

**COMPREHENSIVE PLAN ADVISORY COMMITTEE (CPAC)  
REGULAR MEETING**

**MINUTES OF JUNE 17, 2009**

**As Approved**

**Present:**

*Members:* Kate Bedard, Connie Clancy, Lucia Foley, Martha Johnson, Dale Johnston, Wendy Kelleher, Jeff Labrecque, Jesse Lytle, Melissa O'Brien, Martha Terry (Excused: Mike Fisher, Robert Gelin, Dan Luis, Kurt Schenker, Nathan Therien and Linda Young)

*Staff:* Juli Beth Hinds - VHB, Inc. and Richard Harris, Town Planner

*Liaisons:* John Hines, Helen Fantini

*Public:* None

Ms. O'Brien called the meeting to order at 7:05 p.m. She welcomed everyone in attendance.

**1. Review timelines for completing comprehensive plan and VHB's role post June 30, 2009**

Mr. Harris noted that the contract with VHB, Inc. provides that the work is to be completed by the end of June, 2009. However, he has discussed the matter with Ms. Hinds and they are in agreement that it makes no sense to have VHB, Inc. produce the current draft as the "final product". Therefore, the approach needs to be that the subcommittees will work with VHB, Inc. to develop "final drafts" of the plan chapters over the month of July.

Upon completion of these "final drafts", VHB, Inc. will provide the CPAC and the Town with notebooks and a digital copy of these status drafts. Subsequently, during September/early October, CPAC will need to make final edits of the drafts and provide VHB, Inc. with an edited digital copy for printing of the final product.

Ms. Hinds noted that she will be available for several more meetings with CPAC and/or the subcommittees during July-September. However, once the "status final drafts" are completed, their work is largely completed, except for printing of the final product.

**2. Discussion regarding structure of Implementation Chapter**

Mr. Harris provided members with a copy of a letter from Carl Gertz regarding the Comprehensive Plan. All members present indicated that they liked the tone and concepts expressed in Mr. Gertz' letter. It was noted that the excitement expressed in the letter is the approach that the plan's summary and introduction needs to take.

Ms. Hinds suggested that the Introduction would outline the overarching themes of the various chapters and “paint a picture”. It will provide a “big theme” overview.

There was extensive discussion as to what should be in the Introduction. Mr. Harris noted that the typical plan introduction is rather dry and recites the legal basis for a plan and the document’s purpose. However, it is apparent that the CPAC members do not want such an approach. Ms. Hinds agreed that the Introduction for this plan needs to be different and reiterated the concept of highlighting the overarching themes which are expressed in the chapters.

Members indicated they agreed with the concept of Ms. Hinds’ suggestion. Most members expressed some ideas/thoughts as to how the “overarching” themes should be worded.

It was consensus of those present that Ms. Hinds would provide a draft of the Introduction for the members to review.

**3. Upcoming Events**

There were no immediate upcoming events. However, several members raised the issue of how the public is to be “informed” about the plan’s recommendations. No decisions were made regarding this matter at this time as the CPAC’s focus is still on finalizing the plan itself.

**4. Minutes of Meetings**

Mr. Harris noted that the minutes were not ready at this time. Therefore, this matter was deferred to a future meeting.

**5. Adjourn**

The only subcommittee which needed to meet was the Natural Resources, Recreation, & Open Space subcommittee. Therefore, the consensus of the members was that the CPAC meeting could be adjourned except for the one subcommittee.

**Motion** – Mr. Lytle moved and Ms. Johnson seconded the motion to adjourn except for the Natural Resources, Recreation, & Open Space subcommittee which would adjourn upon completion of their business. All members present voted in favor of the motion.

The meeting adjourned at 8:43 p.m.

**6. Subcommittee meetings (as each subcommittee chair determines necessary):**

- a. **Community Design & Land Use**
- b. **Historic & Cultural Resources**
- c. **Natural Resources, Recreation, & Open Space**

The Community Design & Land Use and the Historic & Cultural Resources subcommittees did not need to meet. Therefore, their members did not remain for a subcommittee meeting.

Only two members of the Natural Resources, Recreation, & Open Space subcommittee members remained to meet with Mr. Harris and Ms. Hinds.

Respectfully submitted,

*As Approved*

Richard Harris, Recorder