

**Town of Blue Hill  
Comprehensive Plan Committee (CPC)  
December 1, 2022  
Meeting Minutes**

<b>Attendees (CPC)</b>	R. Boulet J. Fehrle A. Grindal G. Hurvitt S. King	M. McKeague S. Miller D. Page D. Paine K. Wyatt
<b>Attendees (Other)</b>		
<b>Topic</b>	<b>Discussion</b>	
<b>Call to Order</b>	The meeting was called to order at 4:02 PM.	
<b>Declaration of Quorum</b>	A quorum (deemed to be a majority of members) of the Committee was present.	
<b>Minutes</b>	Since no minutes from the initial meeting were readily available, this item was tabled.	
<b>Selection of Chair(s)</b>	A. Grindal and S. King agreed to confer immediately after the meeting to confirm they'd be willing and able to act as co-chairs of the Committee. If so, they will act as co-chairs going forward.	
<b>Selection of Consultant</b>	<p>S. Miller reviewed the contents of Town Administrator Nick Nadeau's email regarding the effort to solicit interest from three potential, reasonably local firms that could assist the Committee with preparation of a Comprehensive Plan. The consensus of the Committee was that the two firms which failed to respond on a timely basis did not appear to be viable candidates, leaving HCPC as the sole outside firm to be considered.</p> <p>In further discussion on the subject:</p> <ol style="list-style-type: none"> <li>1) It was observed that HCPC's quote is for more than has been appropriated by the Town for this project. S. Miller recommended adjusting the contract to make it clear that full payment is subject to legislative body approval and indicated that he believed the Select Board understands that additional funds will be necessary and will support such an appropriation article.</li> <li>2) It was agreed that the proposed HCPC contract is unclear in some key regards (particularly the fixed and variable price elements) and will require clarification/amendment.</li> <li>3) There was discussion about whether the cost could be reduced by taking advantage of the relevant work done for previous Comp Plan efforts (the expectation is that this may already have been factored into the time estimates) and whether the Committee could take the lead on a greater portion of the work (Miller observed that the contract and Gantt chart already incorporated review, interpretation, and oversight by Committee members for each section).</li> </ol> <p><b><i>A motion was made and seconded to hire HCPC to assist the Committee in preparing the Comprehensive Plan, subject to negotiation of an acceptable agreement. (Passed by unanimous consent)</i></b></p> <p>It was agreed that a subcommittee consisting of R. Boulet, M. McKeague, S. Miller, and N. Nadeau would negotiate the agreement with HCPC.</p>	

<b>Public Outreach</b>	<p>There was discussion about how best to engage with Town residents to solicit input into the Plan, develop consensus around its contents, and ultimately position the Plan for an affirmative vote of the Town. Although the HCPC Gantt chart indicated that outreach activities would begin in January 2023, the consensus appeared to be that the Committee should work to develop a “menu” of considerations and topics to guide the public discussion before engaging.</p> <p>There was also discussion about other ways to increase awareness, involvement and, hopefully, buy-in to the ultimate product, such as: coverage in <i>The Weekly Packet</i>, website notice of Committee meetings, a concise document/presentation explaining what a Comprehensive Plan is and how it can benefit Blue Hill. S. Miller described how the Town’s website can be used to publish information and to notify subscribers about the Committee’s work and offered to get that updated with Committee information. S. King and D. Page may work together to draft a “What is a Comp Plan and how can it benefit Blue Hill” document.</p> <p>There was also discussion about the “Historic Village Master Plan” effort, starting with what was considered to be a successful effort at public outreach for the meeting at BHCS. This led to discussion about the Master Plan project itself and concerns about community confusion about how the Master Plan and Comp Plan efforts overlap and relate, and the risk that they might compete for community attention.</p>
<b>Division of Responsibilities by Section</b>	It was proposed that each member indicate which of the standard Comp Plan sections (Transportation, Climate Change, etc.) they would be willing to focus on; S. King will create a SurveyMonkey survey to solicit Committee members’ interests.
<b>Review of Other Towns’ Comp Plans</b>	It was suggested that the Committee assemble a list of other, recent, local Comp Plans as resources for our own, and that each plan be reviewed by a Committee member, resulting in a brief oral report on what (notable) elements it contained. <i>The process for allocating these assignments was not determined during the meeting, but the Chairs may do so before the next meeting.</i>
<b>Local Comp Plan Committees</b>	R. Boulet suggested that it might be useful to ask the Chairs of the Brooksville and Brooklin comp plan committees to join the next meeting to give a 10-minute talk on lessons they learned, pitfalls to avoid, etc. He will reach out to them to make the invitations.
<p>The meeting adjourned at 5:15 PM. The next meeting is scheduled for 4:30 PM, Thursday, December 15, 2022.</p>	

<b>Follow-Ups</b>	<ul style="list-style-type: none"> <li>• S. King and A. Grindal to confirm their willingness to serve as co-chairs.</li> <li>• S. Miller to update the Select Board, in particular as to the additional appropriation request, to confirm their support.</li> <li>• R. Boulet, M. McKeague, S. Miller and N. Nadeau to coordinate with HCPC to complete the contract.</li> <li>• S. Miller to update the Town website to incorporate the Committee’s efforts.</li> <li>• S. King to publish a SurveyMonkey survey to solicit members’ interests in taking the lead on Comp Plan sections. She may also solicit feedback on alternate schedules for Committee meetings.</li> <li>• S. King and D. Page to begin to draft a concise “Comp Plan” explanation for residents.</li> <li>• R. Boulet to invite the Comp Plan Chairs from Brooklin and Brooksville to join the next Committee meeting.</li> </ul>
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