

## Swan's Island Comprehensive Planning Committee

Meeting Minutes  
September 18, 2018  
Swan's Island Library

### ATTENDANCE

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

The meeting was called to order at 7:00 PM. Sonja Philbrook read the August minutes. Dexter Lee moved minutes be accepted as is. Christal Applin seconded. Motion carried.

### MINUTES FROM MAY 2018 MEETING

Sonja Philbrook read the minutes that were emailed by Sue Estler. Billy Banks moved minutes be accepted as is. Sonny Sprague seconded. Motion carried.

### HOUSEKEEPING

Update from Sherri at HCPC. The planner they offered the position to has an interview with Maine DOT. She has elected to hold off on accepting the position until she hears back from DOT. HCPC has reposted the job and has several qualified candidates.

Sonja Philbrook followed up with the Island Institute to determine what, if any, services they provide for planning. They only provide support by assigning island fellows, but ours has already been assigned for this year.

Sonja is scheduled to meet with Bob DeForrest of Maine Coast Heritage Trust on October 2.

Received more surveys. Sonja will compile for next meeting.

### NOEL MUSSON

Noel Musson was suggested as a possible alternative to HCPC. He participated via ZOOM.

He grew up in Bernard and still has family there. Has a Masters in Community Planning. Been doing it for 20 years – 6<sup>th</sup> year as consultant. Working on multiple projects right now with Rockland, St. George, Cutler, harbor plan for SWH, Kathadin Woods & Waters and many more. HCPC also reached out to him a few weeks ago to see if he wanted to pick up some projects. He is very busy but sounds like he will have more time available starting in 2019.

He currently has some admin help and is going to be hiring part-time planning assistant. He is willing to help with whatever parts we need...as much or as little. He does have experience working with DOT and has administered grant application and implementation projects.

He generally charges a municipal rate of \$85/hr. No retainer to start.

He is already scheduling in October, so if we want him here for the Vision Meeting October 10, we need to schedule asap.

Although some committee members have reviewed the comp plan from 1994 and found it to be completely outdated, there was conversation that it might be viable as a starting point. The committee discussed the possibility of Musson reviewing the old plan.

Noel Musson left the meeting.

The committee agreed that whether we move forward with Musson, we need to light a fire under HCPC. Because we have certain services guaranteed through them, they need to step up. Group also agreed we should learn more about exactly what Maine Coast Heritage can provide. Sonja Philbrook already has a meeting scheduled with them.

Dexter Lee moved that we hire Noel Musson to review existing plan and facilitate October Visioning. Jennifer Helman seconded. Vote was 6 yay 2 nay. Motion Carried.

Sonja Philbrook will ask Musson to review old plan for a couple hours and send a quote for vision meeting.

#### DEBRIEFING FROM JULY VISIONING MEETING

Committee felt there was great participation and it started conversation with the attendees. Discussed changing the format based on differing audience in October. Decided to leave that up to the facilitator.

#### HCPC REPORT FROM JULY VISIONING MEETING

Sherri promised this last month and again before this meeting. She still has not provided. Sonja Philbrook is to follow-up and at least obtain the physical notes from Anne Krieg's file on us.

#### PARTICIPATION IN OCTOBER VISIONING MEETING

The committee discussed a variety of ways to encourage participation in the next Visioning Meeting:

- Must approach year-round residents directly
- Can't do just posters and fb
- Encourage families as a whole. Host a movie night at the library so parents can go to school meeting. Sarah Lane and Jennifer Helman will find babysitters and make arrangements at the library.
- Set start and finish time – no more than 90 min.
- Announce in churches.
- Door prizes – usually well received, but little time for committee to secure at this point.
- Everyone to bring something for snack

#### SURVEYS

Sonja Philbrook passed out 3 sample surveys – more on googledocs. She will email 13 plan categories. Christal Applin will review and divide data collection assignments. Sonja Philbrook asked committee members to review surveys and come to next meeting with comments & suggestions.

#### ADJOURNMENT

Christal Applin made a motion to adjourn the meeting. Sarah Lane seconded. The motion carried and the meeting was adjourned at 8:43 PM.

Respectfully submitted,  
Jennifer Helman  
CPC Secretary