

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

MINUTES OF AUGUST 12, 2009

As Approved

Present:

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

Staff: Richard Harris, Town Planner

Liaisons: None

Public: None

1. 6:45 p.m.: Land Use and Community Design Subcommittee Meeting

Ms. O'Brien called the Land Use and Community Design subcommittee meeting to order at 6:45 p.m. The members reviewed and discussed several paragraphs and recommendations in the draft report and offered their suggestions for revisions. Ms. O'Brien indicated she would make revisions and forward them to Mr. Harris and Ms. Hinds.

The Land Use and Community Design subcommittee adjourned to join the CPAC members without any motions or actions taken.

2. 7:00 p.m.: Call to Order Comprehensive Plan Advisory Committee meeting

Ms. Young noted that there was a quorum present and called the CPAC meeting to order at 7:03 and welcomed everyone in attendance. She noted that the primary function of this meeting was to work on the Implementation Matrix developed by VHB, Inc. Mr. Harris provided copies of the draft matrix and the recommendations for each chapter. He suggested that he would complete the matrix based on the subcommittees' notes regarding the timeframe and responsible entity.

3. Phase 1 Subcommittees to meet and identify Implementation Responsibility and Priority Recommendations

- a. **Economic Development**
- b. **Housing**
- c. **Municipal Facilities and Services**
- d. **Transportation**

Members of each of the Phase 1 subcommittees reviewed the various recommendations and identified the time frame for beginning implementation of the recommendation and which agencies/boards/departments are to be responsible for the activity. This task was completed through discussion and consensus without any motions or votes being taken.

At approximately 8:00 p.m., Ms. Young suggested that the members reformulate into the Phase 2 subcommittees.

4. Phase 2 Subcommittees to meet and identify Implementation Responsibility and Priority Recommendations

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

Members of each of the Phase 1 subcommittees reviewed the various recommendations and identified the time frame for beginning implementation of the recommendation and which agencies/boards/departments are to be responsible for the activity. This task was completed through discussion and consensus without any motions or votes being taken.

Upon completion of the Phase 2 subcommittees' tasks, copies of each of the subcommittee's recommendations were provided to Mr. Harris to use in completing the Implementation Matrix.

5. Schedule for future meetings

Mr. Harris suggested that the next meeting should be held after CPAC receives the draft plan in the form of notebook copies and the digital copy. He expects VHB to provide that material on August 31st. Ms. Young suggested meeting on September 9th. However, she suggested that this date be confirmed as to how many members can attend. Mr. Harris indicated he would email the members accordingly.

6. Upcoming Events

Ms. Young commented there were not any events in the near future. The next major task for CPAC, after completing revisions to the draft plan, is disseminating information to the public about the recommendations. This will be a topic of the next CPAC meeting.

7. Minutes of Meetings

Mr. Harris stated the minutes were not ready but will be so for the next meeting.

8. Adjourn

Motion – Ms. O'Brien moved and Mr. Labrecque seconded the motion to adjourn. All members present voted in favor of the motion.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

As Approved

Richard Harris, Recorder