



Town of Naples
Comprehensive Plan Committee
Tuesday, January 14, 2024, 5:00 – 6:30 PM
15 Village Green Lane
Agenda

<https://us02web.zoom.us/j/81535088592?pwd=vMEIRFb3DYdEtbqOBIIZTwbQOXp42M.1>

1. Call to Order & Pledge of Allegiance
2. Attendance
3. Approve Minutes of December 10, 2024
4. Update from Berry Dunn
 - A. Number of Completed Surveys
 - i. Online vs. Hardcopies
 - B. Survey Method
 - C. Highlights from Inventory Analysis
 - D. Focus Group Scheduling & Planning
 - i. Business and/or Community Service Provider
February/March
 - ii. In person and/or remote
 - E. Discuss Visioning Workshop
5. Review Committee By-Laws
 - A. Confirm Quorum - 6
 - B. Final Edits
6. Form Working Group
 - A. Must Consist of \leq 5 Members
7. Review Project Timeline as Approved by the Select Board
8. Roles & Responsibilities: Berry Dunn vs. Committee Members
9. Upcoming Community Engagement Opportunities:
 - A. Winter Festival: TBD Saturday February 15th or 22nd
 - B. Fishing Derby: TBD February
 - C. March Madness Opportunities: TBD March
 - D. Mother's Day (possible) event: Sunday, May 11th
 - E. Porch Fest: May
 - F. Memorial Day event: Monday, May 26th
10. Schedule Next CPC Meeting

February 11, 2025 – 5:00 – 6:30 PM

11. Adjourn



Town of Naples Comprehensive Plan Committee

Meeting Minutes

Tuesday, December 10, 2024, 5:00 – 6:30 PM

1. Call to Order & Pledge of Allegiance- K. Tombarelli called the meeting to order at 6:06pm
2. Attendance- In attendance were Martina Witts, George Klauber, Tamara Lyn Hunt, Marty Zartarian, Chelsea McKamy, Kevin Rogers, Tim Amoroso, Kathy Tombarelli, Keri Ouellette with Berry Dunn, Alison Toby with Berry Dunn. Attending virtual was Kate Riggs.
3. Introductions – New Members
4. Election of Chair & Vice Chair- M. Witts voted G. Klauber as Chair and K. Rogers seconded the motion. Motion passed 7-0. K. Rogers nominated M. Witts would like to decline and have someone who is not an elected official on another board. K. Rogers voted T. Amoroso for Vice Chair and M. Witts seconded the motion. Motion passed 6-0.
5. Minutes Approval – November 12, 2024- Table until the next meeting to have a chance to review them.
6. By-Law Discussion- G. Klauber stated that M. Witts sent out a by-law idea. M. Witts reviewed the by-law idea that she had sent to the board to vote on. The email that was sent out came from some of the information from MMA. The part that is really important is the voting since at the end of this we need to produce a comprehensive plan draft and present it to the select board and we need to see if we use a consensus vote or a majority vote. We can talk about the entire by-law rule. Being recognized by the chair and speaking through that person would be a good way to keep it in order.

G. Klauber stated that we should keep the agenda the same and then talked about the determination of a quorum and tonight's meeting is a good example of that. If we do not have enough people do we still have the meeting and have a pertinent discussion. Would like other thoughts would we have the meeting and have a discussion, or do we not have a meeting since we do not have a quorum. T. Amoroso stated that the first meeting we do not have a quorum we dismiss and the second time we have a meeting and no quorum we will have a discussion if we have a third meeting and no quorum than we reach out to the planner and town manager to do something about that. A quorum is needed for

a vote with a majority or the votes. If someone does not agree it is up to them to go in front of the select board and speak about it. It should not have a written statement in the final draft to the select board that would confuse the members and open up several questions and brought back to the committee. M. Zartarian stated that a log of the votes should happen such as 9-2 if that is the vote how it was passed or if it is not a complete consensus. Each person is allowed to disagree, and they should have the chance either with a letter or going in front of the select board to express their thoughts. G. Klauber stated he will work on the by-laws and try to modify them so that under each item the goal of the committee is to have a consensus and when it does not give that person(s) a chance to explain why. We should also have a meeting even if we do not have a quorum since we only meet once a month to allow the information to go out and not vote on anything. G. Klauber stated that if you are not going to be able to attend a meeting to notify the office that you will not be able to attend so we are not waiting for them to show up as a courtesy to others. Meetings will be held as scheduled unless the office or chair have any underlining circumstances such as the town office is closed due to weather in the winter months.

G. Klauber stated that if no one else has any issues with the draft by-laws that were submitted would like to take a vote on the draft presented. If no one has any other questions I would like to take a vote on the draft with the modifications that were talked about tonight.

T. Amorso asked is there a number of people that you can meet with and talk about matters that are happening with the comprehensive committee, wanted to know if there is a max to make sure if talking with a group of people we all make sure to keep it under a certain number. Is there a specific number of people two or three. Three normally becomes a meeting and not been publicly notified for the committee. No more than three-member meeting together to talk about what is happening on the committee.

T. Hunt stated that we should add in the section of officer duties that if you do disagree with something that has been discusses it would be your duty to disclose that information during the meeting space prior to writing it up.

M. Zartarian- Who is going to be taking the meeting for the meetings? K. Tombarelli stated that K. Eddy would be watching the video afterwards and doing the minutes for the meetings.

T. Amorso- Would I be able to put my phone number out so that people can reach out to me at any time with a call or text with questions? G. Klauber stated that we can get a list of people's information and add it to the town website. K. Tombarelli stated that the staff names are on the website under the comprehensive committee if anyone wants there phone number added just send it to me and it will be this is optional and if you are not comfortable doing so you do not need to.

G. Klauber can we get a vote to accept the draft with all the things that were discussed tonight of the comprehensive committee by-laws, we will have a clean version of the by-laws for the next meeting. K. Rogers made a motion to approve the by-laws as talked about this evening. M. Witts seconded the motion

to approve the by-laws. Motion carried 8-0.

7. Survey Discussion – Postcards, etc.

K. Tombarelli stated that we have a draft postcard and if anything that needs to be changed this is the last time. The goal is to print out a postcard and mail it out to all the taxpayers in Naples. We also have the survey that went live on the website and as of today 105 people have responded to it. We will be having a printed copy of the survey for people to pass out. G. Klauber stated that the night of the tree lighting information was passed out to residents, do we have a number of how many were turned back in. C. McKamy stated that she was the representative for the committee, printed 125 and gave all of them out with a brief overview of what the committee is working on.

K. Tombarelli asked the staff from Berry Dunn to explain about the questions that were used we had talked about using more in-depth questions. K. Ouellette stated that the idea was to have a more broad survey to start to understand what the issues are and where people have priorities to the town then later we can go down and have a more detailed discussion out certain issues that were indicated on the survey.

M. Witts- Mr. Chair if you are looking for feedback on the postcard there are two concerns for me. On the back side of the card this is just a visual the font and the dark ink needs to be bolder it is hard to read. Somewhere on the postcard you might want to add something like paper copies of the survey are also available at the town office. If this is mailed out not all residents have access to a computer. Normally postcards come in 6x9 or 6x10, what is the size of this card and where is the address going to go on it? A. Toby stated that the size of this card will be 5x7 and the image that is on the printed copy will not be there it is where he address will go on the card.

K. Rogers- Would it be easier for to go to the town website instead of having to go to the survey monkey link? Would it be easier to telling them to go to the town website instead? K. Tombarelli stated that we are giving people an option to do the survey. Direct them to the town website.

M. Zartarian- On the front page it states, "The Plan will be informed by community-wide discussion," not sure what that meant maybe we should use-The Plan will be based on community-wide discussion rather than informed by to be more straight forward.

G. Klauber- What is the deadline date to have the postcards out in the mail? This is the last chance to voice thoughts on the postcard. K. Tombarelli stated that as soon as we get the final draft back we will send it off to the printer and mailed out by next week. We need to get quotes to find out how much it will be to do this.

C. McKamy- How long does this live the survey; not sure an end date was given is it the end of January or the end of May/June? We are on the off season at these moments with boots on the ground with this. For the complete conversation please refer to the video from time 37:36 thru 43:21. What is the timeframe, is today the final on creating the survey? K. Rogers-So you are willing to put together a draft of a more appealing wording? C. McKamy stated

that she can come up with a new draft of the postcard.

T. Hunt- Do you have a marketing team working on this as well? How quickly can your team turn around draft of the post card with the feedback that was given this evening? K. Ouellette with Berry Dunn stated that they have a marketing team and should be able to give another draft this week. We only have certain images we have access to if you have any you can send them to us. If you have certain wordage please send that to us and we can use that.

G. Klauber- How long do we have for the modifications? When do the postcards need to be done by? K. Ouellette stated that we wanted to have something out this week. K. Tombarelli can the flyer be approved and then work on the postcard to be sent out after the holiday. K. Ouellette stated that the survey would be closed at the end of January if you keep it up too long and you do not get anymore results. Can we have flyers for this weekend and then in January mail out the postcard? The postcard will wait until after the holiday. For complete conversation please refer to the video from time 46:24 thru 51:15. C. McKamy- Are we allowed to have an image? K. Ouellette the flyer we can have an image the font is the issue with the postcard so hard to have an image.

G. Klauber- For the minutes you C. McKamy will be getting together another draft of the postcard and send it to Berry and Dunn and the town by Thursday 12/12/2024. C. McKamy stated that she would have a couple of drafts and send them to those people by that date. We would be able to have that information to be on the flyer for the upcoming events.

For complete details on the long discussion on postcards refer to the video from 31:00 thru 54:00.

8. Community Engagement Opportunities and Scheduling: K. Tombarelli stated that Berry Dunn is able to go to some of these events as well, where would they best be used.

a. Village Green Holiday Event: Saturday, December 14,2024

G. Klauber-Do we set up a table at this event. C. McKamy many events happenings and can set up a table in a couple places. K. Riggs suggested that we set out a table near the fire pit not at the Singer Center that is crazy and busy with activities, will talk with people about what is going on. Setting up a table would not be a good idea. T. Amoroso would be work the fire pit on the green and would be able to pass out material. G. Klauber will be at the Library during the day of the event in the morning and will be able to pass out the material.

b. Winter Festival: TBD Saturday February 15, 2025 or 22,2025

c. Fishing Derby: TBD February

d. March Madness Opportunities: TBD March

e. Mother's Day (possible) event: Sunday, May 11,2025

f. Porch Fest: May

g. Memorial Day event: Monday, May 26,2025

G. Klauber- When do we have to cut off the survey and would like to hear from you the professional, since we need to get to the next phase? K. Ouellette stated that

this is up to you, we do have a timeline with the town with this project. If this gets extended than everything else is shortened up to meet the town's timeline. We also need to see how many we have and if it is needed to get more.

T. Hunt- How far back could we push it to allow you to get the information gathered together. How much time does your team need to do the analysis for all the survey results? K. Ouellette stated that the survey after we get them back and the town would review them and do a visual meeting with the committee and coming up with a vision statement and goals and then community input and we would have a little wiggle room for that. K. Rogers stated that what we have done is good and the postcard going out, sign on the fire station, add in Bridgton News, Lake Region Weekly and most people will be exposed to what is happening. K. Tombarelli stated that we should see what the numbers are at the next January meeting and see if we need to extend the date or not.

T. Hunt- Is there going to be a date on the postcard stating when it will be closing that they need to vote by a certain date? K. Ouellette stated that our office has done it both weeks with a deadline date on the postcards to tell people when the survey will close. K. Ouellette stated that other places have done an open house to explain what is happening and give people a chance to vote. M. Witts- The open house event and we send a mailing and talk about an open hose either with another meeting such as select board or stand alone. C. McKamy- How many people would come to an open house? M. Witts stated that she was not sure how many people would come. G. Klauber stated that before the deadline put an ad in the paper reminding people of when they need to come in and fill out the survey. What type of event would we like to have between 1/1/25-1/31/25 to engage the public in the survey? During the next meeting to talk more about an event to get others involved before the end of the survey.

8. Schedule Next CPC Meeting
 - a. January 14, 2025 – 5:00 – 6:30 PM
9. Adjourn

Project Deliverables

This project consists of six project deliverables. The table below lists each deliverable and its estimated delivery date.

Table 2: Project Deliverables

Refer to this list for identification of each project deliverable and the estimated delivery date.

Deliverable	Estimated Delivery Date
Project Management	
D01: Project Work Plan, Schedule, and Engagement Plan	November 2024
D02: Biweekly Project Status Updates	Ongoing
Phase 1: Inventory and Analysis	
D03: Inventory and Analysis	February 2025
Phase 2: Public Engagement and Visioning	
D04: Public Engagement and Engagement Summary	May 2025
Phase 3: Action Plan Development	
D05: Action Plan	October 2025
Phase 4: Final Plan Development	
D06: Comprehensive Plan	March 2026

Project Schedule

Table 3 outlines our proposed schedule for the two feasibility studies conducted simultaneously.

Table 3: Project Timeline

Phase / Months	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Project Management																	
1. Inventory and Analysis																	
2. Public Engagement and Visioning																	
3. Action Plan Development																	
4. Final Plan Development																	

Project Roles and Responsibilities

This section outlines the roles and responsibilities for the different project participant groups.

BerryDunn Project Team

The following table identifies key BerryDunn roles within the project and their related descriptions. In some cases, these roles are filled by single individuals, and in others, they are filled by groups of individuals. This approach to the project team organization allows the benefit of a single consistent resource in some roles and, in others, the benefit of being able to draw on the expertise of many.

Table 4: BerryDunn Project Team Organization

Refer to this list for identification of BerryDunn project team members and their role.

Name/Role	Role Description
Project Principal Kevin Price	As principal, Kevin will oversee the work and services provided by the BerryDunn project team and help ensure BerryDunn’s services meet the Town’s needs.
Project Manager (PM) Keri Ouellette	As PM, Keri will act as primary liaison with the Town and be responsible for maintaining a constructive and clear line of communication between Town staff and the BerryDunn team. In addition, she will monitor the progress of the project, track the initiation and completion of tasks and milestones, facilitate our meetings and information-gathering activities, and lead the development of project deliverables.
SMEs Sam Eisenbeiser Alison Tobey Dante Cavaz Ian Biggers	The project team includes SMEs from BerryDunn’s Local Government Practice Group. Team members have expertise including land use planning, community engagement and facilitation, economic development, public finance, open space planning, and GIS. SMEs will provide technical support in developing recommendations based on their specific area of expertise, creating deliverables, and facilitating community engagement activities.
Additional BerryDunn Resources	BerryDunn’s Government Consulting Group includes more than 300 consultants who can help the project team with efforts related to fact-finding, research, and deliverable development as needed.

3.2 Town Project Team

Table 5 identifies the roles within the Town project team and their related descriptions.

Table 5: Town Project Team Organization

Refer to this list for identification of the Town project team members and their roles.

Name/Role	Role Description
Project Sponsor	<ul style="list-style-type: none"> - Provide executive support and sponsorship for the project - Provide overall direction and tactical vision for the project - Commit resources to the project - Participate in engagement activities, as needed, and stress goals and objectives for the project to Town staff and the public - Provide executive-level decision-making when needed
Town Project Manager (PM)	<ul style="list-style-type: none"> - Have overall responsibility for the project - Act as main point of contacts between BerryDunn and the Town - Assist in collecting background documentation and coordinating meeting rooms and Town staff for project meetings and deliverable review work sessions - Circulate deliverables for review to Town staff and collect feedback - Provide signoff on deliverables - Participate in project meetings and engagement activities
Town Project Team	<ul style="list-style-type: none"> - Identify SMEs within the Town - Assist in the review of project deliverables when requested - Participate in relevant fact-finding meetings
SMEs	<ul style="list-style-type: none"> - Representatives from Town departments and divisions - Participate in project meeting(s) to provide information related to current operations and challenges - Participate in engagement activities, as available
Town Comprehensive Plan Committee	<ul style="list-style-type: none"> - Provide direction for the project - Review and provide feedback on draft documents, engagement materials, and other project materials - Participate in engagement activities and stress the goals and objectives for the project to the community