

## **Comprehensives Plan Committee Meeting**

Fire Station, Coos Lane, Hallowell, 6 PM, Sept 26, 2019

(Corrected Oct 8, 2019)

This is a report of the third 2020 Comp Plan Committee meeting. The first was several months ago in the City Council Chambers and was an introduction of members. The next was at the Quarry restaurant during the summer. It was a chance to meet and discuss the Committee in broad terms. No business was conducted at either meeting.

Notes of the Sept 26, 2019 meeting:

The meeting was called to discuss and review the Request for Qualifications for a City Planner to assist in the 2020 update of the Hallowell Comprehensive Plan.

The group met at 6PM at the fire station with City Manager Nate Rudy.

Attending were:

Matt Cary, Deborah Fahy, Lisa Harvey-McPherson, Maureen Aucoin, Julie Horn, Rosemary Presnar, Marcia Gallagher, John Bastey, Pat Cunningham, Matt Rolnick and one other gentleman.

The meeting was called to review the process of hiring a consultant city planner to assist the Committee in carrying out the required 10 year update of the Hallowell Comprehensive Plan. Mr. Rudy explained the Plan is a vision for Hallowell for the next ten years. The plan is aspirational in scope and the contract planner is important to have to help update the plan and zoning and ordinance ideas.

The group discussed the process and probed different ways to carry out the mandate of the State to update the Comprehensive Plan every 10 years. The Planning process is based on the Growth Management Act and towns are required to update their plans. We decided to act with

votes and recognition of members by hands. In general, that seems to assume Robert's Rules of Order pertain.

Mr. Rudy says a Comprehensive Plan is the Spirit of the City, the land use Ordinances are written to carry out the plan.

The Committee walked through the Request for Qualifications, or RFQ., drafted by the Manager.

An RFQ is not a Request for PROPOSALS it is a request to find out what a potential bidder has for experience.. We will use the RFQ so we can meet consultants and learn about them in terms of their skills, abilities and backgrounds.

Mr. Rudy discussed the 10 goals of the plan and alluded to the goals of the American Association Retired Persons (AARP) Domains and how they are similar. He explained that the Hallowell Age Friendly Committee, Chaired by Bob McIntire, has started some planning processes with a review of parts of city. That Committee will have input to the Comp. Plan, as will other committees and organizations, as the process continues through meetings and public hearings.

Ms. Harvey-McPherson starts the substantive discussion when she expresses concern that the first step is to gather baseline data between today and ten years ago. There is data from the previous 4 Comp. Plans, and it needs to be updated.

That is part of what the Planner will be required to do, explains Mr. Rudy. The Scope of Work will include that phase of the process. Mr. Rudy explains we don't HAVE to hire a contractor but given that the committee is made up of citizens with other jobs and pursuits, it makes sense to hire someone with the skills and experience to assist the city with the tasks.

Ms. Horn questions about how to move ahead. What do we want to do? That leads to a discussion about if we need a Contract Planner at all. Concern is expressed about the cost and Councilor Aucoin explains that, as part of the Finance Committee, she knows the City has put \$30,000 into this year's budget to cover the cost of a Contract Planner. She says the committee's position was that the money be spent on the staff we need to update and change the plan, not to spend it just because it's there. Nevertheless, given past Comp. Plan updates, the City Council believed it was a reasonable expenditure of funds.

Mr. Cary says these are city funds and we need to consider what we need to spend.

With that the committee went through the draft Scope of Work that Mr. Rudy had put together. First Ms. Harvey McPherson said she doesn't think there should be more than the first amount, \$30K, in the Scope. There shouldn't be an assumption that there will be more money spent on the Plan.

Other comments included that the committee, could do this in Para b and in Para d it is like an economic development plan. Para e is OK, but Ms. Harvey McPherson wants ten year data to help the process. She says we need to find that data first, and Councilor Aucoin suggests that the Contract Planner will bring that or obtain it.

Mr. Bastey points out that the previous 4 Comp. Plans from 1990 on have that data, up to the date of each 10-year plan, and that the data is available at several places in State and Local governmental sources. He asks that the earlier plans be assembled at the City Hall so they can be used in this effort. He also says Vol 1 of the current 2010 plan (The Committee was given Vol. 2) contains the data used in that planning process and he assumes the City has that in its archives somewhere.

At para g the Manager explains that there will likely be ordinances changes and such. A list of changes is needed but doing that isn't part of the Contractor's job. The City Ordinance Review Committee will be tasked with that job, not the Comp. Plan Committee.

Next there was discussion of the northern end of the city and the potential for its redevelopment and the southern end and how it might be better used. Ms. Gallagher and others express concern that those buildings are owned by people who may not be interested in selling for redevelopment into other kinds of uses.

Then there was a discussion of how to move ahead . Other groups with interest in the plan were mentioned, including the Age Friendly Committee, and a suggestion, again, that that AARP ideas be reviewed, as well as those of the Outdoor Recreation committee and other city groups such as Vision Hallowell and the Hallowell Area Board of Trade (HABOT). They all should also be part of the meeting notices and public hearing portions of the process.

At the end of the meeting Ms. Harvey McPherson asked about liability of the Committee. I missed the response but assume we are covered by city insurance.

Mr. Carey suggested a small group of reviewers from the committee look at the RFQ and report to the whole committee with suggestions for further discussion and finally adoption at the October meeting.

His suggestion was adopted. Comments for that sub-committee to discuss should be sent to the Manager by Oct 4<sup>th</sup> for inclusion in the next Committee meeting on Oct 17<sup>th</sup> at 6 PM the Fire Station.

Committee adjourned at 7:35 PM.

**Comprehensive Plan Committee notes Oct. 17 2019**  
**Hallowell Fire Station**

**Attending:** Drew Landry, Chairperson; Nate Rudy, City Manager; John Bastey, Julie Horne, Marsh Gallagher, Maureen Aucoin; Mat Radasch, Lisa Harvey MacPherson; Matt Cary; Pat Cunningham, Rosemary Presnar, Matt Rolnick; Deb Fahy (if I missed anyone let me know).

The meeting started at 6:00 with a description of the planning process:

1. **Hire Consultant**
2. **Work on the Project Plan**
3. **Data from the state need to be gotten**
4. **Use the DACF data to help plan**
5. **Do the Plan**
6. **Go to council for approval of the draft**
7. **Go to State of Maine for review**
8. **After review adopt the plan**

Ms. Presnar says that is the project plan for the plan. Next, we look at the data and then do the plan. This is a strategic process, she says. Mr. Rudy adds that implementing short, medium and long-term plan goals is what we need to do.

We discussed the timeline. Nate explained we have 2 years because the plan is not done til 2021. We need to gather all the information; we are not in a hurry, however. Last time the budget spanned 3 years. We can put milestones in the project plan.

**Comment [RP1]:** I added "project" in front of 3 instances of plan to distinguish "project plan" vs "Comp Plan". The 8 step outline is a high level "project plan" overview.

Landry says there are no hard deadlines for steps and dates, it just has to include all the stuff above.

Ms Horn says there is \$30K in the budget for 2020. Further money must be approved for further steps in the future years, right? Rudy responds it is best to keep one consultant. The strength of the consultant is what the council will base its decision on. He says he has set up public Dropbox, paid for by the City, to keep all the documents in one place for us to use.

Matt Radasch asks if we meet with committee and ask how to do it. They can help us figure out the process. It would be good to use that as a resource.

Brief discussion of details of funding the process. Confirmation bias is a problem, Nate says. A basic plan is cheaper, but a robust plan is better. The plan will speak to the needs of the city. Marsha Gallagher points out that the plan is kind of a branding effort for the city too.

Bastey points out that 500 towns across the state will all be doing a new Comp Plan as all are due at the start of each decade.

Brief discussion of the Orgon Family Foundation and what it can provide for the committee's use.

Nate explains there is a GIF database on the city site to find out current data about the city. Vol 1 of the last Hallowell Comp plan data set was from that site. The idea, he explains, it do manage development and growth of the city.

Matt Rolnick expresses concern that we have not had any feedback. He wants more detailed information.

Presnar explains it is a process. Discussion of details of the RFQ is next. Concern is expressed about not jumping in without careful review of the process. ~~The "This and That" details aren't for us to do.~~

**Comment [RP2]:** I do not remember saying this; not sure what is referring to,

More discussion of details of the RFQ and the review process in general.

Landry says get suggestions to Nate immediately and we will redo the RFQ and get it out so we have a list of providers by next meeting.

Plan for next meeting:

1. Review comp plan of 2010
2. Review action items from last meeting
3. Minutes
4. New business
5. Review Skills Matrix (from handout passed around at meeting)

Presnar says we need to look at the last plan and add issues we see now. We can add bullets and talk about the other changes.

Comment [RP3]: Changed 'need' to 'see'

Horn asks if the plan deals with new ideas. Income drops, population stagnation or reduction and 25% over 65 years old, age friendliness things like that.

Nate closes with a comment that we should think about what sorts of environments we want for the future. He is checking with AARP Maine for input to the plan and aging in place gracefully.

Adjourned 7:15

## Meeting of the Hallowell Comprehensive Planning Committee

6pm Thursday, November 21, 2019

Hallowell City Fire Department, Coos Lane

Committee Members Present: Maureen Aucoin, John Bastey, Matt Cary, Patrick Cunningham, Deb Fahy (secretary), Lisa Harvey-McPherson, Julie Horn, Andrew Landry (chair), Rosemary Presnar, Matt Radasch, Nate Rudy (city manager) and Matt Scease (pending appointment).  
Also Present: Ryan Gordon.

### 1. Review Minutes from Last Meeting

**Action item:** Please review the minutes from October and email your approval to Nate Rudy by Wednesday, December 4th so they can be submitted in time for the December meeting of City Council. File location: Dropbox > Comprehensive Plan > meetings > **2019 Oct 17**

### 2. Review of the 2010 Comprehensive Plan

There was discussion of how to effectively review and analyse the 2010 comp plan with the goal of drafting an executive summary of what worked well, what didn't work and what might be missing. The consensus was to have committee members identify areas relating to their skill sets and review those in small groups. No action was decided on for reviewing the 2010 plan but the following topics were some of those discussed as missing or underrepresented from today's point of view.

- a. Recreation and Culture needs to be separated - arts and culture should stand along
- b. Climate change / carbon neutrality
- c. Alternative transportation
- d. All Ages Friendly
- e. Diversity and inclusiveness
- f. RSU2 and the need for a closer relationship between the district and the city

**Action item:** Each committee member is asked to record their ideas on the Wish List document. File location: Dropbox > Comprehensive Plan > **20191021 2019 Comp Plan Wish List aka Attachment A**

### 3. Skills Matrix

**Action item:** Nate Rudy asked committee members to review and update the skills matrix. Categories have been added, File location: Dropbox > Comprehensive Plan > **20191017 Committee Skills Assessment**

### 4. Orton Family Foundation Heart & Soul Program

**Action item (optional):** Nate Rudy invited committee members to attend a presentation about the Heart and Soul program on Tuesday, December 3rd at the Hubbard Free Library facilitated by Jane Lafleur of Camden.

### 5. Review of RFQ Proposals

**Motion** Patrick Cunningham moved that we assign a subcommittee to handle the interviewing and presentation process on behalf of the full committee. John Bastey seconded and the motion passed unanimously after some discussion.

**Motion** Rosemary Presnar moved to appoint Drew Landry, Lisa Harvey-MacPherson, Patrick Cunningham and Julie Horn to the subcommittee to review the three submitted proposals and

present their recommendations to the full committee. John Bastey seconded and the motion passed unanimously.

**Action item:** Members of the full committee are asked to review the three proposals and email a list of pros, cons of each applicant and any questions you would suggest be included in the interviews.

#### 6. Other Business

Rosemary Presnar presented a report on a recent meeting with Frank O'Hara. Frank is a long-time citizen of Hallowell who recently retired after 30 years in planning. Notes from this meeting are attached.

**Action Item:** Rosemary invited committee members to take a preliminary look at data she compiled from state sources. File location: Dropbox > Comprehensive Plan > **state data**

**Of Note:** Mayor Walker is expected to appoint someone from Row House to this committee.

#### 7. Next Meeting Topics

The next meeting of the Hallowell Comprehensive Planning Committee is Thursday, December 19th, 6pm at Hallowell Fire Department. No agenda items were decided on at this meeting.

John Bastey moved to adjourn at 7:38pm. Matt Cary seconded and the motion passed unanimously.

Respectfully submitted by Deb Fahy, Secretary