager – out of the office for a couple of weeks

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

2) **Minutes of Previous Meeting**

a) March 1, 2023

**Motion** to approve as presented by Co-Chair Gonzalez. Seconded by Mr McDermott.

**Unanimously approved**

3) **Old Business**

a) Consider Committee's Preference of Comprehensive Plan Logo – Co-Chair Kaela Gonzalez

A poll was taken and the majority chose:



b) Development of Short Video - Action Plan – Review Photographs Submitted – Sue Look, Town Clerk

Thanks to the citizens who submitted such beautiful photos! It would also be nice to have pictures of people doing activities in Raymond. We will use them as we develop videos.

c) Scheduling Bus Tour - Part 2 – last week of April 2023 – Sue Look, Town Clerk

- Shawn Any Day
- Frank Any Day
- John Rand Wed – Thur – Fri
- Greg Any Day
- Jacqueline Not Wed
- Peter Any Day
- Kaela not available
- Danelle Any Day – prefers AM
- John Clark Any Day
- Don Any Day
- Chris Any Day
- Sue Any Day

April 28, 2023, at 9am, meeting at Tassel Top Park

The boat tour will be scheduled once the weather/season permits.

d) Listing of Community Associations/Businesses – Committee

The ePacket included the business licenses and known road associations. This will make a good start. Some business owners have said they are anxious to have input to this process. Mrs Milone contacted the Secretary of State's office and there is a fee for their list of businesses.

All of the information that the committee has accumulated will be shared with Northstar Planning.

The committee also wants to get feedback of seasonal residents. We could look at the tax list for those whose mailing addresses are not in Raymond. There was some discussion about non-residents voting on municipal issues. Town Clerk Look will look into whether or not Raymond could implement an ordinance to allow this or if this can only be done via a charter (which is a different form of government than Raymond currently has – we have a Town Meeting – Select Board – Town Manager form).

#### 4) **New Business**

a) Status of Comprehensive Plan Committee Composition – Co-Chair Peter Leavitt

At the March 16<sup>th</sup> Select Board Meeting Brad McCurtain's resignation was accepted. A letter was sent thanking him for his input to the committee.

Also, at the same meeting the Select Board decided to set the Comprehensive Plan Committee number of members to 9. Any applications will be kept in case a vacancy comes up. The Select Board is comfortable with the integrity and make-up of the committee.

b) Q & A with Kate Burch, NSP Planner, and Committee Discussion – Inventory Tasks – Committee

Ben Smith and Ms Burch had a presentation for the committee. The chapter work is basically a big research project. The State provides links to the raw data and then analysis needs to happen, and a narrative written about it. It includes mapping. There will be differences between what was required in 2004 and what is required now. It would take NSP staff about 20 hours per chapter, and it would probably take committee members longer. Some communities work on the chapters with NSP taking the role of auditor. The overall timeline of the project will be longer if the committee chooses to do the initial chapter work. The chapter work is the foundation of the public outreach events and if it is pushed out then the public meetings would need to be later.

The committee will develop meeting activities, plan events, convene stakeholder groups, facilitate meetings (after NSP training), and NSP will create short online surveys. If NSP writes the chapters, then the committee will review them and give input. We are hopeful that we can reduce some of the expense by taking on some of the work. Are we updating the 2004 Comp Plan or writing a new Comp Plan? Some of both, but mostly writing new. The committee does not want to slow the process down and they do need guidance on what they can do to help the process. The committee is very interested in doing the Department Head interviews. The committee can be looking at the 2004 Plan to see what has or has not been implemented and if not, is it still wanted/needed/valid. There is a 2014 Implementation Plan matrix of what the Plan suggested, and it could be updated.

Task 1 is inventory and analysis.

Task 2 is visioning and values work.

These 2 could be done simultaneously and the committee could be working on Task 2 while NSP is doing Task 1. NSP would train the committee to run focus groups who could go out to stakeholders (businesses, road associations, lake associations, summer residents, church groups, school groups, etc.) to start gathering data from the community. We will be collecting contact information and emails.

Task 3 is combining the first 2 tasks together and then going out to do large events to bring many people together.

NSP will provide a proposal that includes the committee taking on the community outreach and Department Head interviews. There will be general questions, a way to record the data gathered, and how to report back to the committee and NSP.

**By consensus** the committee agreed that in the Town Manager's absence Assistant CEO Hanson and Finance Director Charisse Keach can approve the NSP proposal.

Town Clerk Look will send Mr Burch Kevin Woodbrey's email address so they can coordinate with a website for the Comp Plan.

NSP will work with the committee Co-Chairs to set the agenda.

c) Status of St Joseph's Intern – Sue

Co-Chair Leavitt went out to St Joseph's website and found that they have the following course offerings that may be pertinent:

- Environmental Studies

- History & Political Science
- Leadership & Community Engagement
- Leadership & Sustainability Development
- Sustainability Studies

We could reach out to the professors or department heads to give them a heads up. In the Fall there will be more public input where an intern would be helpful. Town Clerk Look will contact the coordinator.

- Shanna Webster, Assistant Dean and Director, ACE & Career Studio, 893-7563, [swebster@sjcme.edu](mailto:swebster@sjcme.edu)
- From St Joe's <https://www.sjcme.edu/academics/career-studio/internships/> :
  - **What are employers required to provide?**
    - *Written job description or a simple list of duties/responsibilities*
    - *Appropriate learning environment where the intern may apply their college studies in an experiential learning setting*
    - *Specific point person that the intern can refer questions to*
    - *Schedule allowing students to work (at minimum) 150 hours over 15 weeks so they may receive academic credit*
    - *Internship evaluation form at the conclusion of the internship*

## 5) Next Meeting Date

- a) May 3, 2023

## 6) Public Comment – none

## 7) Comp Plan Committee's Comment

Mr Foster brought in an article about Climate in the Wednesday March 29th 2023, DC edition of the Epc Times, front page, page 6,7 & 8. The title is "Experts Issue New Climate Warnings, but Past Forecasts Hurt Credibility" by Petr Svab. There were predictions for both warming and cooling prior to 1988, and a prediction for global cooling in 2004. The book referenced is "False Alarm, How Climate Change Panic Costs Us Trillions, Hurts the Poor, and Fails to Fix the Planet" by Bjorn Lomborg. Tony Heller can be found on YouTube discussing climate change.

Assistant CEO Hanson discussed that the Town of Raymond is considering Impact Fees and the Select Board would like the Comp Plan Committee to consider this as the process continues. He submitted the following memo to the Select Board:

*During this year's budget process, it has become evident that the Town has increased services to its citizens. The Recreation Dept. and the Library have been added, Public Works, Codes and Public Safety have all grown. This growth has increased the need for more infrastructure. Public Works is looking for funding for a new garage. The Recreation Dept. needs new Tennis Courts. I'm suggesting that the Town look at implementing Impacts Fees to help with the pressure that Growth puts on the Town budget.*

*My experience with Impact Fees comes from my service in the Town of Windham. They have had Impact Fees for Recreation, Sidewalks, and Open Space for decades. While I was there, they added a Public Safety Impact Fee and a Municipal Impact Fee to offset renovations and expansions to these facilities.*

*These Impact Fees are not like Real Estate Taxes, they are a one-time Fee established by the Town and are collected when a new building or sub-division is approved and only assessed once. The fees are part of the permitting process or established by the Planning Board at the time of project approval.*

*Impact Fees are not going to be a silver bullet for this year's budget but, are a way to save for the future and a means of accruing funds to ease the burden of growth and development.*

There is also a list of municipalities that Melissa McConkey compiled that will be added to the ePacket for the May meeting.

Co-Chair Leavitt let the committee know that the money for the Comp Plan is in the budget under the TIF.

## **8) Adjournment**

**Motion** to adjourn at 8:20pm by Co-Chair Gonzalez. Seconded by Mr Rand.

**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*