

## Swan's Island Comprehensive Planning Committee

Meeting Minutes

December 11, 2018

Swan's Island Library

### ATTENDANCE

CPC members in attendance included Sonja Philbrook, Christal Applin, Keith Harriton, Billy Banks, Jennifer Helman, and Dexter Lee. Absent CPC members included Belva Staples, Sarah Lane, and Sonny Sprague. Sue Estler joined via teleconference. Carol Loehr attended as a representative of the Municipal Advisory Committee (MAC).

The meeting was called to order at 6:30 PM.

### HOUSEKEEPING

Jennifer Helman read the October minutes. Sonja Philbrook moved to accept as presented. Christal Applin seconded. Motion carried.

Prior to the committee meeting, Christal Applin and Sonja Philbrook discussed the possibility of the two co-chairing the committee. Dexter Lee moved that we appoint Sonja Philbrook and Christal Applin co-chairs. Keith Harriton seconded. Motion carried.

### NOEL'S FIRST INVOICE

As of the November meeting we hadn't received an invoice from Noel for any of his services thus far. Sonja Philbrook contacted him and he submitted a bill for \$892.50 – 10.5 hours. The committee agreed that was more than reasonable and approved payment.

### ISLAND FELLOW

Sonja contacted the Island Institute. Andy is the new coordinator and he hasn't had requests from any other group on the island, so we are first in line. He will be on the island in January and would like to meet to discuss in more detail. The Institute is pushing for two-year commitments from their fellows to provide more continuity. People interested in a fellowship submit a blind application and the Institute matches candidates with islands based on their project description. The committee will get to interview candidates in March/April.

### HCPC CONTRACT

Christal Applin contacted Karen about writing the letter to terminate the planning contract with HCPC. She did not get a specific date, but got the impression it would go out shortly. Christal will follow up to confirm it was sent.

### SURVEY

- The group discussed pros and cons of an annual vs. monthly subscription to Survey Monkey.
  - Christal Applin moved that we obtain an annual agreement with Survey Monkey for \$384/year. Dexter Lee seconded. Motion carried.
- Sonja Philbrook contacted Maine Coast Heritage Trust to determine how they could help with the postcard mailing for the survey. They agreed to cover the cost of printing and mailing of up to 700 postcards. Downeast Graphics will do the actual printing. We can email them mailing addresses and they will print directly on the postcard rather than us having to label by hand. Turnaround time is 1-2 weeks. Keith Harriton offered to check on broadband mailing list for additional names.
- In addition to addresses for property owners, the committee discussed the need to figure out how to get list of renters. Dexter Lee will obtain and cross check a list of registered voters.
- Jennifer Helman was charged to create a committee email address. She, Christal and Sonja will have access to the account.

- The phone number on the postcards will be the town office. Christal Applin will talk to Karen Griffin and Gwen May about how to handle any requests that come in during regular business hours, as well as getting a specific voicemail box set up. Christal Applin, Dexter Lee, and Keith Harriton agreed to check town voicemail for requests and mail hard copies. Jennifer Helman to provide electronic copy of survey for Dexter Lee to print multiple copies as needed. Mailing will include a self-addressed and stamped return envelope.
- The committee discussed when the survey period should open and how long it should be available. Noel Musson's advice was 2-3 weeks. Anne Krieg's was at least 6 weeks. Announcing a 6-week period may encourage respondents to delay completion. Three weeks may not be long enough especially for those who request a hard copy.
  - Keith Harriton moved that the survey be available online and in hard copy for 6 weeks. Dexter Lee second. 6 yay, 1 nay. Motion carried.
- Once an online version of the survey is available, Jennifer Helman will email a link to all committee members. Everyone will need to take the survey as a dry run and send any feedback asap. The official survey will go live January 14 with an end date of February 22.
- The committee discussed the pros and cons of using the Town PO Box vs. renting our own.
  - Jennifer Helman moved that we rent a medium-sized PO Box for approximately \$80/year. Christal Applin seconded. Motion carried.
- Noel Musson's comments on the survey included:
  - In demographics section, use the age range of under 18 instead of 16-18. The committee decided to not say under 18 as that opened it up to children. But it was decided the age range should actually start lower to include all high-school aged residents. Committee agreed to change to 14-18.
  - Because broadband was a primary topic at the November visioning meeting, Noel suggested adding it to page 3, question #6. Committee agreed.
- Postcard Draft
  - In the effort of moving forward with the new Comprehensive Plan, the SI CPC has created a survey in the hopes that we can acquire feedback from our residents (year-round and seasonal) about their hopes and concerns for the future of our community.  
We would like to hear from each individual in household aged 14 and above using separate surveys. The survey will be available January 14 – February 22, 2019 and should take no more than 15 minutes to complete.  
To get started, log-in at ...  
If you prefer a paper or email copy, please contact the committee:  
207-526-4279 or SICompPlan@gmail.com

#### .MISCELLANEOUS

Sonja Philbrook will ask Noel Musson to teleconference into the January meeting to discuss the next steps. This meeting has been moved to January 22 at 6:30 PM.

#### ADJOURNMENT

Dexter Lee made a motion to adjourn the meeting. Keith Harriton seconded. The motion carried and the meeting was adjourned at 7:36 PM.

Respectfully submitted,  
Jennifer Helman  
CPC Secretary