

**South Berwick Comprehensive Plan Committee**  
**6:00pm June 12, 2023**  
**(3<sup>rd</sup> Floor Town Hall Meeting)**

**MINUTES**

Raegan Young	SMPDC	ryoung@smpdc.org
Jessica Cyr	Town Council	jcyr@sbmaine.us
Denise Clavette	Economic Developer	dclavette@sbmaine.us
Jeff Minihan	Town Council	jminihan@sbmaine.us
Elita Galvin	Committee Member	elita.galvin@gmail.com
Deb Ganster	Committee Member	djganster@yahoo.com

Committee Members Not Present: Laura Leber, Nora Gibson, Jack Kareckas, Scott McPhedran, Jonathan Donahue, Chris Harris, Paul Schumacher (SMPDC)

- Motion by Elita Galvin to accept the April 10, 2023 minutes as written, seconded by Deb Ganster. Motion passed unanimously.
- Jessica Cyr appointed to Interim Secretary.
- Update to the Town Council by SMPDC planned for June 27, 2023 to present an update on budget, committee attendance and work towards GSPs. Need to update committee members to ensure a quorum is met. Need to update the timeline on completion.
- Meetings for the remainder of the year to take up time for the GSPs. Lots of homework will be needed between meetings to do homework.
- Focus Groups Debrief & Discussion:
  - Positive feedback from Deb, Elita and Denise.
  - Focus groups were each well attended and well conducted.
  - Great information from the participants which we can use to start our GSPs.
- Public outreach – conversation regarding public outreach to present an update regarding the focus groups halfway through our GSP planning to ensure the public understands that we have started but that feedback is valuable.
- Inventory draft update:
  - Intending to wrap up the draft chapters for August
  - Received maps from the SBWD and SBSD – chugging away with missing information
  - Market analysis is nearing completion and data will be included into the inventory chapters regarding local economy
  - Market analysis will be presented to the Town Council on June 27
  - Climate section: Raegan explained that the Committee can opt to hold a chapter dedicated to climate change which the Comprehensive Plan can amend later once more information is known from the community.
- Comprehensive Plan “Phase 2”
  - Consist of getting a GSP – a hierarchy for each chapter/topic of goals (both town and state), policies for the town and the strategies to get to the policies.
  - Future land use plan – aspect of the recommendations for what we want our zoning to look like in the future. Highlight growth areas, transitional areas, so on. This map relates to the GSP – how does the growth area become the growth area.
  - The Town is already working towards understanding changes needed with LD 2003

- Conversation regarding implementation after the plan is completed. The Committee needs to think about standing up a Town committee or using regional resources to implement the GSPs.
  - Review of old GSPs, review feedback from focus groups and the survey to stand up GSPs of 2/3 goals per chapter with no more than 3 policies and 3 strategies.
  - We will try to do two chapters per meeting to run through the chapters in about six months. Raegan to provide the Committee a schedule of chapters. The Committee may adjust the frequency of meetings to get the GSPs set.
- Next meeting set for July 24

*Meeting adjourned at 7:20pm.*

Attest:

A handwritten signature in black ink, appearing to read 'Jessica Cyr', written in a cursive style.

Jessica Cyr, Interim Secretary