

## Swan's Island Comprehensive Planning Committee

Meeting Minutes

June 19, 2018

Swan's Island Library

### ATTENDANCE

CPC members in attendance included Sonja Philbrook, Christal Applin, Jennifer Helman, Keith Harriton, Belva Staples, Bill Banks and Dexter Lee. Absent CPC members included Sarah Lane, Sue Estler and Sonny Sprague. Carol Loehr attended as a representative of the Municipal Advisory Committee (MAC). Anne Krieg was a special guest via video conference.

The meeting was called to order at 6:02 PM. Minutes from the previous meeting were not available, so Sonja Philbrook read her notes. Official minutes will be presented for approval at the July meeting.

### CONSULTANT

Sonja introduced Anne Krieg from Hancock Planning Commission and asked her to briefly describe the services she would be providing for us.

- Anne opened by sharing that one of the advantages of selecting her office as our consultant is their access to additional grant funding. Certain sections of the report will automatically be funded by Maine DOT and DACF and some data will also be provided by those agencies. In addition, she has just learned of a federal grant available for technical assistance. She will be applying in July and will have results in September.
- The first two steps to getting the process started are her visiting the island and collecting data.
  - She will be on the island July 17-18 for our next monthly meeting and the first Visioning Meeting.
  - Data collection includes things like building permits over the past 10 year (new building, renovations, conversions from summer home to year round); school enrollment data over the past 10 years; and town demographics.
    - Dexter Lee commented that the town doesn't issue building permits, but most do require plumbing permits.
- Anne will prepare a timeline for the overall project. She estimates 1-2 years which depends on a number of factors: length of time to collect data; time it takes for committee to review report and make recommendations; length of time it takes for Selectmen to approve draft and add to town warrant.
- Timing and format for the Visioning Meetings was discussed.
  - Anne likes to hold them at the same time as data is being collected. She echoed the committee's recommendation to hold one in July to capture summer residents as well as one in the fall.
  - The format depends on the number of attendees. If there are fewer than 20 community members, Anne prefers to keep everyone in a large group. If there are more than 20, she recommends breaking into several smaller groups with a CPC member leading each table. Exercises might include writing an elevator speech about the island or marking places on the map residents like to take visitors. The exercises can also be tailored based on immediate input from attendees.
- Anne has found it helpful to publish drafts of sections of the report as they are completed. These can be shared online or in public bulletin boards.
  - Carol Loehr asked if it would help her process to see a copy of the previous comprehensive plan. Because Hancock county helped prepare that one, she already has access to it.
- During Anne's visit in July, she will start working on a Resiliency Checklist that evaluates the island's hazard management. This focuses not only on emergency management, but subjects like capital planning for replacements/repairs and storm surge management.

- After the July Visioning Meeting, Anne will prepare a report for the committee that highlights the hottest topics from the meeting and use these to recommend direction for additional data collection.
- Funds are available from the State to allow Anne a number of hours to design the survey the committee wants to distribute this fall. She will have a draft to us before the August committee meeting.
- Sonja and Bill Banks spoke with Terry Towne at the Maine Coast Heritage Trust. They have two GIS experts and a conservation expert who could be at our disposal. Bill got the impression that the Trust would provide any assistance we need short of monetary. They could be a resource from man power to copying to mapping. Anne is happy to work with them. She asked Sonja to clarify if the GIS service would include land use as they typically only provide shoreline and natural resources.
- Sonja had asked Keith Harriton to review the contract with Anne for legal considerations. He requested two verbiage changes. Anne will make those changes and Sonja will forward to the Selectmen for signature.
- Keith had a follow-up question about the access to the additional grants. Anne clarified that the funding from DOT and DACF were guaranteed. She simply needs to inform them that she is working with us. These and the new federal grant could potential reduce her total invoice.
  - Anne also mentioned that the implementation plan will include suggestions of grants available to assist in reaching objectives. Many require matching funds from the town, so having this information in advance should help with budgeting concerns.
- Anne will work on a list of data collection that needs to be completed. The committee will break it into individual assignments. Dexter volunteered to pull plumbing permits and get census data.
- The group confirmed dates and times for July meetings:
  - Committee meeting – July 17, 6 PM, Library
  - First Visioning Meeting – July 18, 7 PM, Odd Fellows Hall
- Anne will prepare a flyer for the first Visioning Meeting and forward to Sonja.
- The committee thanked Anne for joining us and she exited the video conference.

#### MISCELLANEOUS

- The Island Institute was mentioned as another possible resource. Donna Wiegler, former committee member, may have reached out to them in the past. Sonja will follow up.
- Questionnaires are still being distributed and received. Now that many of the summer residents are on the island, Bill will distribute to the Red Point and Jericho Bay areas. Sonja will check drop off at town office.
- Keith mentioned the broadband article in this month's "Working Waterfront." The committee briefly discussed how important this issue is to the island's future. Sonja will contact Jil Lewis to obtain a copy of the Broadband Committee's previous survey results.
- Carol gave an update on the Shellfish Committee briefly describing some of the projects they were considering as part of their planning for the future. In addition to supporting individuals exploring new aquaculture endeavors, they also want to find ways to reach school age children.
- Sonja is to reach out to other committees for suggestions on items they would like included in the survey.
- The committee decided to continue holding monthly meetings at the library. Christal Applin to follow-up with the Jeanne Hoyle to reserve the space

#### ADJOURNMENT

Christal made a motion to adjourn the meeting. Sonja seconded. The motion carried and the meeting was adjourned at 6:54 PM.

Respectfully submitted,  
 Jennifer Helman  
 CPC Secretary