

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

**MINUTES OF AUGUST 27, 2008**

**(As Approved December 3, 2008)**

**Present:**

*Members:* Kate Bedard, Connie Clancy, Lucia Foley, Martha Johnson, Dale Johnston, Jeff Labrecque, Dan Luis, Jesse Lytle, Melissa O'Brien, Kurt Schenker (arrived at 8:00 p.m.), Martha Terry, Nathan Therien, and Linda Young (Excused: Bob Gelinas and Wendy Kelleher)

*Staff:* VHB – Ralph Willmer, Richard Harris, Town Planner

*Liaisons:* Helen Fantini (Planning Board)

*Public:* David Rundle

Ms. Young called the meeting to order at 7:00 p.m.

**1. Minutes of Meetings – June 25, 2008 Regular Meeting and July 09, 2008 Special Meeting**

**Motion** – Ms. Clancy moved and Ms. O'Brien seconded the motion to approve the minutes of the June 25, 2008 and July 09, 2008 meetings as presented. All members present voted in favor of the motion.

**2. Review Issue Gathering Events**

Ms. Young asked each of the members for their feed back regarding the Issue Gathering events. All members indicated that they found them useful and appreciated the comments.

Among the comments, members stated:

- While greater attendance would have been desired, the attendance was good.
- The structure worked “fantastic”
- For future events, we need to reach out more – the personal invitations worked best
- The responses affirmed members beliefs and feelings regarding the issues
- There is likely to be more interest when the committees focus on recommendations
- A strong feeling of support, comradely was evident
- We need a “movable piece” to present to different forums – a “speakers bureau” was suggested
- Moderation of the event was handled very well

Regarding the idea of a “movable piece” or “speaker’s bureau”, several different possible organizations were mentioned including Know Your Town, churches, etc.

Ms. Young suggested that everyone submit information to Mr. Harris as to when they would be available.

**3. Review and Discuss Revised Issue Papers**

Ms. Young asked each of the subcommittee chairs to identify the key issues which were highlighted in the Issue Papers. Among the highlights were:

Municipal Facilities is focusing on sustainability, green buildings, efficiency, communication, and the need for strategic planning/visioning throughout the municipal structures.

Housing is focused on the need for a diverse and affordable housing supply.

Transportation issues are fairly straightforward in terms of pedestrian needs, non-automotive, and addressing the roadway impacts of development. But, the issues of the fiber optic system and the proposed rail system link with Hartford also have the potential to affect the transportation services. It was noted that “communications” was omitted in the Issue Paper.

Economic Development has been focusing on the Falls area as a central area. Numerous issues including limitations posed by the Flood Plain regulations and status of the Texon Building dominate the Falls issues. The need to identify new areas for appropriate development was also noted.

**4. Follow-up on Issue Gathering Events**

As a follow-up to the Economic Development discussion at the Issue Gatherings, Ms. Young noted that a “Falls Area Cleanup” is being planned. There is also an “online” email exchange/chat focused on the Falls.

**5. Discussion of schedule for delivery of draft plan elements**

Mr. Willmer reviewed the status of the VHB work activity. He noted the status of the background research which has been conducted and is underway. A firm schedule for “rolling out” the draft elements has not been established. However, he stated that the Housing chapter should be the first completed draft to be disseminated.

It was noted that the CPAC and subcommittees need to receive the drafts well before the Fall Community Gathering (early November) to allow adequate time to review and edit the initial drafts.

**6. Discussion of scheduling and planning for the Fall Community Gathering**

Members discussed the best time to hold the Fall Community Gathering. Given the holidays, elections, and other scheduling concerns, members present indicated that November 12<sup>th</sup> would be the best date to plan to hold the gathering. Thus, the draft plan elements have to be completed and to the subcommittees no later than October 15<sup>th</sup> – preferably much earlier to allow more time to review and edit the drafts.

**7. Discussion of how to approach Phase 2 topics**

Ms. Young suggested that the existing subcommittees need to be meeting over the next two months. The new subcommittees for Phase 2 also need to be created during this time period.

**8. Other Upcoming Events**

➤ **Status of Banner(s)**

➤ **Columbus Day**

Members discussed where to hang the two banners – it was the consensus of those present that they should be in different places around the community as opposed to being in the same place all the time. Placement at the Village Commons or Town Common was suggested.

Ms. Young inquired about the Town policy regarding banners being hung over the roadways. Mr. Harris stated he would inquire about the policy.

Regarding Columbus Day, Ms. Young noted that the crafts fair is being moved back to the Town Common and suggested that the CPAC may want to have a table for the event. Ms. Bedard and several other members offered to man a table in “shifts” for the day.

Ms. Young suggested that the CPAC would benefit by a discussion of the Zoning Bylaw by Mr. Harris at the September 24<sup>th</sup> meeting. Other members expressed concurrence with the idea. Mr. Harris he would provide a discussion of the Zoning Bylaw and Subdivision Regulations at the meeting.

**9. Adjournment**

**Motion** – Ms. Clancy moved and Ms. Johnson seconded the motion to adjourn. All members present voted in favor of the motion.

The meeting adjourned at 8:34 p.m.

Respectfully submitted,

*As Approved*

Richard Harris, Recorder