Present: Jonathan Finn, Jeffrey Picard, Lisa Hassler, David Darling

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

Mr. Finn convenes the meeting at 5:03 PM.

Minutes
Mr. Darling motions to accept the February 9, 2022 minutes; Mr. Finn seconds. Approved 4-0-0.

Consultant Update
Mr. Vitacco provides an overview of the selection process. The department has received one scope of work and that is from Tighe and Bond. We are happy Tighe and Bond responded because its Sharon Rooney and we have had a very long relationship working with Sharon in her role at the Cape Cod Commission. Mr. Vitacco provides some insight in Sharon’s background. The scope of work she put together is on target for a November Special Town Meeting. Mr. Vitacco outlines the scope of work Sharon provided. Mr. Finn asks if we can make changes to the document after Sharon has provided one round of revisions? Ms. Drake states that planning staff can make edits to the document where needed. Mr. Darling states that the one thing that does not seem to be required but is essential to us is to address the issue of education. I would be surprised if you don’t all agree with me. Mr. Picard asks for further explanation. Mr. Darling explains that the two biggest issues that confront us as a town are capital improvements and whether we should consolidate our schools with another town. Mr. Picard states that he doesn’t recall seeing those come up as high priorities in the questionnaires. Mr. Finn agrees. This didn’t really come up in anything. Capital improvements will be touched on in the plan. In terms of consolidating the schools I don’t even think there was one comment on that. I appreciate your perspective on that David but I think that’s just your opinion. Mr. Darling responds that the three schools are pretty much past their useful life and we only have 3 schools operating. Mr. Finn stated that it seems like a School Committee and Selectmen issue. A proposal to consolidate the schools would be its own 10-person committee. Mr. Picard explains that when we talk about the character of the town I think education will come out in those discussions. A strong school system does add to the value of the town which I think we did see in the questionnaires. I think we need to recognize needs in the LCP but the solutions are not contingent on the plan. The committee discusses school choice.

Plan Structure and Content
Mr. Finn introduces this topic. He hopes everyone was able to spend some time with the Bourne plan. It’s not a gold standard by any means but it provides a good outline. I went through it and marked up stuff basically on structure and flow, and how its built. Ms. Hassler liked the layout and consistency. She liked how they started each section with a broad overview and then they went into the bullet points but there was a lot of repetition between the broad overview and the bullet point. It’s a little unnecessary I think they could have extrapolated just the part that is different. Mr. Finn thought in general that the
writing was really dry. It was a fairly difficult document. It could be much easier to get through if it wasn’t so text heavy or have big blocks of text. Mr. Picard agrees, text could be lighter. Needs to be more figures, charts, bullets, pictures etc. and let the text lead you through but don’t give you a repeat of all the data. Mr. Finn states that we want to produce a friendly document and that’s something the consultant needs to know. Mr. Vitacco states that he understands the committee is looking at this stylistically but one of the goals was to look at the Bourne LCP as an actionable document so at some point I ask that you look at how its laid out how it identifies the goal, the policies and then actions to take to reach that goal. And it does this with each section. Its respective in that nature and although that may be boring that’s a good repetition. It’s easy and actionable. You know what’s coming up. Mr. Finn appreciates that. Mr. Finn doesn’t like that the action items are scattered through the plan. Ms. Hassler explains that she likes the structure of it but does want to point out the Historical Commission’s Plan did a really good job of assigning tasks to different departments as action items. At the end it had a color coded chart. Mr. Darling explains that we have a two-tiered system one is employees under Bud and the other is all the boards and committees. Mr. Vitacco alerts the committee to the appendix in the back that has a list of all the action items. The committee thinks it should not be a part of the appendix. Mr. Picard states that it should be separate so you can print it out. Mr. Finn thinks that we need to be really carefully about what type of graphic inserts we will be putting in as they need to be clear and readable. They need to be completely able to stand on their own. Mr. Darling states that Bourne’s community profile leaves out a lot of great data example community diversity. We should definitely have these numbers included in ours. The census data will be available from April 1st along with the Town Clerk’s data. Then we can really say who we are in real terms. Mr. Finn thinks that would be reasonable. One thing that struck him with this was that the Bourne profile had tones of stats but they weren’t measured against anything else. It would be really interesting if some of those stats were compared to our neighbors or the Cape as a whole. The committee agrees. Mr. Darling asks Ralph and Leanne if there is another LCP that they could look at that would be remarkably different. Ms. Drake explains that Bourne is the first town to receive a certified LCP under the Cape Cod Commission’s new Regional Policy Plan. Mr. Finn draws attention to the section of the Bourne Plan that details its history. What would have made that more interesting is how the town grew. It should definitely be a part of our history as it frames that issue we are encountering today. Mr. Darling would like everyone to look at his lifecycle. Ms. Hassler states that not all the statistics are out from the pandemic yet and they would be very important in this and the impact the pandemic had. Mr. Darling wonders if Sandwich School District would be able to show us enrollment numbers and projections.

**Update on In-Person Meetings**

Mr. Vitacco asks the committee if they would like to return to in-person meetings. The Governors Order for Virtual Meetings ends April 1. The committee decides to continue using the virtual meeting platform for March.

**Ms. Hassler motions to adjourn, Mr. Finn seconds; all approve 4-0-0.**

Meeting adjourned at 5:45 pm.

Respectfully submitted,

[Signature]

Leanne Drake, Town Planner and Special Projects Administrator