**Comprehensive Planning Committee Minutes
September 22, 2021**

**Present**: Jeffrey Carlson, Chris Cheney, Paula Clark, Eric Dyer, Jessica Gorton, Sean Keegan (for Dennis Price), Joel Greenwood (CVCOG), David Trunnell

**Absent:** Henry Clauson, Greg Leimbach, Matt Nazar

Eric called the meeting to order at 7:01 p.m. in person at the Town Office and via Zoom.

Announcements

The committee did not meet in August, and the following changes in membership took place via email:

Henry Clauson resigned as chair, although he will stay on the committee.

Romaine Turyn and Bruce Hunter resigned from the committee

Charles Tetelman resigned from KVCOG.

Minutes

Jessica moved we approve the July minutes. David seconded. Sean, Jessica, Jeff and David voted yes; others abstained as they were absent.

David moved the June minutes be approved. Jessica seconded. Paula, Jessica, Sean and David voted yes. The others, who were not at that meeting, abstained

New Business

Jessica volunteered to be the interim chair. David moved she be nominated, Paula seconded. Roll call vote was unanimous except for Jessica who abstained.

New members were introduced: Chris Cheney, the head of Kents Hill School; Jeff Carlson from the Recreation Committee, and Greg Leimbach, representative from Trails and Conservation Commission.

Eric discussed the meeting format and the struggles presented by COVID-19 restrictions, and said the Selectboard had approved the hybrid mode of meeting that the CPC is using tonight. David said that he thought it worked well meeting in the room with the big computer display and speakers. Jessica and Paula agreed that this format is working for them.

Joel Greenwood, planning director for KVCOG, spoke about KVCOG’s contract with the town and his efforts to hire someone to replace Charles. He asked that the committee provide some direction as to what it needs from KVCOG to expedite its efforts during this transition period.

Jessica asked what KVCOG might have in its offices showing what Charles had done so far. She asked if we might set up a drop box to keep track of things. Jeff suggested we use Google Docs, which allows everyone to track the progress of documents and assign tasks as well. Joel said KVCOG usually uses Teams, but Jeff noted that with Google Docs you don’t need access to Microsoft products such as Word, which he doesn’t have.

Paula asked if Joel had met with Charles before he left and had any working documents. She and Matt were working with Charles on the Land Use chapter and were left rather at sea. Joel said he would set something up and put those documents out with the others.

Eric asked if work had actually begun on the maps for Land Use. Paula said they were still at the talking stage.

He also asked at what stage the Recreation chapter was. Sean said he met with Charles once, but there were few changes needed in that section.

David asked that Joel provide some information on best practices to guide the committee. He said that he’d been talking to someone about state efforts to track arsenic in private wells and would like to know best practices regarding the geology of the area, which is bedrock rather than sand and gravel. He would like to know about the aquifers in the area and how the town could assist residents and farmers with their water quality.

Paula said that the state has done work on this issue but determined that wells are a matter of personal responsibility. David said that he thinks the town is best suited to know how the land is used, and he would like to see Jessica as point person determine how we might proceed.

Eric sent out a memo discussing the Selectboard’s support for the committee and the importance of its task.

Eric displayed the chapter assignment document and went over the progress so far and who is leading what chapter. He said that Henry was originally assigned to the demographics section, but in light of Henry’s lack of availability, Eric said that he might work on it with KVCOG, which will be providing much of the information.

In light of Romaine’s departure, David agreed to step up with Housing Opportunities and Chris agreed to help as well.

Eric noted that the committee is behind schedule. Outdoor Recreation/Culture was originally scheduled for August but now will have to be pushed back to October.

Eric discussed how each chapter will be presented to affiliated/interested groups. The committee discussed how that process might be most effectively managed. Chapter lead assignments are now as follows:

Agriculture and Forestry Greg Leimbach

Capital Investment Plan Dennis Price

Demographic Profile Eric Dyer

Future Land Use Matt Nazar, Paula Clark

Historical and Archaeological Resources David Trunnell

Housing Opportunities David Trunnell, Chris Cheney

Implementation of Goals and Policies All

Land Use, Built Environment Matt Nazar, Paula Clark

Land Use Maps Paula Clark, Matt Nazar

Local Economy David Trunnell, Jessica Gorton

Natural Resources Jessica Gorton

Outdoor Recreation Jeffrey Carlson, Greg Leimbach

Public Facilities and Services Dennis Price

Transportation Eric Dyer

David asked that the minutes for the previous meetings be sent to new members to provide examples of how to obtain feedback from groups and how helpful that can be in assembling a chapter. He also suggested that when Holly sends out the minutes to the new members, that she include the vision and mission statements.

Eric said that he’d like to cover more than one chapter in a meeting to make up some time. Joel made some suggestions about what might be combined based on the topic and how much information is included. Some chapters are much larger and denser than others, while some actually fit together more easily.

The next meeting will be Wednesday, October 20, which is the third Wednesday of the month. Dennis had asked about looking at another day. Eric said he likes the schedule, which works around the other 14 town committees. No one else expressed any interest in changing the day.

David said he thinks we should look back on how Charles’ led us to this point and how we need to focus on best practices rather than just rewriting the 2009 plan. He suggests that for each hour of presentation there should be two hours of preparation.

Jessica said we should look at what has popped up in other comp plans in the last 12 years that wasn’t there. For example, in the natural resources section in 2009 there was no message of climate change.

Chris suggested we look at what we are trying to accomplish. What are our goals? Is the town looking to make major changes or are we just looking to tweak things a little and carry on as we have been doing?

Joel noted that even if we want to stay the same, we still have to work to keep up with changes that are taking place.

Chris suggested that it might be helpful to have a young person, such as a teen or college student, on the committee to give us a different perspective. Eric asked Chris if he might be able to find someone to fill that role.

Next Meeting Action Items

The Outdoor Recreation Chapter will be presented at the October meeting.

KVCOG will be creating a place for everyone to view and review documents, as well as compiling the work Charles did before he left.

Chris will look into finding a young person to join the committee.

Everyone will do their homework as suggested by David

Eric will be updating the planning documents.

Jessica and Eric will work on future meeting plans.

Holly will send out previous minutes, vision plan and statement to new members.

David moved we adjourn, Jessica seconded. All agreed. Meeting adjourned at 8:18 p.m.

Minutes prepared and submitted by Holly Rahmlow