

Approved
as amended
6/12/2018

Pownal Comprehensive Plan Committee Meeting

May 8, 2018

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

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

The meeting was called to order at 6:34.

- 1. Approve minutes of April 10, 2018** Joan moved that we accept the minutes as revised with the addition of the word “that” in Section 3. Approved as revised.
- 2. Google Docs training / Melissa Henes-** Tabled until next meeting. Melissa is at a conference. Christine offered to coordinate with her on the training and Adam also offered to train us if she is unavailable. Given that she will be busy with Town Meeting, we decided to have Adam train us at the next meeting. He would like to use a projector.
- 3. High School Survey / Jon.** Kathy wanted to be clear that any comparisons with the previous comprehensive plan are not meant as criticisms. Jon contacted Hank Ogilby, Freeport High School, who has 2 students that are preparing a survey that will be ready for our review in a couple of weeks. The intent would be to send it to students, parents, and taxpayers in Pownal; the questions will pertain to the schools that Pownal residents attend. It will also include questions about other uses for PES. There was discussion about whether the survey would include responses from all students (including elementary). Jon’s feeling was that all students should be included. Russ cautioned that we should be sure that the survey doesn’t go out without some “heads up” to the parents and others. All felt that this was a good way to let residents know that the planning process has begun. Heidi wondered if the intent was to get the survey out before school is out. We are hopeful. Kathy also said that she hasn’t gotten a request for a summary for the Annual Report. She will go ahead and send one to Melissa and Scott.
- 4. Letter “We need your help!” / Kathy:** Kathy had gotten several suggested edits to the letter. Heidi also suggested including businesses and wondered if there was a list of businesses. Jon said that the CEO would know. Marcia suggested that perhaps we should try to meet with some of the larger groups in order to have more of a dialogue and also so our request doesn’t get lost in the shuffle. Heidi thought that most committees are aware of what their needs/wants are. Kathy thought that a phone call follow up to the letter might be better. Any interested parties could be welcomed at one of our meetings. Heidi thought we would get a good response because they are invested in the Town. Susan wanted to be sure we don’t lead the responses. Joan wanted to be sure we included former select people, planning board, and planning committee members as well as the Bradbury Mountain Arts association. Focus groups should include North Pownal community club, snowmobile clubs, scouts, 4H. Marcia checked the minutes and listed the groups we originally planned to invite. Heidi suggested that

the letter be sent to 'decision makers' in the town (and therefore not business owners). Others agreed. Joan felt that there needs to be an education survey and all felt education should be included. There is an RSU 5 survey that has been emailed around to the RSU email list. It has very open ended questions. There is an education foundation (Pownal and Durham- Coren is a member), which is a grant funding organization but Coren felt that it wouldn't be appropriate to include them in developing survey questions. IMPACT is mostly fund raising and also not appropriate for developing questions. The Animal Control Officer and Board of Appeals will be added to the list. It was decided that the responses should be due before Town Meeting, June 18. Jon recommended that Katherine Brown, Pownal's School Board member, should be included in the list. Kathy will get the letters out. Jon will follow up with them in person since he sees them weekly. Also Kathy has the results from a recreational survey done in 2013. Several emphasized that the survey needs to allow space for comments. Also that the survey should NOT be too open-ended (i.e. try to "solve the universe") or include items that are unachievable (i.e. pave all dirt roads) although there was discussion about whether we shouldn't limit the survey or answers. But the survey still needs to get at what residents' vision for Pownal is. There was more discussion about the survey details and process. Russ cautioned that the survey should not be so broad that it is impossible to analyze. Jon will dig up the responses to open ended questions and comments from the 2006 Comprehensive Plan's survey (it is not part of the Plan itself). Susan brought up concerns that the survey results might lead to unintended decisions that haven't been fully vetted. Heidi clarified that the survey is a road and a vision and does not make decisions. Jon felt that the results from the 'we need help' letter and the educational survey, as well as results of the focus groups will help us formulate the survey in a way that is unbiased with results that reflect the sentiment of the Town residents.

5. **Focus Groups / define list.** The list of "other groups" developed for the survey questions is a good start. Joan said for the last Comprehensive Plan, two members of the committee (one to talk, one to take notes) met with all of the groups and provided cookies and lemonade. There was discussion of the focus group format- one large pot luck or a number of dates? Smaller neighborhood clubs? Pot luck dinners? Heidi felt the neighborhood would be a good approach. Joan felt that we can use a number of approaches. Jon thought a geographic approach would be one way to structure the focus groups, in addition to the ones listed below. Marcia asked if there would be a similar "script" for each and felt the previous Plan's survey questions address individual aspects of the Town but don't get at the vision; the focus groups could do this. Kathy said personal invitations would be important. Joan asked if there are certain people we should individually ask (Sherry Dietrich, Albert Blackstone, previous selectmen/planning board members (Hutch, Maryann)). Some committee members don't have the time to personally ask people or host a focus group. In cases like this, personal connections and discussions with them will still yield important information.

By the end of the next meeting, we should have some responses to the 'we need help' letter, school survey questions, focus group questions, and a focus group plan. Those

who won't be present (Joan, Marcia) can provide input to Susan. Russ brought up that regulations prohibit emailing among three or more members of the committee. Jon said we can email each other but we cannot make decisions.

List of planned focus groups

Business owners	North Pownal Community Club
Pownal Scenic & Historic Society	Scouts
Congregational Church	Bradbury Mt arts
Methodist Church	4 H
Maine Bicycle Coalition	Royal River Conservation
IMPACT / Pownal Elementary	
Snowmobile club	

6. **Other:** Russ said that we had maps from Beginning with Habitat from the State Planning. He will hold on to them.

7. The meeting was adjourned at 8:08 pm.

ACTION ITEMS:

Summary of Comprehensive Plan activities for Annual Report- Kathy

'We need your help' letter to listed parties- Kathy

Google doc training- Adam (needs projector)

Follow up on the 'we need your help letter'- Jon

2006 Comprehensive Plan Addendum (Focus group questions and written comments)-Jon

Focus group questions and plan- ALL (those who won't be present email input to Susan).

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*