

Approved by  
Committee  
2/13/2018

**Pownal Comprehensive Plan Committee Meeting**  
**Draft Minutes**  
**January 9, 2018**

Present: Kathy Hogue, Russ Schmidt, Heidi Curry, Susan Peters, Christine Watson, Jon Morris, Joan Mueller, Coren Wheeler, Marcia Bowen, Adam Haynes,

The meeting was called to order at 6:35 pm. There were no minutes from the previous meeting so none were approved.

Kathy Hogue was nominated as rotating chair for the next six months. The motion was seconded and approved by all present.

It was moved and seconded to have a rotating secretary. The motion was seconded and approved by all.

Committee members introduced themselves and gave a little background.

The committee discussed ground rules as outlined in Comprehensive Planning: A Manual for Maine Communities. The following were approved:

- A quorum will be 2/3 of the membership, which is currently 9. Therefore six members is currently a quorum.
- Meetings will occur on the second Tuesday of the month at the Town Hall and run from 6:30 until 8:00 pm. No decision was made regarding summer meetings but it is likely there will be subcommittees meeting over the course of the summer.
- Committee members can speak at will.
- Draft minutes will be sent to all members in advance of the next meeting. The Committee will review and approve the minutes at the meeting. Once approved, the minutes will be sent to the Town office for posting on the Town website.
- It was also suggested that a “to do” or action item list be generated at each meeting.
- The chair will develop the meeting agenda and send to the Town office to be posted 10 days in advance of the meeting.
- Members of the public may attend meetings and will be able to speak once recognized by the Chair.

Will Johnston was selected to be our “professional” consultant, as he worked on the last Comprehensive Plan as well as the document “50 ways to update your comprehensive plan”. Kathy will contact him to see if he can speak at our next meeting.

There was discussion about how to determine what has been implemented from the last Plan. The committee will need to meet with various other Town committees, the Planning Board, Selectmen, Fire Department, etc. to determine what has been done and what more needs to be done. Jon said he would contact the Planning Board, Selectmen, Capital Improvement Committee, and Budget Committee to find out how they use the Comprehensive Plan.

Jon brought up the idea of using Google doc's as a tool to accumulate information and develop and edit documents. He will have a demonstration at the next meeting. He will also provide us with wifi password so that we have internet access at our meetings.

Russ provided information on the State municipal planning website and has already contacted someone in that office. They can provide review comments on draft plans and also will accumulate current information (maps, etc.) for each Town upon request. Russ will request that information for us. He noted that we are required to have a Comprehensive Plan because our Shoreland Zone ordinance exceeds the State's.

There was discussion about the revisiting the goals of the current Plan to be sure they are still relevant. Education in particular was discussed since we are now part of RSU5, which has its own plan. We may need guidance from the State on how to handle this, but the general consensus was that education should still be included in our plan.

There are hard copies of the previous Comprehensive Plan Committee's minutes. Kathy will secure them from the Town office and make sure that we bring them to our meetings.

In advance of the next meeting, members of the Committee will review the goals and survey from the current Comprehensive Plan and Chapters 1, 2, and 3 of the Comprehensive Planning: A Manual for Maine Communities.

The next meeting will be on February 13.

Respectfully submitted,

A handwritten signature in black ink that reads "Marcia Bowen". The signature is written in a cursive, flowing style.

Marcia Bowen