

*Pownal Comprehensive Plan Committee Meeting*  
MINUTES ~ June 12, 2018

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

1. Approved minutes of May 8, 2018 with 2 changes:
  - a. #3 – Hank ~~Ogilvie~~ Ogilby
  - b. #4 – Kathy thought that a phone call follow up to the letter ~~then phone call~~ might be better.
  
2. School Survey / Jon distributed school survey students drafted. It contains 5 questions with the focus on “10 Year Vision for Pownal Students and Parents”. The survey will be looking for data from students, parents and PES. Should we include some sort of demographics such as age of responder or whether they are a student or parent? The survey is now on hold looking for “administrative approval” before it can be sent out with the hope that it is done before the end of school. In addition, a cover letter will be included to explain the survey.
  
3. “We need your help” letter follow-up / Kathy collated information collected from town committees via email. We still need responses from all the town departments except ACO. We will incorporate these survey questions under the categories already developed for the survey before finalizing wording, consistency and making sure our questions are open and not leading.
  
4. Focus Groups
  - a. PLAN
    - i. Time Line – to meet on Tuesday evenings, 6:30 – 8:00pm July to September in a variety of locations.
    - ii. Have at least 2 members from the committee at each meeting to lead discussion
    - iii. Provide light refreshments
    - iv. Use flip charts to document ideas
    - v. Marketing Plan
      1. Create an invitation / poster to put around town and at the focus group locations
      2. Post on Town Website
      3. Post at Town Hall Kiosk
      4. Town email list (Melissa Henes)
      5. Shopping Notes
      6. School Newsletter
      7. Members can send to appropriate personal email groups
      8. Personal invites

b. DEFINE LIST

- i. Focus Group sessions will be held in a variety of locations throughout the Town as follows:

DATE	LOCATION	CONTACT	HOSTS
July 17	Polly Nichols Barn, 312 Hodsdon Rd	Polly Nichols	Kathy, Marcia
July 24	Methodist Church, Lawrence Rd	Nancy Malone	Christine, Russ
July 31	Congregational Church, Hallowell Rd	Doris Blackstone	Kathy
Aug 7	William Allen Farm, 284 Allen Rd	Heidi Curry	Heidi, Susan
Aug 14	Center Fire Station, Elmwood Rd	Jesse Peters	Susan, Christine
Aug 21	North Pownal Community Club	Alan Bradstreet	Heidi
Aug 28	Pownal School, 587 Elmwood Rd		Coren
Sept 11	Mallett Hall, 429 Hallowell Rd	Melissa Henes	Kathy

c. DISCUSSION POINTS

- i. Explain what the Comprehensive Plan is and what we are doing
  - ii. Use flip charts to lead discussion and document ideas
  - iii. Ask, “How long have you lived here” to determine demographics, less than 5 years, 5-15 years, 15-25 years, 25 or more.
  - iv. Ask these 4 questions to stimulate conversation:
    1. What is special about Pownal?
    2. What do we want to remain the same?
    3. What needs to be changed?
    4. How do we envision Pownal 10 years from now?
5. Survey Development / First Steps will be meeting with focus groups as outlined above.
6. Other: Received forwarded email from Scott Seaver to see if anyone from our committee would like to or be able to attend the New Gloucester Economic Development committee forum on June 11<sup>th</sup> looking at “the creative economy”. No one was from this committee was able to attend.

ACTION ITEMS

- Order easels, flip charts and markers from Town Office for focus group sessions / Kathy will contact town office - **✓ done, Scott to order 6/13**
- Create invitation / Kathy to draft an idea and send out for everyone to weigh in **✓ done**
- Confirm focus group location dates and times / Kathy – **one left to confirm**
- Next Meeting: July 10 – Google Docs Training by Adam – bring your lap top or iPad.

Respectfully submitted, Kathy Hogue / Chair (taking minutes for Marcia)

<p><i>Committee Members: Marcia Bowen, Heidi Curry, Adam Haynes, Kathy Hogue (Chair), Jon Morris (Selectman), Joan Mueller, Susan Peters, Russ Schmidt, Christine Watson, Coren Wheeler</i></p>
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