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**Comprehensive Plan Committee Meeting Minutes  
Meeting #9  
Tuesday, December 14<sup>th</sup>, 2021, at 7:00 p.m.  
Meeting Held at the Bristol Town Office**

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***Committee Members Present:*** Alex Beaudet, Thomas Bishop, Rebecca Cooper, Robert Davidson, Paul DiMauro, Richard Francis, Brittany Gill, Darcy Harrington, RoseAnne Holladay, Pat Jennings, Steve Jorgensen, Kenneth Kortemeier, Wendy Pendleton, Mary Piasecki, Jason Sewall and Jess Yates  
*By telephone: Jamie Doherty*

***Apologies:*** Alfred Ajami

***Also present:*** Chris Hall (Town Administrator), Kristine Poland (Select Board), Vanessa Farr and Zoe Miller (Maine Design Workshop)

This meeting was called to order at 7:02 p.m. by co-chairs Richard Francis and Jessica Yates, followed by the Pledge of Allegiance.

Four newly-appointed members of the Committee recited the Oath of Office and signed their Certificates of Appointment.

Francis moved to approve the minutes of November 11 and 17, as presented. DiMauro seconded and the Minutes were adopted unanimously, 18 – 0.

Yates and Francis made welcoming remarks to the new Members. Yates suggested that the new Members be assigned to sub-committees as follows, subject to discussion with the individuals concerned: Harrington - Land Use, Transport; Jorgensen – Housing, Parks; Pendleton – Natural Resources; Piasecki – Natural Resources. Piasecki and Pendleton would also be asked to be closely involved with the Outreach program.

Yates reported that Leon McCorkle had resigned from the Committee due to time commitments.

**Presentation by Maine Design Workshop**

Vanessa Farr and Zoe Miller of Maine Design Workshop (MDW) were introduced by the Chairs. MDW have been appointed by the Select Board to assist with the balance of Phase One of the Plan, through the Town Meeting on March 22, 2022. Francis noted that time is very short if the Committee is to present a convincing case at Town meeting to fund the work needed to complete the Plan ('Phase Two'). He made the point that Bristol residents – and the Committee – have a strong feeling that Bristol is unique, and that issues and questions germane to other towns, even neighboring ones, may not be as relevant here. It will be important to include all audiences and stakeholders, not only year-round residents. The first public events to launch the public phase of the work of the Plan must be held quickly and well.

Farr and Miller asked the members of the Committee to introduce themselves, followed by their introducing themselves and their firm's experience. They presented on screen an outline of proposed activities for a 'Question Campaign' to be conducted during January and early February. Key points included:

- Inform the community, through multiple media, including the Lincoln County News, the Town Newsletter, social media and a hubsite that could be found on the Town website.
- Engage the community, through Pop-Up Events at locations such as the Library and the School; enlisting community locations such as the Library, School, transfer station and stores to make 'question cards' available and to collect them; and conducting door-to-door outreach to neighbors of the Committee's membership.
- A Question Card (postcard), soliciting questions from residents, would hopefully be distributed to enough people to get a good sense of what issues are on people's minds.
- In February, the feedback from the cards will be collated, developed and incorporated into a summary for presentation at the Town meeting.

Simultaneously with the Question Campaign, MDW will assist the Committee to develop a scope of work for Phase Two, based on their observations of the capacity of the Committee and its need for professional assistance in writing (and if necessary, further research for) the Plan.

In discussion, many points were made by members of the Committee.

- It is important to note that much work has already been done; should the findings so far be used to develop 'leading' questions to put to residents, or should the Question Card be completely open in order to find out what is on people's minds? (Jorgensen)
- There is concern that few residents understand what a Comprehensive Plan is, and why it is important to the Town financially. (Bishop)
- Will costing for Phase Two be developed in time for the Budget Committee in February? There needs to be a specific dollar sum which can only come from a bid. (Davidson)
- In reply to Davidson, Poland thought the Committee should not be boxed into a specific timeline for bids on Phase Two. A vote in March would be more like a straw poll on proceeding with the rest of the Plan; either a 'not to exceed' amount could be voted, or a Special Town Meeting – rare but not difficult – could be held later in the summer to appropriate from surplus. If the outreach is extended for, say, six months, it will likely make more people included to vote funding.
- Farr made the point that it will be hard to get consultants to submit bids for work that has no funding authorization from the Town.
- Beaudet questioned the legitimacy of a vote "by just 30 people," which led to a discussion on the likely turnout and how to increase it (DiMauro).
- Beaudet asked MDW how long they have taken on outreach in other towns, and what their ideal would be. Farr responded that they work with whatever they are given to work with by the client. With a really robust public process, three months to a public launch (or a vote) is do-able; but there has already been much preparatory work done by the Committee.

- Sewell asked if the goal is to get approval by the State. Farr observed that the State's regulations are perhaps two decades old and the requirements for approval do not include many things that may be important today for the Town – for example, public health, energy efficiency and sustainability, resilience in the face of climate change, or the preservation or conservation of specific lands or buildings. There followed discussion of whether the Committee should go ahead even if no money is voted by the Town; Yates felt that if the Town votes against continuing the process, we must accept that.
- It's important to remember we are not presenting a Plan in March, but the need to continue the process. We don't need specifics by then. Think strategically; get people we know engaged and bring them to Town Meeting. (Jorgensen)

Francis asked that, with 5 minutes remaining before the proposed end time of 8.30 pm, Members and guests make any final points.

Miller asked that Members make a point to write something down from each person they talk with.

Farr asked that the work of the subcommittees be captured and incorporated on the web site.

Miller made an urgent request for photos or potential sources of photos for both the card and website.

Francis and Yates agreed to send final wording for the proposed Question Card to MDW as soon as possible.

The next meeting is scheduled for January, though the Committee Chairs will be in touch before then. [It was noted afterwards that January 11 conflicts with a Budget Committee meeting; the co-chairs will canvass the members and agree an alternative date.]

It was moved by DiMauro, seconded by Sewell, to adjourn; motion carried and the Committee adjourned at 8.30 pm.

Respectfully submitted,

Chris Hall

Town Administrator