

**Town of Turner
Comprehensive Planning Committee
March 1, 2018 Meeting
Minutes**

Present: Mike Gotto, *Chair*, Mary Briggs, *Vice Chair*, Scott Abbotts, Ralph Caldwell, John Davis, Matthew Maloney, Dianne Maziarz, Karen Youland

Absent: Eric Cousens, Marcus Reny

Also Present: Kurt Youland, *Chairman, Board of Selectmen*, Kurt Schaub, *Town Manager*

1. The meeting was called to order at 6:30 p.m.

2. Mr. Gotto announced the main purpose of the meeting is to discuss the three Comprehensive Planning Consultant proposals that were submitted and provided to the committee members in advance. It was agreed the proposal from Zilo International was furthest from the town's goals and budget. Harriman presented an excellent proposal, but it far exceeded the town's needs. AVCOG provided two options, with prices that depend on the extent of work the committee is willing to shoulder. Both options provided detailed lists of services that would be performed. It was agreed that AVCOG best understood the town's needs and that a specific scope of services could be arrived at by paring down the list from the lesser priced proposal. AVCOG will then be asked to provide a price based on that list. The services agreed to are:

- Attend one meeting to kick off and provide a general overview of the comprehensive planning process, and a second meeting during the final plan preparation process.
- Coordinate and lead up to two public forums
- Review/comment on final draft document and submit it to the state for review with the Growth Management Plan

It was agreed the bulk of the work can be accomplished by the committee with AVCOG assisting with the public process and state requirements. The goals and policy development portion of the project was also discussed, with acknowledgment that the committee could develop those utilizing the guidance provided by the community survey, public sessions and other public input.

3. The Community Survey portion of the project was discussed. Mr. Schaub said that, based on discussions he's had, there is support for doing an electronic survey provided paper forms could be available for those who request them. SurveyMonkey has a product which he believes will satisfy the town's needs for about \$300.00, so the total cost of this portion of the project would not exceed \$500.00. Mr. Maloney said he'd be willing to make tablet computers available at the Town Meeting and instruct anyone interested how to complete it online from there, which may reduce the need for paper copies. Mr. Youland said it would help for the committee to educate the public on what the Comprehensive Plan is and does, and why it is important to the town. It was agreed an article in the Country Courier would be helpful in that regard. Mr. Abbotts agreed to do a general writeup on the project for the town's website and Town Report.

4. The next meeting was scheduled for March 13, at which time progress on the inventory portion of the project will be reviewed and a final budget will be prepared. April 3 also was selected for a full committee meeting.

5. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Kurt E. Schaub