

# **Town Council Meeting Minutes May 15, 2019**

The meeting was called to order at 1:00 pm.

## **Attendees**

All Councilors were present. Councilor Svedlow had to leave the meeting at 2:45 pm.

**Other in attendance** – Nathan Poore, Town Manager, Erin Cadigan, Education and Outreach Coordinator.

## **Item 1          Workshop discussion to discuss the following: implementation of the Comprehensive Plan, processes used to evaluate proposed private developments, communication strategies (resident outreach and engagement), and how best to identify the town's vision and identity.**

The Council reviewed a draft RFQ for facilitation and strategic planning services. Mr. Poore said he has a list of facilitators in the state and will send the RFQ to them. The Council discussed the scope of work and were concerned that it was too broad.

The consensus of the Council was to remove the large-scale project process off the scope of work and add it to the Council workplan. They felt they could address this item as a Council based on research on how other communities manage these types of projects. The Council directed staff to research how other towns manage large-scale development projects that require either zoning amendments or action by the legislative body.

The Council agreed to remove item 1 from the scope and to ask if Craig Freshley is available to facilitate the annual workplan retreat.

The Council discussed communication issues. They changed the proposed RFQ to say “communication systems” and wanted to determine how the Town communicates both internally and externally before they work on a vision plan.

The Council discussed the structure of the May 29 Council agenda. Councilor Svedlow suggested adding a resolution to direct the Council on its future work with residential zoning.

The Council discussed some of the items they would like to discuss at the annual Council retreat. They tentatively scheduled the retreat for August 28.

After much discussion, the Council decided not to issue an RFQ. They instead directed staff to draft a resolution committing the Council to a workshop retreat; review of a large-scale project process; development of a communication plan; development of a vision and values plan; and drafting a process for a review of the comprehensive plan. The resolution was scheduled for their May 29 meeting.

## **Adjourn**

The meeting adjourned at 4:05 pm.

Respectfully submitted,

Melissa Tryon  
Recording Secretary