

Meeting of the Hallowell Comprehensive Planning Committee
6pm Thursday, January 16, 2020
Hallowell City Fire Department, Coos Lane

Committee Members Present: Maureen Aucoin, John Bastey, Patrick Cunningham, Deb Fahy (secretary), Lisa Harvey-McPerson, Julie Horn, Marcia Gallagher, Drew Landry (chair), Jeff Levine (consultant), Rosemary Presnar, Nate Rudy (city manager) and Matt Scese.

1. Introductions

2. Overview of Work Plan - Following a round of introductions, Jeff Levine gave a brief overview of the work plan followed by questions and answers.

3. Discussion of Role Coordination and Responsibilities - Most of this discussion focused on the issue of public transparency and clear communication.

- Official business needs to take place in the framework of our regular monthly committee meetings which are advertised on the city website open to the public.
- Committee members are encouraged to solicit feedback and information from other groups and committees they sit on to bring back to the full committee.
- When engaging with the public it is important committee members are all on the same page when representing this committee.
- Ideas for public outreach where discussed and ideally we use all of them
 - Regular emails similar to what MaineDOT did during Water Street reconstruction
 - Monthly updates to city council
 - Social media, including live-streaming meetings
 - Actively seek/encourage local press coverage
 - Regular articles in the Hallowell Champion (Jeff Levine already wrote one for the January issue)

Action Item: Keep Nate Rudy & Drew Landry in the loop via email on all meetings/feedback..

4. Initial Roadmap of Winter/Spring Meetings

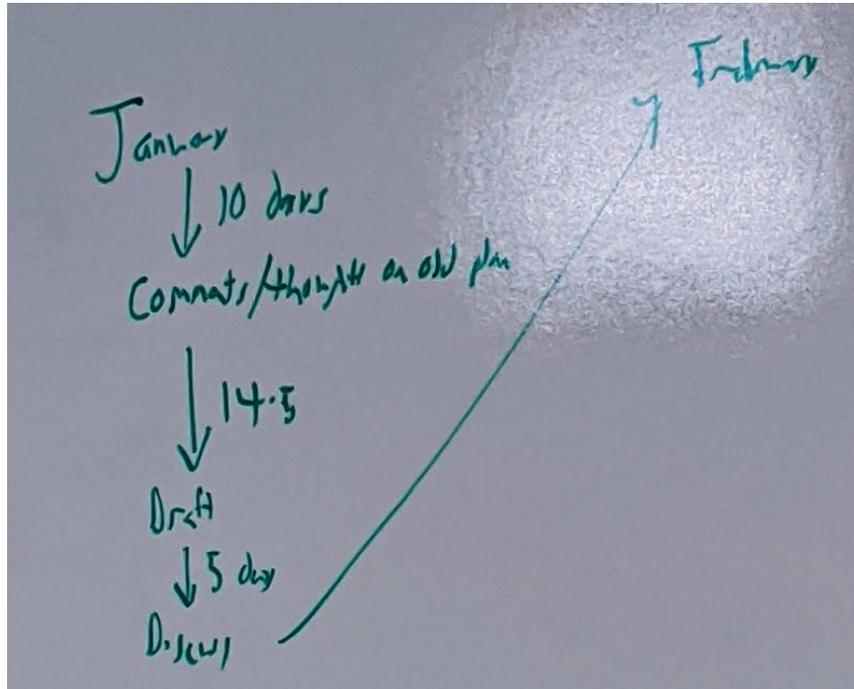
At this stage we are working to capture current conditions starting with a review of the 2010 Comprehensive Plan Update, Volume 1 Inventory section for each of the topics focusing on one section per month through August as follows:

- February - Land Use
- March - Population/Demographics
- April - Economy
- May - Housing
- June - Transportation
- July - Historic Resources
- August - Other Elements

The goal is to have a new version of Volume 1 for 2020 by the end of the summer, wrapping up one section per month. Other elements may include: city owned property, arts & culture, climate change & preparedness, recreation, city infrastructure, et al.

Action Item: For meeting on February 20th

- Over the next 2 weeks - Review the **Land Use** section in the 2010 plan, Vol. 1 Inventory
- Email notes, ideas and any relevant documents to Nate Rudy & Drew Landry and upload them to the relevant folder in Dropbox by the week before the meeting.
- Jeff will set up folders for each inventory topic and email the group with reminders. Updated draft inventory sections will go there also for committee review.



5. Public Outreach Discussion/Brainstorming - the following ideas were discussed

- Members can keep other committees and organizations they are involved with in the loop by including the comprehensive plan on meeting agendas.
- Share data collected with other groups working in parallel (Vision Hallowell was discussed) and vice versa.
- Survey - online and written. A survey could be included in the Hallowell Champion.
- Include a standing agenda item to discuss the process and upcoming opportunities for public outreach.
- We'll need to visit a wide range of places/ types of community events to meet people where they naturally congregate: Hall-Dale schools, sporting events, story hour at the Hubbard, Ice Arena, little league

Action Items:

- Jeff will come up with a short list of questions committee members should ask so we are consistent in our approach.
- Attend Forum on old firestation on January 27th (*NOTE - no clear plan was decided on for this event*)

6. Other Items/Adjournment -

- There was a discussion about land use and zoning and how they pertain to the planning process.

- The committee Dropbox folder serves as a public record of committee business so documents should never be deleted
- Reminder that the “Resources” folder in Dropbox contains state data for committee review.

The committee adjourned at 7:05pm.

The next meeting is 6pm Thursday, February 20th at the Hallowell Fire Department. Meetings take place monthly on the 3rd Thursday.

Respectfully submitted by Deb Fahy, Secretary

File location: Dropbox > Comprehensive Plan > meetings > 20200116 > Minutes 01-16-2020