

**TOWN OF BRUNSWICK COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE  
MEETING SUMMARY – DRAFT 2  
FEBRUARY 4, 2020**

**MEMBERS PRESENT:** Larissa Darcy (Steering Committee Chair), Catherine Ferdinand, Alison Harris (Planning Board), Fred Koerber, Elizabeth Kohler, Marcy McGuire, Anthony Sachs, Jacqueline Sartoris, Sande Updegraph (Planning Board), Christopher Watkinson (Town Council, District 5), and Kathy Wilson (Town Council, At Large)

**MEMBERS ABSENT:** John Perreault (Town Council Chair, District 4)

**STAFF PRESENT:** Matt Panfil, Director of Planning and Development

A meeting of the Town of Brunswick Comprehensive Plan Update Steering Committee was held on Tuesday, February 4, 2020, in the Town Hall Council Chambers, 85 Union Street. Steering Committee Chair, Larissa Darcy, called the meeting to order at 6:30 PM.

The Steering Committee discussed final preparations for the multiple public meetings and workshops that will be held throughout February. On Wednesday, February 5, 2020 the Steering Committee will host a meeting in the Morrell Meeting Room at the Curtis Memorial Library entitled “A New Plan for Brunswick – Who Is Plan Brunswick? And What Is It Doing?” Matt Panfil, Director of Planning and Development, shared handouts and posters that he prepared and discussed the proposed agenda for the event. The event will include a presentation on the importance of comprehensive planning, a review of the 2008 Comprehensive Plan Update, and data from the community survey. Steering Committee members identified who will be present at the event to discuss their work and answer questions from the public. Matt stated that the primary goals for the presentation are to: 1.) generate more interest in the Comprehensive Plan Update so that the public will come to the community vision workshops; and 2.) make people who are new to the update process feel comfortable and know that they still have many ways to contribute to the effort.

Chair Darcy asked if there was an RSVP list for the events. Matt stated that there is not an official RSVP list, but staff is using several methods for public outreach such as contacting the local newspaper, running ads on TV3, a radio appearance, email list, social media platforms, distributing handouts at events and in the Downtown, and an in-school announcement. Jackie Sartoris volunteered to speak about the Growth Management Act at the beginning of the “A New Plan for Brunswick” event.

Chair Darcy introduced the agenda and other handouts prepared for the two (2) “Share Your Vision for Brunswick’s Future” community workshops that are scheduled for Thursday, February 6, 2020 at the Brunswick High School cafeteria and Saturday, February 8, 2020 at St. John’s Community Center. There will be a professional facilitator, Craig Freshley from Good Group Decisions, for the community workshops. Craig has asked the

Steering Committee to prepare questions to guide the special topics discussions. Steering Committee members identified a special topic that they would be responsible for creating a question and guiding the discussion. Councilor Watkinson asked for examples of questions and how they should be formulated. Matt stated that the purpose is to allow for broad comments, but not let people wander from the topic. Catherine Ferdinand also suggested that examples would be helpful. Matt stated that he would provide some draft questions to the Steering Committee. Laurel Margerum, Town staff, will also be present to help fill in facilitating discussions and guiding people through the process.

Jackie asked if there was a backup date if one of the meetings had to be cancelled due to weather. Matt responded that having two (2) workshop dates will allow for some backup, but he will look into reserving a space for the next week provided he does not need to pay to reserve it. He added that there are not backup dates for the events at the library because the meeting room is often booked well in advance and the existing dates were given to the Steering Committee by the library. If one of the events is cancelled, he will try to reschedule for as soon as possible. Alison Harris, suggested the meeting room at People Plus as a possible backup location. Chair Darcy suggested that if the Thursday "Share Your Vision" event is cancelled that Matt try to reschedule for the following Thursday in the same location. The Steering Committee discussed potential methods for notifying the public in case of a cancellation.

Catherine Ferdinand asked what visual displays will be at the community workshops. Matt responded that he has a list of maps and displays including: State inventory maps, trends and changes in demographics, wildlife map, land use map, historical and archaeological map, residential growth patterns, topography maps, public properties map, and water resource maps. Fred Koerber added that he had additional historical maps dating back to 1739 that he could bring to the community workshops. Catherine stated her concern that some of the maps provided by the State were not ideal and asked if Town staff could prepare a better map depicting Town-owned properties. Jackie stated that there is a map prepared by Jym St. Pierre that shows the various ownership of conservation areas, parks, etc. Alison Harris suggested a transportation map that shows the Brunswick Explorer route and METRO BREEZ stops. Sande Updegraph suggested the maps be displayed in Town Hall.

Chair Darcy asked the Steering Committee if they would make a motion to authorize Matt to pay for extra services, such as a written report, to be provided by Good Group Decisions. A motion to allow for said payment was made by Alison Harris, seconded by Sande Updegraph, and passed unanimously.

Marcy McGuire asked if Matt knew if the Town decided on where the next landfill will be located. Matt responded that he was not aware of such a decision. Councilor Wilson and Anthony Sachs responded that there will not be a new landfill, but a transfer station. The location of the transfer station has not been determined.

Chair Darcy began a discussion regarding the Climate Change Panel Discussion scheduled for Wednesday, February 19, 2020 in the Morrell Meeting Room at Curtis Memorial

Library. Matt stated that he has confirmed Town Councilor Stephen Walker (District 2), Eileen Sylvan Johnson, PhD, from Bowdoin College, and Liz Hertz owner of Blue Sky Planning Solution. He mentioned the possibility of having a Bowdoin student join the panel and stated that he also talked to Rick Wilson from Brunswick High School about potential student participation. Councilor Watkinson stated that he invited members of the Bowdoin Sunrise Group to all of the February Steering Committee events and his belief that they can be a strong advocacy group, but experts with professional experience are more ideal for the panel. Councilor Wilson stated she understands Councilor Watkinson's point, but she would be ok with a student panelist. Sande stated that a young student could be a powerful voice on the panel. Jackie suggested the Steering Committee identify the size of the panel as it will help guide the selection of panelists. She also suggested a local member of the fishing industry or other natural resource dependent industries that will be altered by climate change. She added a public health professional should be considered for the panel. Based on the limited time available for the event, Matt suggested a maximum of 5 to 6 panelists. He added that he would like a panelist from Portland or South Portland as they are in the process of completing a joint Climate Action Plan. Councilor Wilson suggested a representative from the Casco Bay Estuary Partnership be considered as a panelist. Liz Kohler suggested that student representatives serve as co-moderators. The Steering Committee generally agreed with Liz's suggestion. Catherine stated that she wants to make sure the panel discussion moves beyond debating climate change, but provide good information on how to address the issue. Alison Harris concurred regarding the importance of identifying tactics and strategies moving forward in drafting the Comprehensive Plan Update. Matt suggested student moderators could be directed to focus their questions on what a municipality can do to address climate change.

Jackie suggested that the meeting should begin with a brief snapshot on how climate change is anticipated to impact the Town. She added that the focus should be on land use and the Comprehensive Plan Update and she no longer thinks a public health professional would be ideal for this specific discussion. Matt stated that although the Steering Committee has not heard much from the public about public health, it is common to include the topic in comprehensive plans. Jackie stated that the panel discussion needs to focus on adaptation and mitigation.

Chair Darcy began a discussion regarding the Housing Panel Discussion scheduled for Thursday, February 20, 2020 in the Morrell Meeting Room at Curtis Memorial Library. Matt stated that John Hodge, Executive Director of the Brunswick Housing Authority, wanted to be a part of the panel, but is unable to participate due to a scheduling conflict. Tedford Housing has a new Executive Director, Rota Knott, that is new to Brunswick, but she suggested Giff Jamison, Director of Operations, to represent Tedford Housing on the panel. Matt stated he has contacted the Maine Housing Coalition, but has not yet received a response. He asked Marcy if she knew a contact at the Coalition that he could talk to about serving on the panel. He added that he is awaiting a response from Mike Lyne, Partner and Operations Lead for Developers Collaborative. The fifth potential panelist Matt has contacted is local realtor and former Town Councilor, Jane Millett. Alison Harris suggested that Kevin Bunker would also make a good panelist. Jackie suggested Dana Totman, President and CEO of Avesta Housing. Chair Darcy asked if Matt has identified a moderator

for the housing panel discussion. Matt stated that he has not identified a moderator and he is open to suggestions from the Steering Committee. Catherine Ferdinand suggested Matt also contact Rick Wilson about student participation in the housing panel discussion.

Chair Darcy asked Matt for an update on the community survey results. Matt stated that Craig Freshley requested response data from the survey to discuss at the community workshops. Matt stated that Town staff has tabulated 360 surveys to date with approximately 100 more to process so the data is still in a raw draft format. He added that Town staff will soon pick the random winners of the BrunswickOpoly game and deliver them to their homes. Catherine Ferdinand asked for information regarding the response rate of the survey. Matt stated that approximately 90 of the 1,500 surveys were marked "return to sender" by the Post Office, which is less than the amount returned in the 2005 survey. As some surveys are still coming in past the deadline, Matt estimated that there will be approximately 500 responses, which means that excluding the 90 people who never received the survey the response rate is approximately 35% which is just less than the 2005 survey's response rate of 37%. Matt stated that digital survey will remain open for the time being. The Steering Committee then reviewed the survey data and responses to specific questions about why residents choose to live in Brunswick, threats to the quality of life, Brunswick Landing, commuter patterns, multi-generational households, perceptions of pedestrian and bicyclist safety. Catherine asked if the full results of the survey will be tabulated or just certain questions. Matt responded that a full analysis of all questions will be produced. Liz suggested written comments be processed because if people wrote a comment it is indicative of a high level of interest in a topic.

Chair Darcy opened the meeting for public comment. There was no public comment.

Chair Darcy then asked Matt to provide an update on the feedback he has received from the Steering Committee on the draft 2008 Comprehensive Plan Update Report. Matt stated that for some items he has started a list of requested changes and acknowledged that there are some areas that need additional information. Some of the Steering Committee members indicated that they were still working on reviewing the report and will have comments forthcoming. A subcommittee made up of Catherine, Fred, and Jackie was formed to process the feedback and update the draft report. Sande suggested Matt speak with Margaret Wilson who chaired the 2008 Comprehensive Plan Update Steering Committee and was Vice-Chair of the Zoning Ordinance Rewrite Committee (ZORC).

Chair Darcy asked the other Steering Committee members to accept the December 3, 2019 Draft 2 Meeting Summary, but it was noted that the document had been omitted from the members' packets. The draft summary will be provided for the next regularly scheduled Steering Committee meeting. Steering Committee members were asked to provide comments to Matt on the Draft 1 Meeting Summaries from January 7, 2020 and January 15, 2020.

Councilor Wilson suggested that in the future, the public comment period should be moved to the top of the agenda. The rest of the Steering Committee concurred.

A meeting date for the 2008 Comprehensive Plan Update Report was scheduled for Friday, February 21, 2020 at 2:00 PM.

Marcy asked if there was still the possibility of hosting an event in conjunction with the March 3 Primary. Matt stated that unfortunately, the Town Clerk will require all of the space at Brunswick Junior High School.

Chair Darcy reminded the Steering Committee and public that there will be Comprehensive Plan Update related exhibits in the Morrell Meeting Room at Curtis Memorial Library through the month of February.

Chair Darcy adjourned the meeting at 8:39 PM.