

**Town of Blue Hill  
Comprehensive Plan Committee (CPC)  
December 15, 2022  
Meeting Minutes**

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| <b>Attendees (CPC)</b>                  | R. Boulet<br>J. Fehrle<br>A. Grindal<br>G. Hurvitt<br>S. King<br>V. Leach   | M. McKeague<br>S. Miller<br>D. Page<br>D. Paine<br>K. Wyatt |
| <b>Attendees (Other)</b>                | A. Varney (HCPC), M. (Brooklin), J. Hall (Brooksville), M. White ( <i>Packet</i> )  |   |
| <b>Topic</b>                            | <b>Discussion</b>   |   |
| <b>Call to Order</b>                    | The meeting was called to order at 4:30 PM.   |   |
| <b>Declaration of Quorum</b>            | A quorum (deemed to be a majority of members) of the Committee was present.   |   |
| <b>Minutes</b>                          | The draft minutes for the December 1 meeting were not reviewed or approved.   |   |
| <b>Brooklin's Comp. Plan Process</b>    | <p><b>Summary:</b> Brooklin began its process with a community survey, then an open house 6 months later. The committee has been writing chapters since late summer.</p> <p><b>Meetings Frequency?</b> Initially met monthly, now 2x/month.</p> <p><b>Survey Process?:</b> If repeating the process, would be more focused on tying the survey questions to the chapter subjects and anticipated Plan content. Distributed the survey via SurveyMonkey plus paper copies available at Brooklin Town Hall, the library, the Brooklin General Store (as a community focal point). Outreach to inform residents about the survey was via the <i>Weekly Packet</i>, notices at the library and post office, and posts on facebook, facebook groups, etc. Achieved a 40+% return rate on surveys; considered pretty good.</p> <p><b>Open House?</b> ~30 people joined the open house; the committee had hoped for greater turnout.</p>   |   |
| <b>Brooksville's Comp. Plan Process</b> | <p><b>Survey?</b> Predated Hall's participation on the committee. Initially, it did not receive a great response, but participation was improved somewhat via follow-up phone calls to a selection of residents.</p> <p><b>Surprises?</b> The political issues around land use—those who want freedom of property rights vs. those who want more centralized control to benefit the Town. Advice: seek to populate the committee with diverse members with different perspectives.</p> <p><b>Communications:</b> Posted drafts online &amp; library; asked for input (got very little). Hall thought the "Summary" document, tri-fold FAQs and other materials helped a lot with communications (with both supporters and detractors). There was some discussion about whether it was better to share the "final" draft with the community before the State review or after—no clear conclusion.</p> <p><b>Workload:</b> Brooksville organized some "Friends of the Comp Plan"—volunteers who helped out, but were not officially on the committee. They were very helpful.</p> <p><b>Issues with state requirements?</b> The "Future Land Use" chapter was the most contentious. To obtain voter approval, it's important to reemphasize that the comp plan is just a plan—nothing changes after adoption.</p> |   |

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| <p><b>HCPC Presentation</b></p>  | <p>A. Varney, Planner at HCPC, reviewed some strategies for community engagement:</p> <ul style="list-style-type: none"> <li>• <b>Vision session</b> (Orland, Lemoine, Swans Island, etc.) Big picture visioning session to solicit community input at the start of the process. Use the meeting to explain the process, make people feel like they have input at the very start.</li> <li>• <b>In addition to a public survey</b>, other towns have used <b>open houses</b>, <b>“charettes,” “pop-ups,” and public information sessions</b> (potentially split into several sessions by groups of topics [Castine]).</li> <li>• For topic-specific input, committees may choose to <b>interview town committees and community groups or conduct focus groups</b>.</li> <li>• <b>Posting chapters</b> for public feedback—may be required. In addition to passively posting draft chapters, may want to direct interested parties/groups to “their” chapters when they’re posted.</li> <li>• <b>Email list of engaged citizens</b>, to keep them informed of the committee’s progress.</li> </ul> <p><b>Sequencing/calendaring</b></p> <ul style="list-style-type: none"> <li>• A public event at the beginning is recommended (like the visioning session described above, but also to answer FAQs about the comp plan process in general and to set expectations).</li> <li>• Diana, George, Karen, Sarah: Public engagement committee</li> <li>• Survey: 20 pages? (probably yes)</li> <li>• Survey committee: Julie, annie, scott</li> <li>• Survey timing: months</li> <li>• “Pop-up” at town meeting in April</li> </ul> |
| <p><b>Actions</b></p>  | <p>After these presentations, the committee agreed on the following:</p> <ul style="list-style-type: none"> <li>• <b>Established a “public engagement” subcommittee</b>, initially consisting of G. Hurvitt, S. King, D. Page, and K. Wyatt, to organize the early outreach strategy.</li> <li>• <b>Established a “survey” subcommittee</b>, initially consisting of J. Fehrle, A. Grindal, and S. Miller, to prepare an initial draft of the public survey.</li> </ul>  |
| <p>The meeting adjourned at 5:31 PM.<br/>The next meeting is scheduled for Jan. 12 4:00-5:30</p> |  |

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| <p><b>Follow-Ups From Prior Meetings</b></p> | <ul style="list-style-type: none"> <li>• S. King and A. Grindal to confirm their willingness to serve as co-chairs.</li> <li>• S. Miller to update the Select Board, in particular as to the additional appropriation request, to confirm their support. <b>(DONE)</b></li> <li>• R. Boulet, M. McKeague, S. Miller and N. Nadeau to coordinate with HCPC to complete the contract. <b>(DONE)</b></li> <li>• S. Miller to update the Town website to incorporate the Committee’s efforts. <b>(PARTIALLY DONE)</b></li> <li>• S. King to publish a SurveyMonkey survey to solicit members’ interests in taking the lead on Comp Plan sections. She may also solicit feedback on alternate schedules for Committee meetings. <b>(DONE)</b></li> </ul> |
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|                                     | <ul style="list-style-type: none"><li>• S. King and D. Page to begin to draft a concise “Comp Plan” explanation for residents. (<b>OPEN</b>)</li><li>• R. Boulet to invite the Comp Plan Chairs from Brooklin and Brooksville to join the next Committee meeting. (<b>DONE</b>)</li></ul> |
| <b>Follow-Ups From This Meeting</b> | <ul style="list-style-type: none"><li>• S. Miller to provide digital file repository for the Committee’s work.</li><li>• Public engagement subcommittee to begin its work.</li><li>• Survey subcommittee to begin its work.</li></ul>   |