

South Berwick Comprehensive Plan Committee

March 11, 2024

DRAFT MINUTES

Raegan Young	SMPDC	ryoung@smpdc.org
Denise Clavette	Economic and Community Development	dclavette@sbmaine.us
Deb Ganster	Vice Chair	djganster@yahoo.com
Jessica Cyr	Town Council	jcyr@sbmaine.us
Chris Harris	Committee Member	chrisbharris@gmail.com
Elita Galvin	Committee Member	chrisbharris@gmail.com

Committee Members Not Present: Laura Leber, Nora Gibson, Jeff Minihan, Scott McPhedran, Jonathan Donahue, Paul Schumacher (SMPDC)

- Jessica Cyr appointed to Interim Secretary.
- Minutes
 - 1/22/24 minutes to be approved as written motioned by Deb Ganster seconded by Chris Harris, motion approved 4-0. 2/26/24 minutes to be approved as written motioned by Deb Ganster seconded by Chris Harris, motion approved 3-0 (Elita Galvin was not present at the 2/26 meeting)
- Planning for April Public Information Session
 - 6-7:30/8pm for April 11
 - Materials available ahead of the session on the website to allow the public to preview our work. We could also have a one pager to summarize, the process, the committee, the public engagement, what the role of the comp plan in the community. SMPDC to complete a one page sheet with the above items.
 1. Full inventory
 2. Full goals, policies and strategies
 3. Implementation section
 4. Focus group summaries
 - Denise/Jessica/Elita to work on save the date language, design and posting.
 - Denise to work to post a save the date to the Town's website for March 19th.
 - Press Release to the Weekly Sentinel – Deb to provide a quote for the press release. We will have highlights for the information session. Copy to be provided to SMPDC next week.
 - SMPDC will prepare a flyer for posting at South Berwick businesses for March 25.
- Presentation outline – Provide highlights and recommendations in line per inventory.
 - What is a Comp Plan?
 - Overview & Status – what we've accomplished, intent for the meeting, next steps
 - Overview of Inventory Findings – key findings from major topic areas. Note which chapters are in each category for reference.
 1. Community profile
 2. Conservation & Natural Resources
 3. Downtown & Economic Development
 4. Land Use & Housing
 5. Public Facilities & Services
 - Overview of recommendations – highlights of the GPS (follow same categories)

- Future land use plan – overview of map and justifications. Include large scale printed maps for display and comment.
- Plan for Implementation – include a slide about how the Town Council will take the lead on implementation and identifying goals to prioritize annually.
- Getting feedback:
 1. Open question period at the end of the presentation
 2. Ability to provide feedback via Google form – very simple – 3 questions, open-ended
 3. SMPDC will provide an 11x17” map of the future land use plan so people can take it home with them. Will have copies of the map available outside the Town Clerk’s office. SMPDC will provide one large map for the meeting on the 11th.
- Other Discussion
 - Implementation: implementation committee. How might the Town Council keep the Planning Board moving forward. What happens after we sent the plan off to the state for certification and they send it back to us with revision. Does the Town Council have ownership of the revisions, our committee, SMPDC?

NEXT MEETING
Monday, March 25th at 6 PM
Town Hall, 1st Floor Conference Room

Meeting adjourned at 7:04pm.

Attest:

Jessica Cyr, Interim Secretary