MINUTES
OF THE
LOCAL COMPREHENSIVE PLAN STEERING COMMITTEE
February 9, 2022
Via Zoom Technology

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

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

Mr. Finn convenes the meeting at 5:05 PM.

Minutes
Mr. Fitch motions to accept the January 19, 2022 minutes; Ms. Perkins seconds. Approved 5-0-0.

Consultant Overview and Update
Mr. Vitacco explains to the committee that he is looking for a planning consultant to help pull the LCP together. A lot of work has been done up until this point so we are confident we could start reaching out to planning services to help assist us. We have $50,000 to spend. A soup to nuts approach would be north of $150,000. We are towards the end of this process and feel that $50,000 is good. We also picked this number because of the procurement process. Above $50,000 has a stricter process. All we had to do was a solicitation of quotes and award to the best qualified at the lowest bid. We reached out to 4 planning services. We included the solicitation in your packet. In the past hour we have received a response from Tighe and Bond. They have Sharon Rooney who Leanne and I know very well. But we have until tomorrow until the deadline and if we have another proposal that comes in at a lower price we will have to go with them. All 4 companies are very qualified. Mr. Finn asked what they came in at. Mr. Vitacco states $49,500. With our funding we have secured $15,000 within the town budget and we received administrative funds up to $35,000 with the CPC. This week I requested a DLTA grant from the Cape Cod Commission for $15,000. If we receive that grant we will only use $20,000 from the CPC. Mr. Finn asks if we only have one response is that's totally fine? Mr. Vitacco states that it is totally fine. Ms. Perkins asks if we will know who are consultant is at the next meeting. Mr. Vitacco states we will. Mr. Finn asks if there are any questions. Seeing none the next item is the draft of the timeline.

Draft Timeline
Mr. Anderson explains that this is very simplistic. The dates can change but basically the plan starts 2/2 we have 280 days before the town meeting. If we get the final report for the consultant on August 7th we are basically giving them 20 weeks to finish the document. Two weeks later we present to the Town Manager, two after that the Selectmen and then have to ready for the warrant on 9/28. Those are the dates that were given to Roy. Do we want to add more deliverables or change the dates? Ms. Perkins thinks we should wait and see what happens with the consultant. Mr. Finn agrees, this exercise was more to outline the critical dates at the end knowing the work that has to be done in-between. The committee discusses how it could be reworked but ultimately decide to wait until after the consultant is hired. Ms. Perkins ask if there was any consideration given a consultant's timeline, is this do able in the timeframe. Mr. Vitacco states that this timeline is accurate. We told potential consultants these times and the
response we got was confident. We got a lot of the hard work done already with the statements and public outreach. Mr. Finn asks Leanne to send the timeline to the committee.

**Public Outreach Overarching Themes**

Mr. Finn announces the next topic as the public outreach overarching themes. One document that was in our packet was the results from the original survey and the second piece was the summary from all the workshops. It was a ton of information. There really weren’t a lot of surprises. Both of the documents line up really well. We have the broad themes and then a series of ideas from the public of basically what they would like to see. Mr. Finn discusses the sequence of events with how the plan is utilized. We have an overarching theme and then we have ideas from the public and then the consultant looks at those ideas and picks what is doable and then we as the steering committee make recommendations for which of those go through. He asks for other thoughts. Mr. Anderson agrees that there were no surprises and it was consistent with what we have previously seen. The data is very subjective and what I would love to be able to do is just take one example and see what do we want as the output in our plan. What I would have expected is affordable housing is a key element and we want to create 300 affordable housing units in 10 years from now at an anticipated cost of x dollars. That way we can present to selectmen and they say yes let’s start planning for that. Can we get down to a date, a number and an output? Is that even what a plan is from this perspective? Mr. Finn wonders if it’s that or is it simply writing down our goals. Mr. Anderson would like to know what a solid good plan looks like. I would like to have one example of what an output is and then we can replicate that look and feel for all the other comments. Ms. Perkins explains that we have one for Bourne. Mr. Fitch thinks what Roy is asking for is slightly different. I am a bit confused myself. Let’s take a topic say more parks/open space. What do we say about that? That’s the end game, the town should have more open space but what is this plan supposed to say about that? How do you get from here to there no matter what the topic. I would love to see one of our topics taken out and used as a sample. Mr. Anderson explains that if it is all very subjective then in 10 years’ time we will have one more affordable housing unit. Mr. Vitacco explains that the layout of the plan is to state the goals and then list the actionable items. The actionable items help you achieve the goal. Let’s go with affordable housing, what are the items needed? Example rework the zoning. That will help us meet our goals. Mr. Anderson states that a goal is a date and number. We should define it. Mr. Finn states that to Roy’s point, we have data on the current situation. We can arrive at an end number without the specifics of need these 3 lots at the cost of. Ms. Perkins agrees. Mr. Finn states that this plan is recommendations to the town, it’s not dictating anything. Mr. Fitch states that its strongly recommending. Mr. Finn explains that we don’t have the power to make them do it. The committee discuss assigning tasks and how to make the town follow up. Mr. Vitacco suggests adding language to the Town Charter to include an annual review of the LCP. This would give it more teeth. We are in the town charter review period. Mr. Vitacco will follow up with that. Mr. Fitch explains that the consultant may be able to help us with the techniques for accountability. Mr. Finn agrees they don’t want a document that sits on a shelf. Ms. Drake explains that when she previously worked for the Town of Chatham the master plan was used every single year, and there was an annual report to the Town Manager on what actions were taken and what hurdles were in the way of accomplishing something. It was updated regularly as they took smaller strategic plans from the master plan. When you look at the sections and take for example affordable housing; the goal is to get to 10 percent, then there is the list of ideas that the community about what format they would like to see and then the action items which could include tax incentives, utilizing the affordable housing trust or auctioning land. Every year the Community Development Department would go to that plan, bring it before the planning board, pick a
topic and then make it happen. This is how it became actionable, it was something that wasn’t burdensome as it helped us in our jobs. It helped focus departments on what should be done each year. There was a lot of input from town staff and residents which made it a cohesive plan that everyone supported. Mr. Anderson states that he is feeling better about this. Mr. Finn explains that this is what we have been talking about since day one. If we do a plan that has summaries and bullet points, then it’s an action document. Mr. Fitch states that he hopes this is right as its embarrassing to be part of an organization or committee that just throws this work away. Mr. Darling states that there is one thing that needs to be done by us or by someone; the capital improvement plan is out of date. Most of the actionable items in it have been accomplished. There is a real need for a new plan. Ms. Perkins discusses the budget. Mr. Finn states that he knows a lot of the construction in town came from the capital improvement plan but wonders who puts that together. Ms. Perkins explains that there are both longer term and short term goals. Mr. Vitacco explains that there is a section of the LCP that discusses capital improvements. There is a committee that provides the annual report to town meeting on capital expenditures but David is right we did have an overarching plan in 2012. They should do one every 5 years that looks at big ticket items. The committee questions why the plan hasn’t been revised since 2012. Mr. Vitacco explains that he doesn’t have an answer but the Selectmen are still working off of the 2012 plans. The committee discuss the capital budget and roads. Mr. Finn asks if we are able to put a recommendation in the plan that the capital plan is redone at least every 5 years. And who does it? Ms. Perkins explains that there are professional that can put this together. Mr. Darling provides the committee with information on the capital planning committee. The discussion continues and ultimately Ralph and Leanne will gather more information and present it to the committee.

Ms. Perkins motions to adjourn, Mr. Fitch seconds; all approve 5-0-0.
Meeting adjourned at 5.59 pm.

Respectfully submitted,

[Signature]
Leanne Drake, Town Planner and Special Projects Administrator