

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

**MINUTES OF OCTOBER 29, 2008**

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

**Present:**

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

*Staff:* Ralph Willmer and Matt Chase, VHB, Inc. and Richard Harris, Town Planner

*Liaisons:* John Hines (Selectboard)

*Public:* None

Ms. O'Brien called the meeting to order at 6:45 p.m.

**1. Minutes of Meetings – August 27, 2008 & September 24, 2008 Regular Meetings and October 08, Special Meeting**

Mr. Harris stated that the August 27, 2008 minutes were not available at this time.

Ms. Young suggested that the minutes should reflect the CPAC's previous expressions of disappointment regarding the performance by VHB, Inc.

**Motion** – Ms. Clancy moved and Mr. Lytle seconded the motion to approve the minutes of the September 24, 2008 and October 8, 2008 meetings as amended by reflecting the comments suggested by Ms. Young. All members present voted in favor of the motion.

**2. Discussion of First 4 Elements of the Comprehensive Plan**

Mr. Willmer summarized the status of the draft elements (chapters). Each subcommittee has met at least once with a representative of VHB, Inc. to review the drafts. In preparation for the November 12<sup>th</sup> Community Gathering, all draft elements are anticipated to be posted on the Comprehensive Plan website on Wednesday, November 5<sup>th</sup>. He described how the plan will proceed in terms of formatting and placement, particularly relative to the goals/strategies and maps.

Ms. Young suggested that maybe we have undertaken this planning process differently than other plans undertaken by VHB, Inc.

Mr. Chase described how they have approached the Transportation element and discussed the "Implementation Matrix" developed for that particular element.

Mr. Lytle indicated that the subcommittee is quite comfortable with the status of the Transportation element.

Ms. Young inquired how the recommended strategies get implemented. Mr. Willmer stated that the final element or chapter of the plan will address implementation. He described several alternatives for overseeing plan implementation: continuation of the CPAC, a special committee appointed by the Planning Board, direct oversight by the Planning Board, parceling the tasks out to individual departments, etc.

Ms. O'Brien noted that the subcommittee only received the Municipal Facilities element draft late in "today". Therefore, the subcommittee has not had an opportunity to review the draft. However, it appears that the substantive pieces are rather minor. Ms. Foley noted that "communication" does not appear to be addressed.

Ms. Clancy stated that there have been no surprises in the Housing element – it appears to reflect the changes requested by the subcommittee. She would like to see the recommendations in hand.

In terms of maps, Mr. Willmer stated that the only map in the Housing element is a "constraints map". He mentioned providing a map with the SHI locations and potential sites as well. Ms. Clancy indicated that she would like to see the maps beforehand.

Mr. Labrecque stated that the subcommittee is quite pleased with the work by Juli Beth Hinds. They are focusing on more concrete aspects and the subcommittee has a lot of work to do over the next few days. It is vital that the subcommittee meet with Juli Beth prior to November 12<sup>th</sup> – as soon as possible – to be able to have a complete draft of the element.

Various members discussed the issue of "format consistency" between the elements.

### **3. Planning for November 12, 2008 Community Gathering**

Ms. O'Brien inquired about ideas from VHB, Inc. as to how to organize and structure the event.

Mr. Willmer suggested the following outline:

- 30-45 minutes – Present the elements by focusing on key findings/recommendations (this could be either by VHB or the subcommittee chairs using a PowerPoint presentation). This presentation should set the context of the plan and acknowledge the input received.
- 60-90 minutes – Have each person participate in a group discussion focusing on each of the elements for 15-25 minutes. This could be by having 4 separate tables – one for each element. The participants would rotate from one topic to the next. All participants would be given an opportunity to "vote" using color dots for the various recommendations.
- Final Wrap Up

Ms. Obrien inquired if there could be additions to the recommendations. Mr. Willmer responded in the affirmative.

Members discussed promoting the event through various additional means including the COA and the Library.

Ms. Terry noted the need to provide refreshments.

Ms. Obrien noted that the CPAC will need handouts, a couple of complete drafts of the plan elements and Executive Summaries, maps, and push pins. Mr. Willmer stated that VHB, Inc. will provide the materials.

#### **4. Upcoming Events**

**a. November 03, 2008 – Selectboard meeting (appointment of Community Development Advisory Committee)**

Mr. Harris described this proposed committee and how it could be a significant means for implementing some of the CPAC recommendations, especially as they relate to the Falls, economic development, and housing. He suggested that it would be helpful to have some members of CPAC on this committee – particularly as it relates to the economic development and housing elements.

**b. November 12, 2008 Community Gathering**

This event was discussed previously.

**c. December 10, 2008 Heritage Landscape Inventory Session**

Mr. Harris noted that the Town's application for this program was approved. The first major step will be to have a public session on December 10<sup>th</sup> to identify and prioritize the community's heritage landscape elements.

**d. Next Meeting**

Ms. Young suggested that CPAC should not meet again until December 3rd. The subcommittees will need to be meeting during the intervening time to wrap up their work. All persons present indicated they concurred with the suggestion.

#### **5. New Grant Initiatives**

**a. Massachusetts Downtown Initiative Program**

Mr. Harris described the proposed application as focusing on a market analysis of the Falls area. He noted that the Town was not given much time to put together a proposal with the deadline being November 14<sup>th</sup>. He asked for CPAC to endorse the proposed application.

**Motion** – Ms. Clancy moved and Mr. Labrecque seconded the motion to support the proposed Downtown Initiative Program application. All members present voted in favor of the motion.

**b. Massachusetts Historical Commission – Planning & Survey Grants**

Mr. Harris noted that this application is not due until December 15, 2008 and that CPAC could wait to consider its possible endorsement at a subsequent meeting.

**6. Adjourn full CPAC Meeting**

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

The meeting adjourned at 8:51 p.m.

Respectfully submitted,

*As Approved*

Richard Harris, Recorder