

# South Berwick Comprehensive Plan Committee

## June 20, 2022

### MINUTES

Paul Schumacher	SMPDC	pschumacher@smpdc.org
Raegan Young	SMPDC	ryoung@smpdc.org
Jack Kareckas	Town Council	jkareckas@sbmaine.us
Jessica Cyr	Town Council	jcyr@sbmaine.us
Laura Leber	Chair	laura.leber.maine@gmail.com
Nora Gibson	Recording Secretary	gibson.nora.p@gmail.com
Chris Harris	Committee Member	chrisbharris@gmail.com
Deb Ganster (virtual)	Committee Member	djganster@yahoo.com
Elita Galvin	Committee Member	elita.galvin@gmail.com
Scott McPhedran	Committee Member	swmcphedran@gmail.com

Absent Committee Members: Jonathon Donahue

- Committee Related Concerns
  - Committee in agreement that the agenda and supporting documents for each meeting should be sent to members that prior Wednesday for review
    - By that prior Thursday, agenda and documents can be set to Dawn to be posted
  - Note: 3 Town Council Members is the minimum for a quorum for a Town Council meeting
  - To locate committee information on Town website:
    - Go to <https://www.southberwickmaine.org/> → Drop down main menu (3 horizontal bars in top right corner) → Drop down “Boards & Committees” → Select “Comprehensive Plan Committee”
    - Direct Link:  
[https://www.southberwickmaine.org/boards\\_and\\_committees/comprehensive\\_plan\\_comm.php](https://www.southberwickmaine.org/boards_and_committees/comprehensive_plan_comm.php)
  - Label unapproved items as DRAFT to avoid confusion
  - Goal: Have draft Minutes sent 2 weeks prior to next meeting
  - Today’s meeting would have been review of 1<sup>st</sup> Chapter of Plan, but committee elected to focus on Survey
    - Next meeting will review 1<sup>st</sup> and 2<sup>nd</sup> Chapters (both will be sent a week in advance), respectively Transportation and Community Profiles
  - In future meetings, the Committee decided to begin sessions with a pledge
- Approval of Minutes
  - The Committee approved Minutes for May, following a correction (name misspelling)
- Survey
  - Reference: “South Berwick Community Opinion Survey” draft sent by SMPDC on 6/7/22
  - The Survey was reviewed:
    - Questions 7 (marijuana) & 9 (housing) were added for specificity
    - Question 7 uses “Marijuana Stores” in reference to recreational use only (medical use has been settled)
      - Historically, questions on cultivation, manufacturing, and recreational retail of marijuana have been defeated by a large margin

- Currently, cultivation is approved in industrial zones of buildings of a certain size. However, registered marijuana caregivers are protected by HIPAA, so they can maintain undisclosed locations
    - Question 9 is in reference to the state mandate on housing, hence the wording emphasis on “desire” (choices are limited)
      - Acknowledgment that some individuals may have an impression/expectation they get to influence in ways not permitted under the mandate
    - Question 11 (open space) is written for general comment--more vetting is needed to address specific items (e.g. the acres on Old Fields Road with 1200 ft salt marsh frontage)
      - Question is aimed to get a sense of desires for subdivision versus conservation
    - Committee expressed that SMPDC has greatly improved the formatting of the document
    - Survey is estimated by online software to take approximately 5 minutes
    - Corrections identified:
      - Question 9: Change wording to “enacted laws in 2022” for clarity
      - Question 23: “Pond” is misspelled; “Downtown” added for clarity
      - Google Forms version appears to have formatting issues
    - Following corrections, SMPDC will share updated draft Survey for final approval
  - Committee considered Survey advertisement options
    - Advertising the Survey at the Strawberry Festival on Saturday was found to not be a tenable option given the time constraint
      - Future community gathering opportunities may be Thursday night concerts or farmer markets
    - Advertising through Sentinel with a SMPDC press release is a favored option
    - Posting Survey on Town Bulletin is also additional advertisement
  - Committee discussed Survey distribution methods
    - MAIL: Committee believes that mailing Survey to every resident (based on taxpayer records) is justifiable, and Town Council likely will be able to support this effort
      - Mailing cost estimation is approximately \$4,400
    - ONLINE: Most people will likely opt for the online option
      - Advertisements pertaining to Survey can include Tiny URL or QR code
      - Brief blurb that is included with mailed Survey will include online link
    - SMPDC has drafted a brief blurb to be sent with Survey
      - Jess will draft additional part about how the survey is used to provide guidance and why it is particularly timely for current issues
  - Final edits for Survey are requested by the end of this week
  - Committee decided a reasonable Survey drop date would be July 15<sup>th</sup>
    - Responses requested by August 15<sup>th</sup> (ballot deadline is early-September)
- FOLLOW-UP:
  - Committee should review and finalize Survey by end of week
    - SMPDC will send updated Survey
  - Is it possible to only pay for Surveys that are mailed back using a prepaid stamp?
    - Committee will ask Dawn to investigate
  - Is it possible to hire a mailing company to fill and send envelopes?
    - Jess, Chris, and SMPDC will find quotes for this option
  - How long does it take to print and mail once we get it to the Town/ mailing company?
    - Committee will ask Dawn to investigate

**NEXT MEETING**  
**Monday, July 25 at 6 PM**  
**Town Hall**

*Elita Galvin moved to adjourn the meeting at 7:24pm, seconded by Chris Harris.*