Minutes of the Kittery Comprehensive Plan Committee meeting for 1/20/16

Meeting called to order at 6:04 p.m.; Present were:

Members of the committee:
Russell White, Chair
Tom Hibschman
Debbie Driscoll
Terry Gagner
Tom Emerson
Craig Wilson

Absent committee members were:
Holly Zurer
Kim Bedard
Brett Costa
Peter Whitman

Interested members of the public:
Sarah Simpson
Steve Kosacz

Community Circle Consulting Team Members:
Daphne Politis
Martha Lyon
Eric Halvorsen

Town Staff: Chris DiMatteo, Town Planner

Agenda Item 1. - Update on Committee Membership. - Peter Whitman and Holly Zurer were added to the Committee Membership. Craig Wilson will be the BOA representative, and it is unsure if Brett Costa would like to remain on the Committee as a citizen rep.

This item was discussed and additional topic area liaisons were added and suggested, both from committee membership and members of the public. See these minutes (above) for the list of committee membership as of the date of the 1/20/16 meeting, and the updated list is posted at the co-urbanize website (http://courbanize.com/kittery-comprehensive-plan).

Also discussed was the addition of “friends” to the Committee, and a list of suggested “friends” will be attached to these minutes as attachment #1. Please note that this list is a work in progress and the list attached has been added to, corrected and revised since the date of the meeting on 1/20/16 through date date of preparation of these minutes. The role of the friends
would be to assist in topic areas, outreach, and to lend their expertise to the project in any other way appropriate.

**Agenda Item 2. - Public Participation / Engagement.**

**Branding** - the logo design and wording was presented and discussed. This needs to be finalized as soon as possible so it can be used on publicity materials.

**Public Participation and Outreach Plan** - Discussed what worked and has been used in the past, as well as examples of when town issues have increased public participation (Mixed Use Zone, Foreside Forum). Types of public participation proposed now are: social media, Co-Urbanize Website, one to one meetings with Town committee members and department heads, and public forums (3 are proposed).

**Prep/Outreach for Public Forum #1** - Scheduling of the first public forum was discussed and tentatively set for March 12 from 10-12 at the Kittery Community Center. Also discussed were the possibility of daycare for the event as well as food arrangements for the event. Identification of groups and stakeholders was discussed, along with strategies to reach out to all groups in town (elders, schoolchildren, young families, those without internet access, etc.).

**Agenda Item 3. - Inventory of Existing Resources**

**Review of Existing Documents:** The consultant group reported that it had copies of previous work and documents of the committee for review and incorporation into this plan.

**Setting up Leadership interviews:** Leadership interviews are being set up. These will include department and committee heads, both Town employees and staff as well as volunteers on committees and boards.

**Working groups:** the list of topic areas and working groups associated with topic areas was discussed and added to. Each topic area includes one or more Lead Consultant Team Member, one or more Comprehensive Plan Committee Liason, and other interested citizens. The working groups list is a work in progress and may change or be added to throughout the year, and the current list will be attached to these minutes and/or posted at the co-urbanize website -- http://courbanize.com/kittery-comprehensive-plan.

**Agenda Item 4. - Housekeeping/Next Steps.** The meeting wrapped up with review of upcoming meeting dates (the committee will meet monthly on the third Wednesday of the month at 6 p.m. in Town Hall through December 2016. This schedule will apply unless the time and/or date of one or more meetings is changed with adequate notice. The next meeting is February 17, 2016 at 6 p.m.). Other housekeeping items were briefly discussed.

The meeting was adjourned at 8:06 p.m.
these minutes were taken by Russell White

ATTACHMENT #1 TO MINUTES OF 1/20/16 CPUC MEETING

FRIENDS OF KITTERY COMPREHENSIVE PLAN UPDATE COMMITTEE (CPUC)
Revised 2/17

Deane Rykerson
Michael Landgarten
Charlie Simpson
Sara Simpson
Bob Shepard
Stephen Kosasc
Debbie Ronnquist

Architects:
Brian & Jan Rodonets, Coastal Architects

Associations:
Karen Kalmar, Friends of Brave Boat Harbor
Steve Kehl, Brave Boat Harbor Association
Sam Reid, Wood Island Life Saving Association
Melissa Paly, Maine Island Trail Association

Education:
Susan Hackett Johnson
Expanded Learning Opportunities Coordinator, Grant Coordinator at Traip Academy
Drew Pearson
Kent Allyn
Dave Kaselaskas
Christine Bennett

Transportation:
Jan Walsh, Fair Tide Larry Flor, Footprints Food Pantry
Steve Kosacz, Autoworks
Janice Grady, KCC

Town wide Memorials:
Gary Beers
Thresher Memorial (Kittery Maine Improvement Foundation, KMIF board members: George Dow, Judith Spiller, Duncan McEachern
D. Allen Kerr, Fort Foster educational memorial & historical markers
Tom Hibschman, Fort Foster, John Paul Jones Park “Scarifices of War” bronze restoration & Graham Alvord documentary video

Arts:
Dean Gallant, Kittery Art Association
Buoy Gallery and ARQ Architects
Holly Elkins, Art on the Hill
Rosaamond Thaxter Foundation  www.rosamondthaxterfoundation.org

Route One:
David Koorits Co-Founder GoodTo-Go  www.good.to-go.com  451-9060

Foreside:
Ben Lord, Co-owner of BlackBirch Kitchen 703-2294
eat@theblackbirch.com
Historical:
Dave Kaselauskas
Graham Alvord, age 99 D-day Vet
John Heinl, Museums of Old York
Kittery Naval & Historical Museum
Wood Island Life Saving Association WILSSA
Rosaamond Thaxter Foundation www.rosamondthaxterfoundation.org

Tourism:
Marcia Peverly
Manager Kittery Visitor Information Center I-95 & US Rt. 1
Alice & Dick Emory

Wildlife:
Christine Bennett, Kittery Land Trust
Ward Fuert, Kate O’Brien & David Tibbetts, Rachel Carson National Wildlife Refuge at Brave Boat Harbor

Waterways:
Kent Allyn
Melissa Paly
Dave Kaselauskas
Steve Kosacz

Stakeholder Notes/Typos to Daphne 2/17
Under Social Clubs: Lions not Lyons spelling Add: Grumpy Old Men’s Club

Dog Walkers Add: Seapoint Beach
Artists:
Add: Deane Diggens to Dance Hall with Drinka Overton
Debbie Ronquist, founder of Fair Tide, Just Us Chickens & Fabulous Find
David Pratt, David Pratt Framer
Remove Creative Mornings & move to Social Media


Newspaper Readers: Add: Fosters Daily Democrat, Sentinel, NH Gazette
Tourist News (in season)

Radio Listeners: Add: Portsmouth Public Radio, WUNH Radio

Land Trust: Add: Christine Bennett, Kittery Land Trust

Social Media: Add: Creative Mornings

Seeking confirmation to be a friend:
Brian Gruhn, First Congregational Church
Brad Hirst, Second Congregation Church
Linda Hirst, Interim

Paul & Lucy Benachi, ARQ Architects
Susan & Bill Hamilton, Phineas Press
Peter Randall, Randall Publishing
Marci Philbrook, Fabulous Find
Jean Kerr & Bud Fisher, Publisher & Seapoint Beach residents with dog walker support