



Long Range Planning Advisory Committee (LPAC+)

**Thursday, October 13, 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 Sandra at 7:05 PM.

1. Follow-Up on Council Review of Survey Conclusions

The committee felt that Sandra had done an excellent job representing the committee before the Council and that the Council’s feedback was very useful.

2. Review of Draft Stakeholder Outreach

Sandra stated that the next steps are the completion of the drafting of the chapters and doing stakeholder outreach. The first step is to identify the stakeholders and begin conversations with them by showing the survey summary to them and asking for their reactions. There was a discussion as how to approach stakeholders and how to deal with the fact that some stakeholders will be on the list for multiple chapters.

The committee began brainstorming possible stakeholders for the Recreation and Open Space chapter. There was a discussion what type of feedback was being sought. Sandra suggested that a stakeholder be shown the survey results and asked for their comments, to let them react to the survey with anything they want to comment on. They could note that the survey was spot on, or may have issues with it. Theo added that stakeholders could then be asked what they see for current “hot” issues, what opportunities they see for the next ten years, and what actions they recommend the Town undertake or not undertake to address them.

There was a discussion to what extent stakeholders can be outside the Town organization. Anybody can be added to the list. Hugh suggested that stakeholders also be asked who else LPAC+ should talk to about a specific topic.

The group then continued to brainstorm stakeholders for the Population chapter. It was suggested that, if there was a Town committee involved, it would be good if the entire committee was talked to instead of just the chairman or one member. Sometimes it can be helpful for two people of a subcommittee to meet with a committee, to make it easier to take notes and have a conversation. Theo suggested that a great outcome for each chapter would be a set of bullet points of issues and a set of possible actions. Sandra felt that with the stakeholder discussions the writing of the chapters would begin by themselves. She felt that it was important to now get past the survey and seek other input.

Paul wondered if sending out a draft chapter and asking for reactions could work. This could certainly work, but most chapters have not yet been drafted. Kurt wondered if it made sense to do the easier chapters with fewer stakeholders first. Sandra was concerned with that and felt that the meatier topics should not wait until November as she expected the committee's work to slow over the holidays like it did last year.

The committee then continued brainstorming stakeholders for the other chapters. Theo will put all these in a separate chart, so the committee can see where the overlaps are and coordination is required.

Another outreach approach is to send out the 2000 chapters and ask stakeholders for what has changed since 2000. Sandra suggested that committee members read and consider sending out the verbatim survey comments on a topic to help spur a discussion. It was suggested to approach various stakeholders at the same time as some will respond immediately, while others will take more time.

3. Next Meeting

The next meeting will be on October 27th. Theo will not be there. The committee agreed to work in their own subcommittee then to refine stakeholder lists and assignments, coordinate with other subcommittees, and determine how to best to reach out to each stakeholder. The hope is that some stakeholder feedback will have been received by the first meeting in November. In the meantime, Theo will continue to assist subcommittees with the drafting of their chapters.

4. Review of Draft Minutes of September 22nd.

The draft minutes of September 22nd were unanimously approved.

The meeting was adjourned at 9:03 PM.

Draft minutes prepared by Theo Holtwijk, October 14, 2011