

## Swan's Island Comprehensive Planning Committee

Meeting Minutes

July 17, 2018

Swan's Island Library

### ATTENDANCE

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

The meeting was called to order at 6:04 PM. Minutes from the previous meeting were read. Christal Applin moved to accept the minutes with one minor change. Keith Harriton seconded. Motion carried.

Minutes from the May meeting will be presented in August for approval. The last minutes posted on the town website are from February. Sonja Philbrook will email copies of missing minutes so Jennifer Helman can post them.

### FOLLOW-UP FROM JUNE MEETING

- Sonja Philbrook shared that the contract had been revised as requested and has been signed by the Selectmen. The initial \$750 deposit was also made.
- Sonja contacted Island Institute, but got the impression they won't be able to offer much help. She still plans to talk to a couple more people.
- Sonja also spoke with Bob DeForrest at Maine Coast Heritage Trust. They can definitely help us with GIS mapping and they do provide existing land use. That frees up some hours for Anne to do other things. Sonja and Anne Krieg will meet with Bob sometime in September to work out the details.
- Sonja obtained a copy of the previous broadband survey from Jil Lewis.
- The Lighthouse Committee approached Sonja and wants to send a representative to our next meeting.

### TIMELINE

Anne discussed the overall project timeline. She stressed that it's just a guideline and it depends on how much time it takes in each stage. The two areas that can slow things down are the policy development and Selectman review.

Following the July 18 Visioning meeting, Anne will prepare a report compiled from participant feedback. That will identify any specific pieces of data we need to collect.

In November, it will be important to prepare an interim report for Selectmen. This will keep them involved in the process so they are aware of the general direction of the plan. Sonja reiterated that having Selectman Sonny Sprague on the CPC should help facilitate the entire process.

In order to prepare draft policies, Anne will provide an outline and some basic policies. Then we tailor the strategies/action items. This should be complete in the spring of 2019.

After tentative approval of the policies and strategies by the selectmen, we'll hold a meeting in July for community feedback.

From that, revisions are made and the implementation plan is finalized.

#### YEAR-ROUND PARTICIPANTS

Sue Estler shared concerns about the mix of participants at the July meeting. We expect most attendees to be summer people, not year-rounders. Because the survey is scheduled to be distributed in August, the questions could be skewed away from year round concerns. If the majority of people at the July workshop are summer residents, we could push survey to October/November without impacting the overall schedule. This would make the survey more credible because it includes input from everyone. The fall is also better timing to get participation because of lobster season. Anne to provide some sample survey questions and obtain survey from Vinalhaven.

Additional concerns were discussed about getting year-round residents to attend the October workshop. We all agree it is absolutely crucial to have this group involved. A variety of outreach options were presented, but the most effective approach is likely on an individual level. It will be very important to share results from July meeting to encourage them to participate. Stress that this is the best way to have their voice heard in the future of the island.

Sarah Lane pointed out that another important group is the younger people – 15-25. They are approaching or at the point where they will decide whether or not to remain on the island, so it would be particularly insightful to learn what would keep them here. We may consider holding a special meeting just for this age group. We will also encourage parents to get their young adult children to complete surveys. Include age in survey demographics.

#### VISIONING MEETING LOGISTICS

Carol Loehr commented that the word “Visioning” was confusing to residents. They didn’t seem to understand the point of the meeting. She also felt the poster was not effective: font was too small; too much text; looked like it was for the historical society not for planning the future. Options were discussed how to better present the announcements for the October event.

Keith Harriton asked how Anne would collect input from the July meeting. She has poster-sized paper for brainstorming and notes and will collect those at the end of the evening. At the end of the day, small groups will present highlights from their discussions to the larger group.

Carol Loehr asked how to handle a situation in the small groups if one person dominates the conversation. Anne suggested saying something like, “I want to hear from you, but would like to hear from others who haven’t spoken yet.”

Carol – how reaching people without computer. Postcard to all tax bills with survey monkey link and how to get paper copy. - Vinalhaven survey available as a starting point? Anne to obtain.

Refreshments provided. Plan on 7-8:30 or 9.

#### ADJOURNMENT

Christal Applin made a motion to adjourn the meeting. Sarah Lane seconded. The motion carried and the meeting was adjourned at 7:13 PM.

Respectfully submitted,  
Jennifer Helman  
CPC Secretary