MINUTES OF THE
LOCAL COMPREHENSIVE PLAN STEERING COMMITTEE
January 19, 2022
Via Zoom Technology

Present: Jonathan Finn, Jonathan Fitch, Jeffrey Picard, Roy Anderson, Nanette Perkins, David Darling

Staff: Ralph Vitacco, Director of Planning and Development; Leanne Drake, Town Planner

Ms. Perkins convenes the meeting at 5.06pm.

Minutes

Ms. Perkins asks for a motion for the minutes. Mr. Darling states that his name is not on the minutes dated September 22, 2021 but he believes he attended the meeting as it was in his diary. Ms. Perkins asks Ms. Drake to check.

Public Outreach

Mr. Fitch motions to accept the minutes of September 22nd and December 25th, Mr. Picard seconds. Accepted 5-0-1.

Mr. Finn joins the meeting and apologizes for his delay. He did not receive the meeting email. He reviews the agenda and hands it over to Mr. Vitacco. Mr. Vitacco discusses the public outreach to date and thanks board members for their participation. He discusses some of the great ideas that came out of the public forums such as the ambassador program. Next steps we are on the search for a consultant. We are meeting with one tomorrow that used to work for the Cape Cod Commission. Mr. Vitacco asks if the committee wants to digest the data themselves or if they would prefer the consultant to take a look at it. Mr. Vitacco discusses having an SCTV informational to let them know of the progress we are making. Mr. Darling suggests that they have a subcommittee to draft the plan. Then the consultant can take that document and make it acceptable to the Cape Cod Commission. Let’s put the Commissions wants on the back burner. Mr. Finn states that it makes more sense for a back and forth with the consultant over a period of time. Mr. Darling informs the committee of his previous work drafting strategic plans. Mr. Finn explains that this is not the approach we are taking. Ms. Perkins has questions regarding the data. Mr. Finn explains that he thought they would be getting a summary of the focus groups and using that we would be putting another survey out there to get more feedback on areas that are leading on this. Mr. Finn asks if staff has compiled the data and made links between the different categories. Ms. Drake explains that she has provided the committee with the raw data. The data is interpretive so the more eyes on it the better. Mr. Finn asks if we will be asking experts in town to vet the ideas. For example, for environmental issues we can loop in Judith Holt. Mr. Finn doesn’t believe we can draw conclusions from the information. It needs to go through a process and be tested. Ms. Drake states that a consultant can help us with that. She outlines where we are and how a consultant can help with the next steps. Mr. Finn thinks that makes sense. Mr. Vitacco explains that we need to look at the actions we should be taking. One is a review of the discussions from the workshops and find what overlaps and two as we had
discussed earlier, this could even possibly be included in a scope of work with the consultant, yet the ideas through “experts”. Then we should make a determination on further public outreach. Do we do another survey do we roll out it out on SCTV. At this point it might benefit us to have someone who’s sole focus is on the LCP. These discussions will help us craft a scope of work and determine a budget. Mr. Finn discusses the use of SCTV at this point. It isn’t really a form for collecting data. It’s a mass communications tool. When we have the plan together we can use it as a sales tool. It doesn’t seem to make sense to me to use it to talk about the results of the survey. Mr. Picard has two points. First with respect to a consultant it is two part, we need a consultant that can take all of the outreach information and town plans and help digest that for us. It should be put into a format for us to review. Then we pause with that work as it will give us guidance for the next part. At this point we will know if we need more information. We can give our two cents and send it back to the consultant. In this two-part way I do think we should do part one with a consultant. With respect to SCTV, we heard from people from the workshops that we are not communicating. I will give you my opinion first, regardless of what we do someone will always say they weren’t made aware. But taking a pause right now and putting something together with an SCTV reporter and Jon Finn is a good idea. It’s a way of getting information out. Mr. Finn states that these are all really good points and he’s glad to see a different perspective. Mr. Darling states that this process if taking too long we need to figure out how to speed this up. The committee discuss the timeframe and settle on a final plan for Special Town Meeting in the Fall. Ms. Perkins and Mr. Picard discuss the role of consultants. Mr. Vitacco clarifies that there will be back a forth between the committee and the consultant. Ms. Perkins states that with SCTV it’s just another point of the process. Mr. Finn thinks we should come up with a communications plan as we move forward. Mr. Anderson would like to see a schedule that takes us back from town meeting to now that says this is what is due every month. We need a set schedule. Mr. Finn asks Roy to draft the schedule. Mr. Vitacco explains that the consultant could also set the schedule for us. Mr. Anderson asks if we have a budget. Mr. Vitacco explains that we have $50,000. The committee discuss the meeting schedule. They decide to meet every two weeks on Zoom until March. At that point they will review the situation. Mr. Vitacco asks the committee to tease out ideas from the public workshops and then we can meet in two weeks. The committee schedules their next meeting for February 2nd. Mr. Darling would like to share his publication on planning with the committee. He also reminds the committee of what happened at the end of the last comprehensive plan, Bud vetoed the launch party of the plan. Mr. Finn explains that we have discussed this at every single phase. We are not doing this plan the same way the last plan was done. This is not relevant. Ms. Perkins explains that David has produced wonderful publications in the context of which it was done but this is a little different. Mr. Darling explains that he used an ordered system that 105 counties went through that. Mr. Finn states that David is welcome to distribute to Ralph and Leanne and people can read if they wish. It not required reading. We are not in a Kansas plan from two decades ago but you are welcome to send the document. Mr. Anderson asks if the committee is open to him reaching out to the Planning Division at Northeastern. The committee is in agreement.

Ms. Perkins motions to adjourn, Mr. Anderson seconds; all approve 6-0-0.
Meeting adjourned at 6:03pm.

Respectfully submitted,

Leanne Drake, Town Planner and Special Projects Administrator