



TOWN OF WELLS, MAINE

COMPREHENSIVE PLAN UPDATE COMMITTEE

Meeting Agenda

Thursday, May 20, 2021, 6:00 P.M.

Wells Town Hall

208 Sanford Road

JOIN VIRTUALLY ON ZOOM

Please click the link below to join the webinar:

**[HTTPS://US02WEB.ZOOM.US/J/82224544041?
PWD=RS8VWLRZZUZOAUPSAWZXNMTGUVMZQT09](https://us02web.zoom.us/j/82224544041?pwd=RS8VWLRZZUZOAUPSAWZXNMTGUVMZQT09)** (Link can also be
found in the Calendar on the Town Website)

-

Please note, this is a recurring meeting. The link will not change from one regularly scheduled meeting to the next and you will be able to register once for all future meetings. Our website calendar will be updated with any

special meetings including links.

6:00 PM CALL TO ORDER & DETERMINATION OF QUORUM

MINUTES

I. April 15, 2021 draft meeting minutes

DOCUMENTS:

[CPUC MIN 04-15-21.PDF](#)

OPEN TO THE PUBLIC

Maximum 10 minutes unless extended by vote of the Committee and maximum 3 minutes per person unless extended by the Chair.

To share a comment or ask a question you can raise your digital hand using Zoom, type a comment or question into the Zoom Q&A, or leave your comment or question in the comments section of the Live Facebook feed.

CPUC BUSINESS

- **Project Management Plan Update**
 - Desktop Inventory Plan
 - Outreach and Engagement Plan

- Documents List by Comprehensive Plan Topic
 - The List of Wells Comprehensive Plan Resources by Topic

- Update on Initial Outreach Tasks
 - Comprehensive Plan Announcement
 - Draft Website

-

- Forum #1 – Location/ Format Discussion

-

- Next Steps for June CPUC Meeting

Documents:

[COPY OF TASK 2_PUBLIC PARTICIPATION_OUTREACH AND ENGAGEMENT PLAN.PDF](#)
[COPY OF TASK 3_DESKTOP INVENTORY AND EXISTING CONDITIONS ANALYSIS PLAN.PDF](#)
[COMMUNITY FORUM_1_DRAFT OUTLINE.PDF](#)

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OTHER BUSINESS

ADJOURN



TOWN OF WELLS, MAINE

COMPREHENSIVE PLAN UPDATE COMMITTEE

Meeting Minutes
Thursday, April 15, 2021, 6:00 P.M.
Wells Town Hall
208 Sanford Road

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6:00 PM CALL TO ORDER & DETERMINATION OF QUORUM

Welcome new Committee Member, Chris Pugsley
Welcome Resiliency Planning and Design

A quorum being present, David MacKenzie called to order the meeting of the Comprehensive Plan Update Committee (CPUC) at 6:00 p.m. on Thursday, April 15, 2021, via Zoom.

Those present were Committee Members Carol DesJardins, Chris Chase, Tim Gowen, Linda Grenfell, Steve Koeninger, David MacKenzie, Chris Pugsley, James Smith and Jason Vennard. Also in attendance were Larissa Crockett, Town Manager; Mike Livingston, Planning and Development Department; John MacLeod, Selectman Liaison; and Sean Roche, Selectman Liaison.

David MacKenzie introduced new Committee Member, Chris Pugsley, and welcomed Steven Whitman, Liz Kelly, and Maggie Mills representing Resiliency Planning and Design.

MINUTES

March 25, 2021 – Review and consider for approval

MOTION

Motion made by Jim Smith to accept the March 25, 2021 minutes. Motion seconded by Linda Grenfell.

1 **ROLL CALL VOTE TO ACCEPT MOTION:**

2

Committee Member	Accept	Decline	Abstain
Carol DesJardins	x		
Chris Chase			
Tim Gowen	x		
Linda Grenfell	x		
Steve Koeninger	x		
David MacKenzie	x		
Chris Pugsley			x
James Smith	x		
Jason Vennard	x		

3
4 **OPEN TO THE PUBLIC**

5
6 There were no questions or comments.

7
8
9 **CPUC BUSINESS**

- 10
11 • Introductions – *All*

12
13 Introductions were made by representatives of Resiliency Planning and Design. Steve Whitman
14 is the Founder of the company, and has extensive experience in master planning. Liz Kelly is a
15 natural resource and land use planner, focusing on compensation plan initiatives. Maggie Mills,
16 a hydrologist with FB Environmental, is teaming with Resiliency. Resiliency is also partnering
17 with SMPDC and rbouvier for their additional expertise.

18
19 Each Committee member gave their introduction, stating names, occupations and years of
20 residency in Wells.

- 21
22 • Overview of Project Scope and Timeline

23
24 A slide show was presented, with Liz Kelly giving an overview of the project scope and timeline.
25 This included work meetings, public participation, developing of an outreach plan, public forums
26 and a public website. They will be doing research and analysis of existing conditions in the
27 town, plan writing, layout and delivery, and they will be scheduling four public meetings.

28
29 David MacKenzie asked with the annual town meeting coming up, can there be a questionnaire
30 available by that meeting to get the information out to the public. Steve Whitman feels
31 Resiliency cannot commit to a questionnaire being available in the next thirty days, but could get
32 an information flier out on where to find information and get involved. There will be a website
33 for the public to access as well. Larissa Crockett added she wants to make sure there is a real
34 presence at the town meeting.

1 Jim Smith asked if the slides being shown will be available to the Committee. He was told they
2 will be distributed.

- 3
- 4 ● Framework of the Wells Ordinance and State Requirements
 - 5 ○ Town of Wells Comprehensive Plan Updates Ordinance:
6 <https://ecode360.com/34994064>
 - 7 ○ Municipal Planning Assistance Program Resources:
8 https://www.maine.gov/dacf/municipalplanning/comp_plans/index.shtml
 - 9 ○ Self-Assessment Checklist
 - 10 ○ Maine Comprehensive Plan Handout

11

12 Steve Whitman discussed the Wells Ordinance. He stated having done plans for over twenty
13 years, this is an unusual situation, but he is comfortable with the framework. It requires a level
14 of transparency and information showing what has been suggested to be replaced.

15

16 With regard to State requirements, the 2005 plan met the requirements and there should be no
17 problem meeting State requirements with the ordinance. Need to make sure draft materials are
18 shared, showing markup versions for transparency, and highlighting the changes and new text or
19 topics. The marked up copy will always be retained. The Growth Management Act should be
20 met, but they will be using the optional checklist. SMPDC's Abbie Sherwin is advising on this
21 task.

22

23 Jim Smith expressed confusion on the optional checklist that there was no section with respect to
24 the school system. Steve Whitman responded that the checklist was created by the State and is a
25 minimum standard. He will check with Abbie Sherwin on this issue. David MacKenzie added
26 the school system is under the CSD, over which the town has no control.

27

28 Steve Whitman described what is a comprehensive plan. Why adopt such a plan. The Plan is a
29 policy foundation for all land use regulations, and gives legal protection for those land use
30 ordinances. Wells must ensure the Plan is consistent with State requirements, and legally creates
31 a rate of growth. The Plan has to be consistent with State requirements to qualify for State
32 funding. It tells where we want to head as a community, and future investments to guide
33 changes. The Plan is an agreement with the townspeople and states how to move forward. The
34 Plan should be easy to read and navigate.

- 35
- 36 ● Clarifying the Committee's Role

37

38 Regarding the Committee's role, materials will be provided for review the week before the
39 monthly meetings. There will be planning for an outreach program. It will reference other
40 plans, studies and resources to be consulted. The State Planning Resource Packet will be shared
41 with a list of all resources to be looked at beyond the 2005 plan. On outreach, it will be
42 determined how to approach outreach and getting the information out to the public, using various
43 boards and committees. The Committee needs to stay engaged in the process.

44

45 Jim Smith expressed what has been outlined makes sense, and he expects the Committee will
46 have a lot of interaction among themselves and Resiliency.

1 Tim Gowen asked if there is something built into the Plan where we are not locked into it. Steve
2 Whitman responded there should be enough direction to allow for implementation not so specific
3 that there is not flexibility. He knows there will be some flexibility and some things can come
4 back to community for adoption. There should be a commitment by the town to review actions
5 on a regular basis.

6
7 Jim Smith noted the Committee is a standing committee, not a project committee. The
8 Committee will be following through on elements of the Plan going forward. David MacKenzie
9 added the Board of Selectmen will have to give that charge at that time. Larissa Crockett added
10 that is something for the Selectmen to decide if there is an implementation committee formed.

11
12 Linda Grenfell stated that ten years isn't that long and a standing committee is different from an
13 implementation committee. We are facing major climate issues and have just had a global crisis,
14 and we have learned we can be flexible and creative.

- 15
16 ● Timeline for Review and State Planning Resource Packet

17
18 Maggie Wells informed the Committee that the State packet will be coming the end of April,
19 which will be specific to Wells, and the information will then be pulled together with updates. In
20 June the team will present topics for the Plan.

- 21
22 ● Identification of other Background Documents and Plans, and Organizations to serve as
23 resources

24
25 Through June-October they will present a combination of topics, and then the town data will be
26 compiled together and they will assemble a document organized by topic and resources for the
27 Committee to review.

28
29 Chris Pugsley asked if there is a master project plan. Larissa Crockett indicated we are relying
30 on the Resiliency proposal and the framework of the State checklist. A project plan is not
31 something that has been developed. Liz Kelly added they will have a plan they can share with
32 the Committee in May, including timelines and management details.

33
34 Linda Grenfell asked about a vision for the town and Committee, feeling the vision in the 2005
35 Comprehensive Plan seems almost impossible, being to maintain the rural New England seacoast
36 community. Projections for growth in Maine in 2040 indicate we will be urban.

37
38 Chris Pugsley stated the citizens would like to have a clear understanding of what the mission is
39 and what the charter is. It would be helpful to have one document to explain this. Larissa
40 Crockett asked if Chris would be willing to meet to pull up a charter and use that as a place to
41 come back to. Jim Smith also volunteered to be part of that meeting. Steve Whitman offered to
42 help to provide that kind of checklist. David MacKenzie questioned if this had to be run by the
43 Board of Selectmen. Larissa Crockett feels it is not a formal subcommittee, and she doesn't
44 think it would be inappropriate to have this conversation.

- 45
46 ● Discussion of Possible Outreach Methods/Techniques

1 Steve Whitman gave an overview of possible outreach techniques. He will create an Excel
2 spreadsheet to update over time. Liz Kelly will create a project website linked to the town
3 website which will hold all documents, and will be a clearing house for announcements and
4 replicate documents. They will be creating fliers for town meetings, social media and other
5 avenues throughout the community. They will find creative ways for people to tell what they
6 would like to see in Wells. He requested that photos of Wells be submitted to bring outreach
7 materials to life, and for the final presentation. A table at Harborfest should be considered.
8 There can be a broad survey with a lot of topics, or use the website where people will only
9 respond to topics they are interested in. Focus groups need to be identified with topics for
10 individual segments...real estate, construction, conservation. Jim Smith added that information
11 from outreach sessions is sometimes the best information.

12
13 David MacKenzie noted it is important to get the public involved as much as possible to get
14 different points of views, and a lot of residents don't use the internet. Steve Whitman said we
15 will have to identify who are the people getting left out, and they will work to be sure outreach
16 provides ways for all of the townspeople to participate.

17
18 Linda Grenfell added reaching out to small neighborhoods and boards and committees is good,
19 but one place to look at for focus groups and a survey is the church. Suggests creating a shorter
20 survey and speaker points to use to tell the people about the Comprehensive Plan and encourage
21 them to participate in an event or a survey.

22
23 Larissa Crockett informed the Committee that a community partners group has formed,
24 representing directors from different communities such as the library, senior center, Chamber
25 and others. Groups such as this can provide the ability to reach different people of the town.

- 26
27 ● Next Steps:
- 28 ○ Draft Materials – Posted Friday Prior to Meetings
 - 29 ○ For May – Draft Outreach and Engagement Plan and Plan for first Public Forum
 - 30 ○ Update on State Planning Resource Packet
 - 31 ○ Identification of Background Documents by Topic

32
33 Steve Whitman added he will be posting materials on the Friday before the monthly meetings.
34 There will be a review of a background documents list, review of outreach and engagement plans
35 and timelines, and the website launch. There will be a paper survey as well. He is planning for
36 the first public forum in late June or early July, and there will be an update on the State Planning
37 Resource Packet.

38
39 Larissa Crockett informed the Committee that the Town Hall will open for meetings starting in
40 June. They will need to follow CDC guidelines, and the group will need to be masked if not all
41 are vaccinated. The Committee will have to decide what it approves of doing.

42
43 Steve Whitman told the Committee that this work is serious and the members won't always be in
44 agreement, but the Committee should work on being a team. It can be a fun exercise and
45 Resiliency is here to help, and they are excited to be involved.

1 David MacKenzie ended the discussion by stating he would like to see if after the meeting with
2 Larissa Crockett, Chris Pugsley and Jim Smith if the vision for the town will stay the same as
3 was proposed in 2005. He would like to see it stay the same, as he still believes Wells can be a
4 small town and can control growth.

- 5
- 6 • Approve the proposed meeting calendar – every third Thursday at 6:00 pm

7
8 Approval of the Proposed Meeting Calendar – Every Third Thursday at 6:00 p.m.

9
10 **MOTION**

11 Motion made by Jim Smith to accept the meeting schedule proposed at the last meeting. Motion
12 seconded by Jason Vennard.

13
14 **ROLL CALL VOTE TO ACCEPT MOTION:**

15

Committee Member	Accept	Decline	Abstain
Carol DesJardins	x		
Chris Chase	x		
Tim Gowen	x		
Linda Grenfell	x		
Steve Koeninger	x		
David MacKenzie	x		
Chris Pugsley	x		
James Smith	x		
Jason Vennard	x		

16
17
18 **OPEN TO THE PUBLIC**

19
20 No questions or comments.

21
22 **OTHER BUSINESS**

23
24 None.

25
26 **ADJOURN**

27
28 Jason Vennard motioned for the meeting to be adjourned. Motion seconded by Steve Koeninger.

29
30 **ROLL CALL VOTE TO ACCEPT MOTION:**

31

Committee Member	Accept	Decline	Abstain
Carol DesJardins	x		
Chris Chase	x		

Tim Gowen	x		
Linda Grenfell	x		
Steve Koeninger	x		
David MacKenzie	x		
Chris Pugsley	x		
James Smith	x		
Jason Vennard	x		

1
2 Meeting adjourned at 7:15 p.m.

3
4 MINUTES APPROVED _____, 2021.

5
6 ACCEPTED BY:

7
8
9
10 _____
Carol DesJardins, Recording Secretary

David MacKenzie, Chairperson

DRAFT

Wells, NH: Master Plan Outreach and Engagement						
Outreach Techniques	Who?	Ongoing	April - October 2021	November 2021 - January 2022		
Project Webpage	Liz, Steve, Larissa, Mike					
Project Feedback Form	Liz					
Flyer – announcing initiative – directing to project webpage, for use in print (who/where/how many) and social media announcements	Liz					
Direct communications – to other boards, committees, and organizations	Larissa, Mike, CPUC					
Social media and print media communications	Liz, Larissa, Mike, CPUC					
Public Access Channel? – Announcements & Videos ahead of Forums?	Liz, Steve					
Survey(s)	All					
Stakeholder and Focus Groups - based on topic and/or geographic area	All					
Outreach to underrepresented populations	All					
Outreach Events	Who?		Late June/Early July 2021	Late September/ Early October 2021	Late January/ Early February 2022	Apr-22
Interactive Community Forum #1: Kickoff: Overview of Project and review of the Vision for Wells	All					
Interactive Community Forum #2: Existing Conditions Analysis	All					
Interactive Community Forum #3: Future Actions and Implementation	All					
Public hearings for Adoption	All					

Wells, ME: Desktop Inventory and Existing Conditions Analysis					
2005 Plan Topic	Anticipated Committee Meeting for Review/Discussion				
Economics and Demographics:					
A. Population	June				
B. Local Economy	June				
Water Resources	June				
Critical Natural Resources					
A. Topography, Slope and Soils	July				
B. Wetlands	July				
C. Significant Wildlife & Fisheries Habitats	July				
D. Scenic and Coastal Areas	July				
E. Flood Hazards	July				
Marine Resources	August				
Transportation and Circulation	August				
Housing	July				
Historic and Archaeological Resources	September				
Land Use:					
A. Forestry and Agricultural Land	September				
B. Recent Development Patterns	September				

C. Current Land Uses	September				
Public Facilities and Utilities:					
A. Public Facilities	October				
B. Public Utilities	October				
Fiscal Capacity	October				

Community Forum – Wells Comprehensive Plan Update

Location: _____

Date: _____

Start Time: _____

6:00 Welcome/Introductions/Housekeeping

6:10 Poll - What is a Comprehensive Plan?

6:15 Overview of the Comprehensive Plan Update Project
-Chapter 12
-State of Maine Growth Management Act

6:30 What changes has Wells seen since 2005?
How does this inform our land use planning for the future?

6:45 Review of the 2005 Vision
-Discussion Question- What is missing from this vision statement? How
should it change for 2022? (Break Out Room Activity?)

7:00 Closing Remarks – and next steps