

Pownal Comprehensive Plan Committee Meeting

July 10, 2018

6:30 – 8:00pm ~ Dewitt Room / Mallett Hall

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

The meeting was called to order at 6:31.

- 1. Approve minutes of June 12, 2018:** Joan moved that we accept the minutes. Approved unanimously.
- 2. Google Docs training / Adam.** Adam reviewed how the google docs process works, using an example file. He will create folders for the comprehensive plan committee, using gmail addresses that we send to him. This will enable us to simultaneously edit, review comments, and finalize documents. He will create a google docs questions document and try to answer any questions we pose. Adam emphasized that this is a collaboration tool and a central place to store our documents. By the next meeting, we can review minutes on google docs but Marcia will also email the minutes. We will be able to request documents and information from Melissa, who can load it into the appropriate google docs folder. We will need to decide how public the folders should be i.e. how transparent to we want our planning process to be. It will be possible to grant read only access to some folders that we decide could be public. For example, it would be good to have all of the focus group meeting minutes available to the public. Kathy reminded us that as a public organization, right to know laws govern our transparency; therefore our minutes etc. should be public. But all agreed that works in progress should be accessible to the committee only until they are ready for public review. Kathy suggested that the 'minutes' from the focus groups could be posted on the Town webpage. Joan asked if we should ascribe comments to people, but Jon suggested that we just say we are taking notes but not taking down names. In terms of financial reporting, we have a budget of \$6,000, of which we have used a few hundred. Susan will set up an excel spreadsheet and store it on google docs. Adam will create a separate folder for this. We will add a financial report to the agenda.
- 3. Focus Groups.** The hosts are responsible for arranging access and other details with the contacts. For PES, Joan will need to contact the school to arrange access. The hosts arrange the snacks. We should give receipts to Melissa for reimbursement but email a copy (or photo) for Susan. Kathy suggested serving lemonade, cookies, and fruit but we should also purchase plates and napkins. There was discussion about whether to ask about 'demographics' and Jon did not feel it was appropriate. Kathy thought an ice breaker might be good and Jon thought a general question like 'what do you like about Pownal' or 'why are you here', perhaps a one word that describes Pownal. All agreed introductions would be good along with what the committee is doing and why a focus group (a way to share ideas). Kathy has the easel and markers; there are more markers

and flip charts at Town Hall. Hosts will need to provide the food and get the easels and other materials. Hosts for each meeting are:

7/17- Kathy

7/24- Marcia

7/31- Joan

8/7- Heidi

8/14- Susan

8/21- Kathy

8/28- Adam

4. **Student survey:** Jon said that the Pownal middle and high school students have filled out the survey but some parents still need to respond. Approximately 60 kids and 30 parents responded. The student developers have to do some statistical analysis. We will invite them to present the results at our meeting.
5. **We need your help responses:** Kathy sent these out. One of the requests was for a rec department, which Jon explained would be like a recreation program (summer, for example), which would require the Town to hire a part time recreation director, using PES for the programs.
6. The meeting was adjourned at 7:45 pm.

ACTION ITEMS:

Send gmail addresses to Adam

Kathy will ask Melissa to post the “posters” on the Town website and get us on her town email list.

Next meeting : September 11

Respectively submitted,



Marcia Bowen

Committee Members:

Marcia Bowen, Heidi Curry, Adam Haynes, Kathy Hogue (Chair), Jon Morris (Selectman), Joan Mueller, Susan Peters, Russ Schmidt, Christine Watson, Coren Wheeler