**Comprehensive Planning Committee-Meeting Minutes**

**Meeting 2 – Tuesday October 10th, 2017**

**Attendees:** Robert Nutting, Donna Griffin, Paula Callan, Michael Rossignol, Shawn Marquis, Kelly Roderick, Mark Fisher, Chuck Sweigart, Cindy Reese, Dan Duperry, Laura Tracy, Alberta Porter, Garvan Donegan and Gary Bowman.

**4:02PM**

**-Bob Nutting** introduced Alberta Porter as the Town’s historian and as a new Committee member. Members took a moment to introduce themselves. Garvan stated that the Town’s history was one of the first stages of the process. He advised that the historical documents and maps would be important. Alberta stated that the historical society had notebooks that are available. She stated that the notebooks contain history of Oakland’s first families. She advised that she would bring a set of notebooks to the Committee.

**4:05PM**

**-Call to order**

**-Acceptance of the September 26 meeting minutes –** Motion to accept meeting minutes by Mark Fisher, seconded by Shawn Marquis and all voted in favor. Bob stated that there was one item that he thought that needed to be changed. He advised that the minutes contained “the State of Maine Planning Office”. He stated that he did not believe that that Office was still open. Garvan agreed and advised that the Maine Department of Agriculture and Forestry was now charged with oversight of the Comprehensive Planning process. Gary agreed to make the changes in the minutes. Bob also advised that the agenda time was incorrect by reading 3:30pm instead of 4:00pm. Correction was noted and made.

**-Subcommittee to develop Mission Statement-** Garvan stated that we were looking for a few members to volunteer to sit on a subcommittee tasked with developing a Mission or Vision statement that represents our committee goals. Laura Tracy, Paula Callan and Cindy Reese volunteered to be the subcommittee.

**-Begin to identify topics for committee to review –** Garvan asked that we take the agenda out of order at this point due to flow. It was agreed to address this topic before diving into the survey. Garvan handed out a “Topics for OCPC to evaluate” matrix for discussion. He stated that the matrix consisted of 4 categories; local Government resources, Community Resources, Economic Development and General Public Opinions. He advised of the importance of our understanding of the four main topics and stated that these topics can be changed and added to so that we can customize the lists to fit Oakland’s needs. Garvan asked the committee to add thoughts to the matrix as an exercise. Dan mentioned access to our lakes and water recreation. The Fire Station was discussed, quality of our current facilities. Donna added thought about the lack of our Town’s center and outlying internet services.

**-Survey Schedule –** Garvan addressed the residential needs assessment survey. A sample survey was provided before our meeting for review. Garvan advised that it was important for people to take this type of survey in confidentiality. He advised that we should be thinking of areas around our community where people could pick up and drop off surveys. He mentioned the value of electronic survey applications such as Survey Monkey. Possibly linking the survey to the Town’s Web page or other electronic means. Garvan recommended that the survey should never start off with “lead in” questions and should consist of a good cover letter.

At that point, the committee began analyzing and discussion of the handout survey and possible adjustments to improve it for our application. Alberta asked about adding questions in regards to the Oakland Food Pantry and Dot’s Closet. She stated that a lot of our people are not even aware of these two programs. Donna raised a point of summer people. She asked if they should be included in the survey. Cindy advised that she felt that they should be included, but somehow we should differentiate between full time and part time tax payers. Laura stated that she was not sure about identifying between genders on a survey such as this. She questioned how the gender question would resonate. Garvan stated that the gender question held importance and felt that we should keep something like this in the survey. Laura also stated that the demographics portion of the survey should be located at the end of the survey and not at the beginning. Paula added that she felt that the survey should begin with question 5 (length of years as a resident).

At that point, Gary suggested a subcommittee to address the survey. Garvan agreed and Gary, Dan and Donna all volunteered to be that subcommittee.

Bob then stated that he thought that the survey was too long with 52 questions. He stated that he was not a fan of a 0-10 choice. It was suggested that the choice should be limited to 1-5. Laura and Paula both added that a 0-10 choice causes people to pause and think about an appropriate choice. Laura also added that in section II that she did not agree with giving someone a choice of leaving a question blank. Cindy added that we should add something in the survey that asks about elder services. Mike R. stated that the CompPlan failed in “96” and we should be aware that some of these questions could scare off some of our population.

Garvan stated that he would draft the Survey Cover Letter. Gary stated that the survey committee could take a crack at it while they were working on the survey. It was agreed that the mission statement team and the survey team would present their first drafts to the committee at our next meeting.

**-Press Release Schedule –** It was decided that the press release should take place about 2 weeks prior to releasing the survey. Bob stated asked if a newspaper reporter was to sit with the Town Manager and asked why Oakland needed a comprehensive plan, he would like to hear an answer. At that point, Gary advised of current conditions in just one area of Oakland. He advised of High Street, South Gage Road and at the beginning of the Smithfield Road. Gary stated that at this moment in time, if someone built a home in Oakland, someone could move a mobile home in next to it , build a lean to next to it, add a couple of blue tarps and open a back yard automotive garage. This would impact the value of the property of the new home owner. He also stated that the town deals with this problem on a regular basis and that over the next 50 years, the town will grow and the problem will grow with it. He advised that Augusta, Waterville and Fairfield all have CompPlans that help build in safeguards to prevent this type of problem from happening. Gary stated that this process is important for the future of Oakland and the quality of life that we have been building on. Bob stated that what he heard was that it allows us to maintain property values. Gary agreed.

**-SWAT –** Garvan than walked the committee through a community Strengths, Weaknesses, Opportunities and Threats exercise (SWAT). We discussed in detail how we should work as a group to work through this exercise to get a feel for the process. We discussed a public forum that centered on a SWAT exercise. Laura stated that she was familiar with the process and that she had been involved in SWAT exercises in the past with work and the School. Paula stated that she was also familiar with performing such an exercise with the School system.

Laura then stated that she felt that we were putting the cart before the horse and needed to slow the process down. She stated that the survey felt rushed to her and that we should be doing the SWAT exercise as a committee before attempting the survey. She felt that this would generate information to compliment the survey. It was agreed that we may be too aggressive with the schedule that was outlined and provided by Garvan. Garvan agreed to reevaluate the proposed schedule and to adjust it to a more relaxed timeframe.

Garvan advised that he assembled a Google Docs program and that it was emailed to all in the committee. He advised that he was available to help if the committee experienced any difficulties with the program.

-It was discussed that our next meeting will be a SWAT exercise.

**-Next Meeting Date –**  10/30/17th, 4pm in the Cascade Room.

**- Meeting Adjourned –** 6:07pm Respectfully Submitted – Gary.