

10-11-18

## Downtown Committee Meeting Minutes

### Meeting 1: Initial Planning

5-6pm

*Town Office, Upstairs Meeting Room*

**Attending:** Kris Davidson, George Kendrick, David Wylie, Betsy Hopkins, Holly Sault, Andy Dorr, Hooper Brooks, Gabe McPhail

*Absent:* Elin Elisofin, Margaret Qualey, Kathy Warren, John Wasielewski

5pm Start

### Vision and Roles

From the committee's documentation Gabe presented the DT Com's role and vision, recognizing that it would like evolve/adapt with the Plan:

Assist in the process and development of generating Downtown Master Plan focused on infrastructure and capital improvements that preserve historic and cultural authenticity while meeting or exceeding the current and future needs of stakeholders and the community at large.

Noted Re: Roles:

Committee does not have to *solve problems*, just apply best thinking to determine what might be "in the way" of achieving desired outcomes.

Gabe = group coordinator/facilitator. Responsible for organizing process and communications.

George = TA and Plan author. Responsible for technical aspects of the plan process and for drafting the DT Master Plan.

### Process & Work Plan Review

Gabe presented the proposed process for how the group would gather the information needed to write the Master Plan. Each one-hour meeting would be a conversation on a specific topic. The conversation would be based on probing questions and be focused through the lenses of Zoning, Building Code, Ordinances; IT/BB; SLR; Community, Cultural, Functional; Historical, and overall community values and vision.

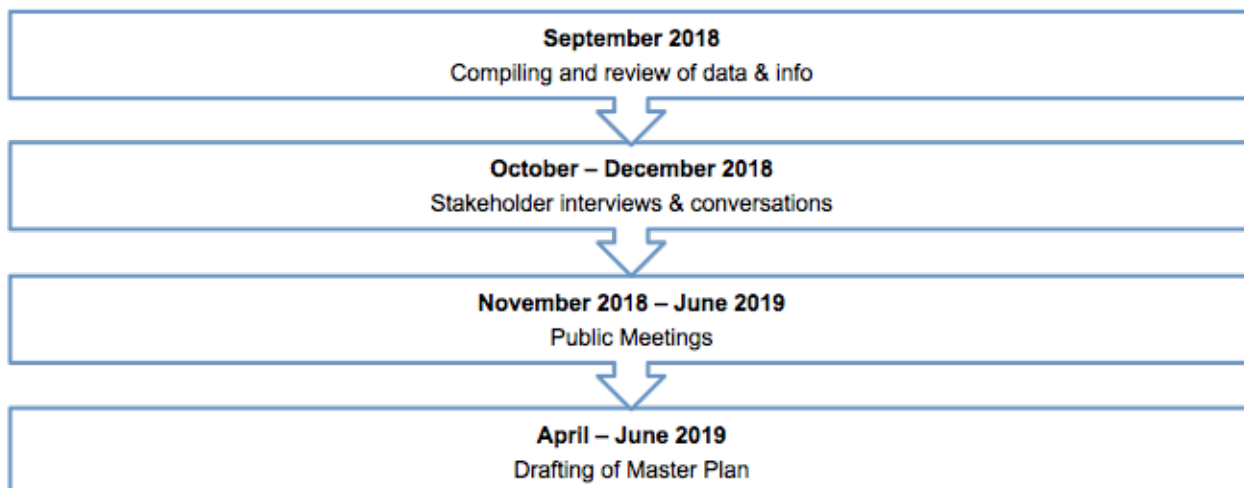
The goal of meetings is to voice the committee's short and long term recommendations for each focus area. Questions would look at What is needed? Why? and by When? What is in the way? And Who is responsible? Conversations would also aim to identify challenges and opportunities, both present and future.

Information generated will be used to inform the DT Master Plan draft, which will include short and long term recommendations for the area of Vinalhaven's Main Street from the ferry terminal to the Library/Atlantic Avenue.

The plan will focus on Capital Improvements, Economic (Development) Stability and Retention, and Sea-Level Rise, with an emphasis on policy and ordinance recommendations.

Gabe presented the general planning process:

- Gathering/compiling info and data; reviewing prior work
- Understanding stakeholder needs, goals, and challenges
- Focusing on current and future community needs and vision for Downtown



See the process Map by clicking [HERE](#).

Gabe requested volunteer point persons for each topic area. This person would know the “most” about topic area; would guide George and Gabe; and would help guide and clarify in the group conversation.

This table shows the meeting topics, point people, and proposed meeting dates. (Dates to be confirmed via Doodle poll.)

Topic Area	Point Person	Proposed Date
Sustainable Economies: Sustaining, Retaining, Resiliency	All	10/18
Town Facilities & Capital Improvements Part 1	Andy, Margaret	10/25
Town Facilities & Capital Improvements Part 2	Andy, Margaret	11/1
Housing, Parking, & Transportation Part 1	Kathy, Holly	11/8
Housing, Parking, & Transportation Part 2	Kathy, Holly	11/15
Historic District Development	Elin, Betsy	11/29
Funding	Holly?	12/13

#### Stakeholder Matrix Review

Gabe presented the list of stakeholders and asked the committee to look for gaps, stakeholders they are connected to, and which should be prioritized.

See the Stakeholders List by clicking [HERE](#).

Prioritized stakeholders were identified:

Star of Hope (Jim Brannan)	Erin & Andy	Chet & Cheryl
Grocery Store (Kim Radley)	VinalEnergy (Arif)	Coop
Harbor Wharf	All Utilities	Beans
Flea Market Field (Wes)	George Harrison	Boat Yard
FOL	Lafricains	Main St. Building/Business Owners
Sand Bar (Lindsey)	Tidewater	

Additional Notes: Interview Student reps.

### Select Dates

The com selected tentative dates for upcoming meetings. Refer to the Doodle [HERE](#) to confirm your participation.

*Notes: Hooper gone after 10/18. David away 10/18. David gone after 11/8.*

**6pm Meeting Adjourned**