

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

MINUTES OF MAY 28, 2008

(As Approved June 25, 2008)

Present:

Members: Connie Clancy, Lucia Foley, Martha Johnson, Dale Johnston, Jeremy King, Jeff Labrecque, Jesse Lytle, Melissa O'Brien, Kurt Schenker, Martha Terry, Linda Young (Excused: Kate Bedard, Bob Gelin, Dan Luis, and Nathan Therien)

Staff: VHB – Matthew Chase; Richard Harris, Town Planner

Liaisons: John Hine (Selectboard)

Public: Joan Rosner

Ms. Young called the meeting to order at 7:05 p.m.

1. Minutes of May 14, 2008 Special Meeting

Mr. Harris stated that the minutes were not ready at this time.

Ms. Young suggested that the CPAC alter the agenda order and move to item #3 since Matthew Chase was present from VHB to discuss the Transportation element. All members present indicated concurrence with the suggestion.

3. Draft of Transportation Chapter

Matthew Chase, representing VHB, Inc., reviewed the draft Transportation element as presented to the CPAC members. He noted that he and Ralph Wilmer had reviewed the initial comments provided by Mr. Harris. The draft element did not include the graphics which would help illuminate various issues and data. Future draft elements will include such graphics as appropriate. He emphasized that this was the first "cut" of the element, it will be revised considerably as the CPAC and subcommittees provide input and the data is collected and analyzed.

Mr. King made note of various aspects of the draft which need revision and need to be completed. Among some of the items he identified were:

- No mention of air travel even though Westover Air Reserve Base impacts the area with the noise zones, etc. and Bradley International Airport is a half hour drive away.
- Lack of reference to the existing data base which DPW maintains on the roadways and sidewalks.
- Need to address the carbon foot print in terms of connectivity and relationship to various issues.

Mr. Lytle said that the draft plan looked more like a “plan to plan”. There needs to be more specificity.

Mr. Harris reiterated Mr. King’s comments and noted that part of the problems with the draft element are that it is not “issue-driven” and lacks full details. He suggested that the elements should begin with an issues analyses and follow with more complete data collection and analyses including maps. For example, the roadways need to be depicted as the functional classification system, not merely described in terms of “ownership”.

Mr. Chase noted that he had written notes of the concerns and comments. This is just the first “cut” of the draft element. He will meet with the Transportation subcommittee and provide a more thorough draft element.

Ms. Young thanked Mr. Chase for attending and indicated he was welcome to stay for the rest of the meeting. Mr. Chase indicated he would remain for the balance of the meeting.

2. Outline of chapters for Comprehensive Plan

Mr. Harris reviewed the status of the plan elements. He noted that in reviewing the draft outline of the chapters, he has following changes he wants the consultants to make:

- The Land Use and Community Design element should be at the end. Having this item up front encourages people to think in terms of zoning and not the other aspects of planning and plan implementation.
- Each element should be issue-driven. Thus, a description and listing of the SWOT and Issues Analysis undertaken up front.
- A “Green” analysis which would summarize how the element promotes a smaller “carbon footprint” should be incorporated into each element.
- Each draft element needs to include a list of maps and proposed other graphics for the particular element.

Members discussed the merits and drawbacks of having a “Green Analysis” in each element as well as having a separate “Green Element”. The general consensus was that the important aspect was to be sure that “green” issues are a focus throughout the plan.

4. Review of schedule of subcommittee meeting schedules

Subcommittee chairs indicated they were scheduling meetings for the next several week. Mr. Harris offered to meet with the subcommittees to assist in developing outlines and issues.

5. Discussion of future Community Gathering events

Ms. Young suggested this matter should be deferred to the next meeting. All members present concurred.

6. Discussion of website

Members discussed options as to how to promote the website address. There was some suggestion that the website was inadequate. No specific items for correction were offered, except that some information and materials should be included that are not present. It was compared to the Granby website in a negative comparison by some members.

7. Other Upcoming Events

Ms. Young inquired about having a 3' by 4' banner/poster prepared for this Saturday's Open House for the Ledges Clubhouse. Mr. Harris stated that if he were provided with the artwork he would see if he could print it on the Planning Board's wide format printer.

Mr. Johnston and Ms. Foley indicated they could provide the artwork.

Mr. Harris noted that he needed the material first thing on Thursday if he were to have a chance to print it.

Ms. Young noted that Mr. King will be leaving the CPAC shortly for a work matter. With his departure, Ms. Young stated that the CPAC needs to elect a new Vice-Chair. She recommended Melissa O'Brien for Vice-Chair.

Motion – Ms. Clancey moved and Mr. Lytle seconded the motion to appoint Melissa O'Brien as Vice-Chair. All members present voted in favor of the motion.

8. Adjournment

Motion – Mr. King moved and Mr. Lytle seconded the motion to adjourn. All members present voted in favor of the motion.

The meeting adjourned at 9:02 p.m.

Respectfully submitted,

As Approved

Richard Harris, Recorder