



## Comprehensive Plan Task Force Meeting

Minutes July 21, 2022

Harpswell Town Office

Approved August 18, 2022

**Members Present:** Brian Hirst, Phillip Taylor, David Brown, Peter Lieberwirth, Mary Ann Nahf, Ron Hutchins, Amy Haible, Kevin Johnson, Allan LeGrow

**Staff Members Present:** Mark Eyerman and Kayla Matthews

1. **Open Meeting:** Chairman LeGrow called the meeting to order at 2:30 PM. TF members were introduced.
2. **Recap of June 16<sup>th</sup> Meeting and Approval of Minutes:** Chairman LeGrow briefly summarized the previous meeting. Amy Haible moved, seconded by David Brown, to approve the June 16, 2022 meeting minutes. The motion was unanimously approved.
3. **New Business:**
  - a. **Results of Consultant Evaluation- A. Haible:** Subgroup Lead Amy Haible stated that the Town received two responses RFP for the comprehensive plan consultant: Future IQ and Viewshed. The subgroup created a series of questions and interviewed both firms. Subgroup members filled out written evaluations and discussed results. The TF discussed the strengths of each firm and which strengths would best align with the goals of the TF.
  - b. **Task Force Approval of Sub-group Recommendation:** Chairman LeGrow recommended to hire Viewshed. Mary Ann Nahf moved, seconded by Amy Haible, to hire Viewshed as the consultant for the comprehensive plan. Motion was unanimously approved.
4. **Next Steps:**
  - a. **Gain Select Board Approval for Consultant Support- Town Planner:** Planner Mark Eyerman stated that the Select Board would hear the recommendation. Upon approval, the TF can then meet with Viewshed to discuss scope of services and contract.
  - b. **Engagement with Consultant/Establish Priorities-Town Planner & Chairman LeGrow:** Planner Eyerman stated that once the contract is in place, TF representatives will meet with Viewshed to finalize details of the contract and budget and report results back to the full TF. TF members discussed different methods to collect data and engage the community.
5. **Adjournment:** The meeting was adjourned at 3:20pm.

**Next Meeting:** August 18, 2022 at 2:30pm.

Respectfully Submitted,

Kayla Matthews

Recording Secretary