

# South Berwick Comprehensive Plan Committee

## September 26, 2022

### MINUTES

Paul Schumacher	SMPDC	pschumacher@smpdc.org
Jack Kareckas	Town Council	jkareckas@sbmaine.us
Jessica Cyr	Town Council	jcyr@sbmaine.us
Jeff Minihan	Town Council	jminihan@sbmaine.us
Denise Clavette	Economic Developer	dclavette@sbmaine.us
Nora Gibson	Recording Secretary	gibson.nora.p@gmail.com
Deb Ganster	Committee Member	djganster@yahoo.com
Chris Harris	Committee Member	chrisbharris@gmail.com

Committee Members Not Present: Elita Galvin, Laura Leber, Scott McPhedran, Jonathan Donahue

- Jack moved to accept the August minutes as amended today, Chris seconded, and all were in favor.
- Survey Responses
  - Current count of survey responses is around 1,100 total
    - Roughly 30% response rate, which far exceeds expectations
  - Deadline for receiving responses will be the end of September
    - Committee agreed there will not be a formal announcement, but rather surveys will peter out
    - Tabulation will begin after the final count
  - Jessica volunteered to draft a “Thank You” announcement at the end of the survey to show appreciation to all those who engaged. She will share draft of this announcement with the committee prior to posting
  - Regarding any differences in responses by those who responded online versus the paper version, Raegan has been noting the printed response during tabulation as a comment (there is not a quantitative question on ‘type of response’)
    - Differences might help indicate where people in town hear their news
- Processing Survey Responses
  - Raegan estimated processing time to input paper surveys into the digital format would be 5 minutes per survey
    - 400+ surveys = ~40 hours of work
    - This number of hours would require additional help, either by a temporary employee or USM graduate. Both options would take some weeks to find.
  - Committee suggested that they themselves could attempt to divide and conquer the surveys
    - Volunteers included Chris, Nora, Raegan, and Denise (Elita was not present, but it was noted that she had interest in potentially assisting in tabulation)
    - During tabulation there should be a note as open-ended comment that denotes who input the survey and when. Example: “Done by NG (initials) 9/26/2022 (date)”
  - Denise also mentioned potentially finding a Town Hall employee, who may have the bandwidth to tabulate surveys
  - Regarding the survey comments, the committee plans to review open-ended comments later on so they can do so in greater depth. Current focus is on quantitative responses.
    - For printed surveys, comments should be denoted by theme in the comments section. Example: “Housing Comment”

- Committee decided not to add a question to parse out comment types, as that would alter survey and not provide useful, in-depth information
  - Regarding how to understand survey results, it is important to keep in mind that guidance should not be based on survey alone, as responses may lack certain context and information that might be persuasive, and rather treat surveys as just one piece among many (such as Public Meetings) to understand community feedback
  - Deadline for tabulation would be by the next meeting on 10/24
    - Analysis of results will need another month and should be completed by the November meeting
  - If committee members are needed for tabulation, Raegan offered to provide Zoom meeting to do brief training on how to input surveys for those involved
    - Raegan would also plan to provide paper surveys to town hall by next week to be picked-up
- Natural Resources Chapter
  - Jack provided information via email with helpful feedback, particularly historic information
  - May be helpful to add paragraphs referencing historic documents, such as the Salmon Falls Greenbelt Plan, which would resemble the “Open Space Plan”
  - 16-17% of the town is conservation land
    - Difficult to know how much conservation land is enough, as it is hard to determine how much clean water is enough as time goes on
  - Important to remember that a town cannot protect wetlands without protecting uplands.
    - Delineation of wetlands sometimes depends on a preassigned buffer, such as 75 feet, which does not always have a clear basis of where this number comes from
  - Remediation for Hooper Sands needs review to include more historic information, so that people can understand the contamination and have maps for reference. Goal is to avoid proposed subdivisions repeating past mistakes
  - The town is a Municipal Separate Storm Sewer System (MS4) Community of Portsmouth because we are considered an urbanized area. Storm water is important because phosphorus is particularly hard to treat.
  - York County Agriculture Statistics on pg. 11 are most recent as of 2017, though a 3-year minimum is best
  - For clarity, would be helpful to remove nomenclature about soil types
  - For maps, Raegan will add more detailed road references
  - For future group processing, it would be helpful to have an expert present to help guide strategies
  - Potentially can draft a map of land use, that shows conservation and developed land with distinctions for different types of development (solar farm vs. subdivision)
- Public Facilities Chapter needs additional help from the town. Denise volunteered to gather contact names and share with SMPDC
  - Raegan can provide relevant chapters to them for review, along with additional questions as needed
  - Regarding future projects, the plan is to address only what is already included in the budget
  - Questions that came up: How is development that is not town driven being addressed? Are fire/emergency services responding to population growth?
- Looking ahead: Focus groups can provide community charrette to gather feedback that can be processed by the committee (will discuss more on this next month)

**NEXT MEETING**  
**Monday, October 24 at 6 PM**

**Police Department, Training Room**

*Raegan moved to adjourn the meeting at 7:38, seconded by Paul.*

Attest:



Nora Gibson, Recording Secretary