



# Long Range Planning Advisory Committee (LPAC+)

## Thursday, September 22, 2011 Minutes

**Attendance:**

Name	Present	Name	Present	Name	Present
Rebecca Casey	√	Bud French	-	Hugh Coxe	√
Paul Bergkamp	-	Kurt Klebe	√	Jim Thibodeau	√
Steve Hendry	√	Sandra Lipsey	√	Julie Motherwell	√
Rachel Reed	-	Sam Rudman	√	Steve Walker	√
Claudia King	√				

**Council Liaison:** -  
**Staff present:** Theo Holtwijk  
**Others present:** -

The meeting was called to order by Sam at 7:12 PM.

**1. Review of Draft Minutes of June 23<sup>rd</sup> and September 8<sup>th</sup>**

The minutes of September 8<sup>th</sup> were approved with a change that it was “Claudia” who volunteered to contact Kurt, and not “Julie.”

The minutes of June 23<sup>rd</sup> were approved as written.

**2. Review of Draft Survey Conclusions**

The survey subcommittee had prepared a revised draft survey conclusions based on committee feedback. The committee was asked to comment on the revisions.

Jim stated that in the Conclusions section there was no back-up data provided for level three. The committee agreed that that should be included.

There was a discussion if the sample quotes should stay in or be removed. Claudia wondered if they reflected the public’s opinion. Becca noted that they could spark a big reaction by others. Sandra felt the quotes were useful, particularly in discussions with stakeholders, but was not wedded to them being in the report. Sam noted that there 500+ pages of comments. The committee agreed to delete the sample quotes.

Sandra suggested that each section start on a new page. The committee agreed with that.

Jim suggested that in the Conclusions section levels 2 and 3 could be merged as they had similar results. The committee looked at the data for each topic, calculated “net” opinions for each and decided to create three levels:

Level 1:

- quality of education,
- public safety, and
- roads and driving conditions

Level 2:

- walkability,
- alternative sources of energy,
- Town services,
- open space preservation,
- public water,
- commercial development, and
- the project of a “Town Center,” as commonly known.

Level 3:

- concept of Residential Development

Various other minor changes were agreed upon. Theo will prepare a revised report.

### **3. Review of Draft Presentation for Town Council**

Sandra ran through a dry-run of the presentation for the Town Council. The committee discussed their impressions.

It wanted to make sure the Council understood that these were conclusions from the data, and not necessarily committee final conclusions or recommendations. There was a suggestion to add “The Town should...” to each section.

There was a suggestion to add a footer to make sure the source is on each page.

There was the suggestion to add “respondents suggest that...” to each section. A suggestion followed to eliminate “should” from “The Town should...”

There was the sense that the end of the presentation did not have enough punch.

There was the suggestion to add “engage stakeholders” to the Next Step slide.

There were some other wording changes.

There was a suggestion to add to the end that this was the first web-based survey of this magnitude. There was the suggestion to add a graphic that spoke to the Recommend Falmouth question as a summing-up slide. There was suggestion to move the Conclusions page to the end, but it was left as is.

Hugh brought up the fact that the Conclusions section did not stated the survey question as it was posed. The committee agreed to revise that section to reflect the survey question.

Theo will make revisions to the presentation and will make sure there is consistency between the report and the presentation.

#### **4. Next Meeting**

The committee will meet again on October 13<sup>th</sup>. The assignment is for all three subcommittee to look at all of their chapter assignments and develop a list of stakeholders who should review a draft of that chapter. This would provide for a “road test” for all topics, before they are finalized.

The meeting was adjourned at 9:03 PM.

Draft minutes prepared by Theo Holtwijk, September 29, 2011