

# **Town Council Workshop Meeting Minutes October 17, 2019**

The meeting was called to order at 1:15 pm.

## **Roll Call**

All Councilors were present and answering roll call.

## **Item 1          Workshop to discuss the following:**

- 1. Review and discussion of a request for qualifications for consulting services related to the development of a community vision and values statement through robust community engagement, the outcome of which would help guide policy development**
- 2. General discussion about a comprehensive plan update process**
- 3. General discussion about matters that may be related to a comprehensive plan update and land use planning policy.**

Councilors reviewed the draft RFQ for content and grammar.

Councilors discussed the objectives for the visioning process. Councilors Trickett and De Lima felt it was important for the Council to be thoughtful about what it desired to achieve through the visioning process. They desired to hear from a diversity of voices and to employ special communications channels to make sure that this was achieved. Other Councilors agreed.

Councilors discussed the importance of framing the conversation more broadly than just what does Falmouth need to be and considering external impacts on the Town.

Councilors and staff discussed differences in how companies respond to RFQs versus RFPs. An RFQ will not include scope of work or cost estimates.

Chair Kuhn asked if it is normal to separate out the public engagement process from the rest of the comprehensive plan process. Nathan Poore and Theo Holtwijk said that in their experience it has usually been included in the larger process. Councilor Trickett felt that it could be useful to start with the vision and values statement before getting into the technical detail of the plan rather than trying to do them simultaneously. Councilor Cahan asked if there was a way to tie the vision and values statement to the larger comprehensive plan process in the RFQ. Councilors discussed whether to break out the visioning process from the larger comprehensive plan process. Some Councilors felt that it would be productive to conduct the visioning process first while other Councilors expressed concern about delaying starting the larger comprehensive plan process.

Councilors and staff discussed the different public engagement methods utilized during the 2013 Comprehensive Plan process including surveys, charettes, clicker exercises, and neighborhood meetings.

Councilor Cahan desired to see phase 2 of the comprehensive plan update fleshed out in more detail in the RFQ.

Councilor Trickett asked if the Council planned to outsource the entire comprehensive plan process or just the visioning process. Councilors agreed outsourcing was likely but not a decision for right now.

Councilors discussed how to encourage residents to get involved in the visioning process. Councilors felt that neighborhood meetings are important as well as engaging seniors and having neighborhood representatives on the committee charged with updating the comprehensive plan. Councilor Johnson added that youth voices should also be included because it is important to continue to foster a culture of people living their whole lives in Falmouth.

Staff will update the RFQ for Council review. If Councilors have ideas of companies to add to the invite list, they should send them to Mr. Holtwijk via email.

Councilors discussed LPAC's current and future charge. Councilors discussed whether a new committee should be created to oversee the comprehensive plan development process and, if so, how it would be constituted. Councilors discussed the need to clarify LPAC's charge. The Council will hold another workshop in the coming weeks to further discuss.

Councilor Johnson suggested creating a backwards looking timeline for the comprehensive plan process.

Councilors briefly discussed the GPCOG Metro Coalition Affordable Housing Resolution that will be presented at the October 28 Council meeting.

### **Adjourn**

The meeting adjourned by consensus at 3:31 pm.

Respectfully submitted,

Marguerite Fleming  
Recording Secretary