

Comp Plan Review Committee meeting November 5, 2015

Attending: Vickie Mills, Russ McMullen, Steve Beckert, Jess O'Donoghue, Grant Hirst

Others: Jack Murphy

Meeting opened 4:23 PM.

Minutes of meeting of September 3, 2015 were approved as written. There was no meeting in October.

We reviewed Dana's draft letter to committees. The way the letter is drafted suggests that the individual spread sheets intended to go to the several committees are attached to the letter, but the spread sheets have already been provided to those committees. It was suggested that when the letter is finally sent, another spread sheet be attached in case the first one is not immediately available to the committees.

The Town Manager needs to make a few changes to the spread sheets. The 12 column headings identifying the various committees appear only on the first page of the spread sheet, and they should be on all pages.

The left-hand column labelled "Strategy #" has no reference to explain the significance of the number on each line. There should be a "key" on each page so that the committees will know what the number means.

The spread sheet would seem to need to be viewed in conjunction with former similar spread sheets, the latter of which contains information not on the former. Jack is quite confused on the latest spread sheet and so it is thought that committees who get it will be confused also. It is a very complex project and tracking progress is equally complex.

It was decided that the letter should not go out yet, and that Vickie should invite Dana to the next meeting so these issues can be resolved.

The next meeting is set for December 3rd and it is the hope that Dana will attend. If we can then get the letters and revised spread sheets out, then it appears we can change our meeting schedule to semi-annually and put task completion in the hands of the several committees.

Meeting adjourned at 5:30PM.

Grant Hirst

Recording Secretary