

20/20 Master Planning Committee

Minutes

July 6, 2010, Waterboro Public Library

Call to order at 6 pm by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Steve Eveld, Todd Abbott, Jack Seery, Kent Whitten and Dianne Holden. Absent: Sandy Binette

Review & acceptance of agenda: Todd made the motion to accept the agenda as presented. Roger seconded. Voted, passed.

Committee Secretary: Dianne agreed to take minutes for this meeting. Tom to discuss use of Town Secretary with the Town Administrator.

Comments/feedback from attending citizens: None in attendance.

Discuss public communication systems & how the Committee wishes to implement them: Committee discussed public awareness of Committee meetings. Use of WAB data base, Smart Shopper. Todd made the motion to have Tom work with David Lowe, IT Tech, on a website for the Committee. Bob seconded. Voted, passed.

Announcement: Town Planner on Efficiency Maine Trust Grant: Tom handed out a memo that he sent to the Board of Selectmen on July 6, 2010 on the grant status. The Grant has been approved for an Energy Audit on all Town buildings. Tom asked State if Waterboro could have an energy component in its Comprehensive Plan, which was approved. Total grant monies awarded is \$28,980.00. Tom asked Committee members to do some homework and once consultants are on board, he will need names for contacts as resources. Such as an intern in college, etc., that works or has interest in existing and future energy resources – wind, water, geothermal, etc.

Group discussion on review of 1990 & 2003 Comprehensive Plans: Prior plans lack action plan. Last chapter in new CP has to be implementation plan. Some sections not valid today. Discussed business park and tax base. Look at uses on Rte. 5 & 202 corridor for possible changes needed. Some contradictions within the present CP. Need to be regulatory enough to keep out unwanted business, but still able to bring in new businesses. Communications with other agencies a must. Tying Zoning to the CP. 'Community Highlights' for the general public's use – to help understand the CP. How to finance ideas? Is it time for Waterboro to have it's own Engineer? All in agreement that a complete overhaul needs to be done – this Committee needs to start fresh with a whole new plan.

Review/individual feedback/vote on chosen Master Plan Elements: Committee reviewed the handout provided by Tom. All in agreement that the items listed needed to be updated or a whole new chapter added to the new CP. (see attached)

Business Park: Discussion held on why it's never been created. Where should it be. Support of regulations. Site specific. This Committee's job is broad, but comprehensive. We need to build stronger private sector and corporate relationships.

Next Meeting: Agreed that the last 2 items on the agenda will be taken up at the next meeting, which will be held on August 10th. Todd and Tom will bring in maps of the Town for the Committee's use, at that meeting.

Adjournment: Jack made the motion to adjourn at 8:25 pm. Steve seconded. Vote, passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dianne Holden".

Dianne Holden
Secretary Pro Tem

REVIEW OF PLAN ELEMENTS WATERBURY COMPREHENSIVE PLAN

Please respond to each of the elements of the comprehensive plan and sign below.

	Chapters	Date Received	Date Returned
Policy development and implementation strategy (action plan)			
Ten Year Growth Plan NEW			
Population & 2010 census data			
Economic development (Site locations & marketing strategies) NEW			
Natural resources, open space recreation and tourism			
Land use (existing & future development forecasts) Creative build-out strategies NEW			
Housing (existing & forecasted)			
Transportation Networks (Challenges, Priorities & Long-Term Bonding)			
Town Fiscal Capacity Capital Investment Strategies (Capital Improv plan)			
Infrastructure needs and energy planning NEW			
Village planning (concept and vision) NEW			

Reviewed by:

Date Returned to Town Planner:

Name:

Town of Waterboro

20/20 MASTER PLANNING COMMITTEE

Minutes

August 10, 2010, Waterboro Central Fire Station

Call to order at 6 pm by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Sandi Binette, Todd Abbott, Jack Seery and Kent Whitten. Absent: Steve Eveld

Minutes: Bob made the motion to accept the minutes of July 6, 2010 as written. Jack seconded. Voted, passed.

Announcements:

Dianne Holden will be the Town Committee Secretary for the 20/20 Committee.

Sel. Dennis Abbott will be the Board of Selectmen's liaison to the Committee.

Mapwork: As discussed at the July meeting, the mapwork has not been received as yet, but should be available from Sebago Technics at the Sept. meeting.

Efficiency Maine Grant process: Waterboro was awarded \$20,000.00 which is dedicated to the Comprehensive Planning process for an energy component of both Plan and Action Plans. Future grants may also open up. Work will have to follow the bid process established by the Town.

Discussion/Comments:

No members of the public present.

Discussion on Committee asking Town for working funds in Nov., 2010 vs. June, 2011. Tom stated that he will exhaust all possible resources, both the public and private sectors, before asking Board of Selectmen for funding. Agreed to ask Board for operational monies and continue to look at private/corporate sector, grants, etc. Agreed to prepare a CIP plan and funding for June, 2011. Tom to work up a proposed budget. All agreed to ask for \$10,000. in Nov., 2010.

Tom handed out a news article in regards to Biddeford's future. He requested each member come to the next meeting with a question after reading it.

20/20 Vision Statement: Todd made the motion to accept the following as the Committee's Vision Statement. Sandi seconded. Voted, passed.

"To provide a series of action plans to achieve and shape the future growth of Waterboro through a proactive, inclusive community effort that continuously improves and protects our quality of life by reaching a balance between economic development, environmental sustainability and community livability, in order to provide a legacy for our future generations."

Visioning Sessions Schedule: Discussion held on dates, places and structure of the sessions. Agreed to hold 3 sessions: Young adults (with interaction thru the schools) and a general session (all ages groups), both to be held at the Middle School. And a 3rd. session with Senior Citizens, tied in their luncheons held at the Snowmobile Club.

A Subcommittee was formed to work on the sessions particulars. Members are: Sandi, Tom, Jack & Kent.

Next Meeting: Agreed to change meetings to Wednesday nights whereas the Board of Selectmen meet on Tuesday and Sel. Dennis wouldn't be able to attend. Todd made the motion that next meeting will be held on Sept. 8th, thereafter, the 1st. Wednesday of each month. Sandi seconded. Voted, passed. All meetings will be held at Central Station, 6 PM, unless posted otherwise.


Secretary to invite the Town's IT Tech, Dave Lowe to the next meeting.

Tom passed out a 'WHY are we pursuing a total new master plan?' answer sheet and asks the members to review for discussion of what the Committee would like on their website.

Public Notices: In an effort to educate the public about the 20/20 Committee, it was agreed that Dianne & Bob work together to get a news release out to the newspapers. Also, Dianne will have the meetings listed in The Smart Shopper and The Reporter, as well as do the public posting at the Town Hall and on the Town's Website.

Adjournment: Todd made the motion to adjourn at 8:30 pm. Jack seconded. Vote, passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dianne Holden".

Dianne Holden
Committee Secretary

Next Meetings Agenda Items &/or Work Items:

Dave Lowe, IT Tech to attend
Subcommittee Report on Visioning Sessions
Todd to report on procedure for budget request
Mapwork
Discuss City of Biddeford's news article
Discuss "WHY are we pursuing a total new master plan?"
CIP Plan
2011 Town Meeting Budget

Town of Waterboro

20/20 Master Planning Committee

Minutes

September 8, 2010, Waterboro Central Fire Station

Call to order at 6 pm by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Sandi Binette, Todd Abbott, Jack Seery and Steve Eveld. Absent: Kent Whitten.

Review & Accept Agenda: All agreed to accept.

Minutes: Roger made the motion to accept the minutes of August 10, 2010 as written. Jack seconded. Voted, passed.

Guests: Dennis Abbott, Board of Selectmen Liaison
John & Patty Gardner, residents
Dave Lowe, IT Manager for the Town

Announcements:

NEW BUSINESS:

Discussion/Comments:

Mr. Gardner said that he would like to see an Industrial/Business Park to shift the tax burden and create jobs.

Mrs. Gardner would the Town look more attractive.

Selectmen Dennis Abbott: Words of Wisdom: There has been good success in the past with a member of the Board of Selectmen being involved with Town Committees. BoS shouldn't be driving decisions, rather what can the BoS help with. The Comprehensive Plan became a 'document' and put on a shelf in the past. There is a need for a structured plan, rather that re-act to the future. Planning documents doesn't necessarily drive action, but want that to happen this time around. The 20/20, Planning Board and Economic Development Committees need to work together for 'actions'. We have to be sure that all the pieces of Town government work together and put something in place connecting all the dots to put together the future structure of the Town. To have a meaningful plan, it must have action. Jack stated that some things can be implemented prior to completion. Tom stated that the Committee is going to deliver a product as a model for the State. Dennis to have BoS do a review of plan elements and monies available for the Committee's use.

Dave Lowe, IT Mgr.: Commitment to new webpage & IT questions: Committee members will get Town e-mail accounts. Everyone to send Dave their choice of password. The login website is: <https://apps.rackspace.com>
Dave gave an overview of the Town and 20/20 websites.

OLD BUSINESS:

Visioning Sessions, Subcommittee Report: Sandi reported that the Senior Citizens Luncheons are held on the 2nd. & 4th. Thurs. of the month at the Snowmobile Clubhouse with a good attendance. At the last meal they were asked to come ½ hour early and stay ½ hour later to discuss the Town. Agreed to hold the Senior Citizen Visioning Session on Sept. 23rd from 11:30 to 1:30+/-.

Jack suggested the session be done as one group. He feels the Committee members could facilitate as elders need a comfort level. All agreed. Jack & Sandi will facilitate. Dianne will be recorder. Discussion held on questions to be asked. The following three questions were agreed upon:

1. What do you value and love about the Town of Waterboro?
2. What would you like to see in the Town of Waterboro in the future?
3. What types of industry, business, or economic development would you like to see in the Town of Waterboro?

Tom doesn't want to create sessions that are well thought out. To develop good feedback, random conversation is best. Need to keep meeting focused.

Bob reported that the Middle School prefers a Friday night vs. Saturday morning usage. Todd made the motion to hold the General Visioning Session on Friday, November 12th. from 6-9 PM at the Middle School. Roger seconded. Voted, passed.

Operating Budget Request: Selectmen Abbott stated that funding was not done for the Comprehensive Planning Committee at Annual Town Meeting. The Committee needs to determine the immediate need for money and the BoS will try to take care of it. In the future, the Committee would need to do a budget – how much and for when. Committee needs to provide BoS a timeline for their budget. Tom stated that the Committee needs to show their achievements to the BoS and Town Meeting for monies requested.

Status of Zoning Maps: Tom passed out a draft copy of a new Zoning Map.

City of Biddeford's news article: Selectmen Gale and his wife have discovered the foundation used by the City of Biddeford. The Committee will receive more information once the Orton Family Foundation, a nationally based, politically funded group, has been researched.

FUTURE BUSINESS:

CIP Plan: Motion made by Todd, seconded by Sandi to have Tom draft the CIP project description, a 5 yr. financial plan, for the Committee. Sandi seconded. Voted, passed.

2011 Town Meeting Budget: December, 2010

Village Planning Chapter: Funding strategy & suggestible timelines: The Committee has the money to do the Energy Chapter. Tom stated that when a consultant is hired, the Committee will want a heavy emphasis put on the visuals and graphics. What chapter does the Committee want to do next? Tom is going look for private and corporate monies before going to the townspeople. Tom

suggests that Village Planning be the next chapter that the Committee works on. Need to show in the Comprehensive Plan what a Master Plan Village should be with models. The Planning Board needs this information. There are potential funds available. In the near future will need to bring in the Planning Board and Economic Development Committees to get them on board. The next 10-15 years there is going to be change, how do we want the change to happen is important. Within the next 90 days the Committee will figure out strategy on further discussions on how the Committees are going to work together. Roger made the motion to have the Village Planning Chapter be the next chapter that the Committee works on. Steve seconded. Voted, passed.

Tom stated that the Land Use & Maps will be the toughest Chapter to work on and it should be contracted out. The Planning Board is the only one that can make changes to land use. He will get copies of the Zoning Ordinance for each Committee member's reference.

October 6, 2010 Agenda Items:

October – December: Work on discussion strategy with other Committees

January: Meetings with other Committees

Review of Senior Citizen Visioning Session held Sept. 23, 2010

Village Planning Chapter

November 12: General Visioning Session, 6-9 PM at Middle School

Young Adults Visioning Session

Next Meeting: October 6 – 6 PM – Central Fire Station

Adjournment: Todd made the motion to adjourn at 8:55 pm. Sandi seconded. Voted, passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dianne Holden".

Dianne Holden
Committee Secretary

Town of Waterboro

20/20 Master Planning Committee

Minutes

October 6, 2010, Waterboro Central Fire Station

Call to order at 6 pm by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Sandi Binette, Todd Abbott, Jack Seery, Kent Whitten and Steve Eveld.

Review & Accept Agenda: Motion to approve by Jack, seconded by Roger. Voted, passed.

Minutes: Tom made a clarification amendment to the Village Planning Chapter under Future Business. Roger made the motion to accept the minutes of September 8, 2010 as amended. Bob seconded. Voted, passed.

Guests: None in attendance.

Announcements:

Words of Wisdom: Dianne Holden spoke on the Waterborough Historical Society's meeting on October 7, 2010 at the Grange Hall which will include a program entitled "The Villages of Waterborough".

Words of Wisdom presenter for the 20/20 November meeting will be Kent Whitten.

Tom discussed the 20/20 meeting dates & times as it conflicts with Planning Board meetings, which he has to attend. Committee felt the 1st. Wednesday of the month is working for everyone, and are willing to meet earlier so that Tom can attend the Planning Board meetings.

NEW BUSINESS:

Comments/feedback from attending citizens: None.

CIP Plan – Draft project details & description: Tom estimates that no less than \$100,000.00 is needed to do the entire Comprehensive Plan, minus the Energy Chapter. FY11 budget in \$60 to \$75,000. range. FY12 budget in \$25 to \$40,000. range. Discussion of CIP Budget vs. Operating Budget and process. A Subcommittee was formed to report at the November meeting on a Operating Budget line items – members: Todd, Steve and Kent.

Village Planning Chapter - Funding strategy & Timelines: When looking for funding through foundations, the foundation's guidelines would have to be followed. Tom will continue to look for funding. Possibility of hiring graduate students to help, which could be part of their portfolio. Harvard would be in the \$20,000. range and Conway Schools in the \$12,000. range vs. hiring professionals. Harvard has more technology, but a lot of things we don't have use for. Tom will bring a proposal from the Dean of Conway Schools to the next meeting, along with a list of projects/prior work.

Debrief of Senior Citizen Visioning Session held September 23, 2010: Jack reported that the best portion of the Session was after dinner when only those people who wanted to participate stayed and a lot of conversation was generated. Steve felt that a PA system would have been beneficial. Sandi felt the session went well overall. Noted that the Committee attended the seniors scheduled social event, they didn't voluntarily come to a Committee's session. The Committee should be looking at what the seniors don't have, such as transportation and places to socialize, etc. Bob felt the Session was worthwhile. Feels the important information gathered is the list of Miscellaneous Questions and commended Jack for the job he did. Bob to call Mr. & Mrs. Ed Doggett and thank them for their input and encourage them to attend the General Visioning Session as well as the Committee's future meetings.

Strategic Communications:

Townpeople & Town Committee/Boards (handout): Public communication is essential. Dave Lowe, IT Tech has been busy and so there is nothing to report as yet. Agreed to have pictures and news releases for the Visioning Sessions be sent to the local newspapers. Bob to write article on Senior Session. Dianne will forward with pictures to media. Agreed that after Visioning Sessions are held, add a title page to the information gathered and electronically send to Board of Selectmen; Pam Witman, Selectmen's Secretary and Nancy Brandt, Town Administrator.

Set briefing date for all Town Committees on 20/20 work plan and their input: Agreed to start in January, 2011 meeting with the Planning Board, Economic Development Committee and other Town Committees. Discussion on a group meeting vs. individual committee meetings and inviting them to attend the 20/20 committee meeting vs. attend their committee meetings. Bob suggests that the Town Committees be invited to attend the November 12th. General Visioning Session. Jack stated that it would be a good time to engage with the citizens of Waterboro. Dianne to get mailing labels from Selectmen's Secretary. Tom will discuss with Chairman of the Board of Selectmen, TammyJo Girard and the Town Administrator about a letter being sent to each elected and appointed official and employees of the Town of Waterboro. The communication will include information about the 20/20 Committee's work, the Visioning Sessions and an invitation to come to our meetings and in January, 20/20 will meet with their committee. Todd noted that there should be feedback to those attending and Tom stated that the committee should start a data bank of e-mail addresses. Dianne to make up a sign-in sheet for each session and meeting the 20/20 Committee holds.

OLD BUSINESS:

Visioning Sessions, Subcommittee: Sandi, Tom, Jack & Kent

Young Adults Visioning Session – needs to be structured, less than 1 hour and will be done during school time.

General Visioning Session: Tom is not available on November 12 and members felt that it is vital that he attends and be the facilitator. Agreed to change to a January date. Bob to work out a Friday date with the Principal of the Middle School, with a storm date of the next day. Subcommittee's assignment: construct 1 or 2 'central questions' for participants.

FUTURE BUSINESS:

November 3, 2010 Agenda Items:

- Discuss & vote on 20/20 Operating Budget Request
- Discuss meeting date and time
- Village Planning Chapter
- Young Adult Visioning Session – Refine
- Briefing Date – Town Committees
- General Visioning Session – Reschedule to January, 2011

Next Meeting: November 3 – 6 PM – Central Fire Station

Adjournment: Jack made the motion to adjourn at 8:20 pm. Todd seconded. Voted, passed.

Respectfully submitted,


Dianne Holden
Committee Secretary

Town of Waterboro

20/20 Master Planning Committee

Minutes

November 3, 2010, Old Town Hall Meeting Room

Call to order at 6:15 pm by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Sandi Binette, Todd Abbott, Jack Seery, Kent Whitten, Steve Eveld, and Selectmen Dennis Abbott.

Review & Accept Agenda: Motion to approve by Jack, seconded by Roger. Voted, passed.

Minutes: Roger made the motion to accept the minutes of October 6, 2010 as written. Sandi seconded. Voted, passed.

Guests: None in attendance.

Announcements:

Selectmen Abbott is looking for volunteers to participate in a 1-2 min public service announcement for the 20/20 Committee. It will explain the committee's work and inform the public as to how they may participate. Tom, Dennis and Sandi will work with Dave Lowe, IT Manager.

Jack informed the Committee of the Library Referendum vote taken.

Words of Wisdom: Kent spoke on the lack of uniformity in State licensing, ie: building contractors do not need to be licensed, but beauticians do.

NEW BUSINESS:

Comments/feedback from attending citizens: None.

Village Planning Chapter: Jack feels that collectively the Committee has to agree on what constitutes a 'village'. Businesses? Sidewalks? Tom stated that before it can be defined, what it is or could be, you need to discuss your landscape, what it is and what it could be. Usually a large chain store isn't part of a 'village'. Zoning can dictate villages. Steve spoke on the feeling one gets in a village. Multi-use, center of shops, feels good. There are typically 4 villages in Waterboro today. Dennis said the zoning dictates the uses of villages. Does one revitalize what there was? All committees need to work together and be working together to create common goals.

Strategic Communications: Sandi stated that the common goals include how and where development happens. Discussion held on how the Committee should proceed with meeting with the other Town Committees and what questions will be asked of each specific committee. Board of Selectmen, Planning Board, Economic Development Committee and the Road Review Committee are key groups to meet with. Bob interjected that the ultimate role of this committee is to separate realistic from pipe dreams and need to compromise. Tom agreed, and that the Committee should not let current reality dampen the Committee's creativity. The Committee needs to plot what we have now, then be creative and make a plan for the future. Todd state that the Committee gets the best perspective of what the public wants and work towards it. Past Comprehensive Plans haven't had any action plans, and this Committee needs to be sure they are included in this plan and get implemented. Other discussion on talking, gathering information, go back to the Committees once a decision is made, so no-one is surprised. The Plan has to include all opinions of the townspeople and committees, everyone has to be on board and feel they had a part in the Plan. The Committees need to be united, flexible and be willing to move forward. Dennis stated the Board of Selectmen needs to facilitate so that all committees are engaged together, and will discuss with the Board.

OLD BUSINESS:

Committee Meeting Dates: Discussion held. Todd made the motion to motion to change the meeting time to 5 pm to 6:45 pm so Tom can attend Planning Board meetings. The next meeting will be Wednesday, December 1, 5 pm at Central Fire Station. Roger seconded. Voted, passed.

Visioning Sessions, Subcommittee: Tom passed out a communication he had with the Principal at Massabesic High School in regards to the Young Adults Visioning Session. Listed were 6 questions that would be asked. Tom will facilitate the session, which will tentively be held on November 9th. Discussion was held on a session with home schoolers. Kent will research and make a list, talk with the Librarian and work on a date to be held.

2011 Operating Budget: Todd reported that a the Committee could request a Special Town Meeting, if necessary, as no monies were allocated to the Plan in this fiscal year. He presented a rough draft of FYE2012 Operating Budget request. Copies will be sent to Committee members for next meeting's discussion. Tom stated that he submitted a CIP request for Village Planning in the sum of \$15,000. He past out a copy of a communication from Conway School of Landscape Design that he included with the CIP request. He is still looking at other funding sources.

Other:

Tom requested that Todd report back to this Committee in January on the new Charter Commission.

Jack requested that Tom teach the Committee about Comprehensive Planning terminology.

FUTURE BUSINESS:

December 1, 2010 Agenda Items:

Operating Budget Request – Todd, Steve, Kent
PSA Update – Tom, Dennis, Sandi
Village Planning Chapter - Tom
Young Adult Visioning Session – Tom
Home Schoolers Session - Kent
Briefing Date – Town Committees - Dennis
General Visioning Session – Reschedule to January, 2011
Charter Commission Report – January, 2011 - Todd

Next Meeting: December 1 – 5 PM to 6:45 PM – Central Fire Station

Adjournment: Jack made the motion to adjourn at 9 pm. Roger seconded. Voted, passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dianne Holden".

Dianne Holden
Committee Secretary

Town of Waterboro

20/20 Master Planning Committee

Minutes

December 1, 2010, Central Fire Station

Call to order: 5:05 PM, by Tom Ursia, Town Planner.

Present: Bob Powers, Roger Macomber, Sandi Binette, Todd Abbott, Jack Seery, Kent Whitten, and Steve Eveld

Review & Accept Agenda: Motion to approve by Jack, seconded by Roger. Voted, passed.

Minutes: Roger made the motion to accept the minutes of November 3, 2010 as written. Jack seconded. Voted, passed.

Guests: None in attendance.

Announcements: Review of a joint workshop with the Board of Selectmen, Planning Board, Economic Development Committee, 20/20 Master Planning Committee, Town Administrator and Town Planner on November 30, 2010 was held. The 20/20 Committee suggested that Tom work with the Board of Selectmen in regards to the next meeting to be held in January, 2011.

Words of Wisdom: Steve's engaging word of the night was 'perspective', which can give one a different view and cited several examples, ending with 'budget cuts' and new income funding for the Town.

NEW BUSINESS:

Comments/feedback from attending citizens: None.

PSA Progress Report: Sandi reported that it was in the discussion phase.

OLD BUSINESS:

Visioning Sessions, Subcommittee:

1) Young Adults Visioning Session: Tom handed out a copy of a questionnaire with 6 questions that he and Principal Elkington, of Massabesic High School, have agreed upon for students to answer. The questionnaire should be completed by the end of December. There will be an incentive to participate, which will be a Pizza Party donated by Lakeside Market.

2) General Visioning Session: The date will be Friday, January 7, 2011 at the Massabesic Middle School from 6 to 9 PM. A storm date of Saturday, January 8, 2011 was also set. Discussion of questions to be used: It was agreed to use questions 1, 3, 4 and 6 from the Young Adults Session, with subsets under question 3 to help prioritize (ie: needs of parents, children etc, and what's missing?). Discussion of food: It was agreed that Dianne would ask the Waterborough Historical Society to provide and serve food, and Lakeside Market will donate water and coffee. Discussion of facilitator: It was agreed that Tom will facilitate, and ask for help, if needed. Discussion of budget: Motioned by Roger, seconded by Bob that Todd would ask for \$500. from the Town for advertising and food. Voted, passed. Sandi will check with Coke about obtaining an advertising banner. Todd will donate 20 political type advertising signs. Tom will work up ad for The Smart Shopper which will be published for 2 weeks prior. Also, Tom will talk with Dave Lowe, IT Mgr. about posting it on the Cable Channel and Town's website. Notices to also go to Board of Selectmen and town committees. Bob and Jack will work on a news release.

3) Home Schoolers Visioning Session: Will be put on the next agenda.

2011 Operating Budget: The deadline for submission is December 30, 2010. Jack made the motion that Tom and Todd work together and submit a 2011 Operating Budget for the 20/20 Committee to the Town Administrator. Bob seconded. Voted, passed. Tom noted that he had submitted a CIP request of \$15,000. to help with the Village Planning Chapter.

FUTURE BUSINESS:

January 5, 2010 Agenda Items:

- Operating Budget Request – Todd
- PSA Update – Sandi
- Village Planning Chapter - Tom
- Young Adult Visioning Session – Tom
- Home Schoolers Session - Kent
- Joint Meeting of Town Committees - Tom
- General Visioning Session – Tom
- Charter Review Commission Report – Todd
- Comprehensive Planning Terminology Session

Next Meeting: January 5, 2011 – 5 PM to 6:45 PM – Central Fire Station

Adjournment: Sandi made the motion to adjourn at 6:55 PM. Jack seconded. Voted, passed.

Respectfully submitted,



Dianne Holden
Committee Secretary