MINUTES OF THE
LOCAL COMPREHENSIVE PLAN STEERING COMMITTEE
July 29, 2020

Present: Paul Carroll, David Darling, Jonathan Finn, Jonathan Fitch, Judith Holt, Nanette Perkins, Jeffrey Picard

Staff: Ralph Vitacco, Director of Planning and Development; Leanne Drake, Assistant Town Planner

Absent Committee Members: Lisa Hassler

Meeting called to order at 4:03 pm by Planning Director Ralph Vitacco.

Introduction of Committee Members:
Mr. Vitacco asks each of the members to introduce themselves and provide some information on their backgrounds:
Jonathan Fitch - is a recovering lawyer and has lived in Sandwich since 1970. He has done a lot of business in town and now feels that it is time to give back.
David Darling - is currently on the Planning Board and an active member of town. His background is in community economic development. He has lived in town for 12 years.
Jeffrey Picard - is a member of the Planning Board and is the vice chair. He has lived in Sandwich for 5 years. He started his career as an engineer and later moved into management ending up running aerospace businesses. He has done a lot of volunteering over the years.
Jonathan Finn – has lived in Sandwich since 2016, he moved from New York City. He works as a freelance copywriter and marketing branding consultant.
Judith Holt – has lived in Sandwich 1 ½ years. She runs an energy management and design company. For 11 years she worked at Harvard University where she ran large scale strategic plan projects.
Nanette Perkins – has lived in Sandwich for over 20 years. She previously served on the Planning Board and is currently the chair of the Sandwich Housing Authority and its representative to the Barnstable HOME Consortium. Prior to working in affordable housing she owned her own company that she successfully sold. She addresses Mr. Vitacco and states that she has some questions regarding leadership and roles.
Paul Carroll – has lived in Sandwich for 6 years after growing up in Charlestown. He is excited to get involved in this process and learn how the town operates. He is a retired Police Captain with the Massachusetts Port Authority Police. He is looking forward to working with everyone.

Local Comprehensive Plan (LCP) Overview
Mr. Vitacco presents a detailed PowerPoint outlining the existing plan and the steps that will be undertaken to move forward. He asks if committee members have any questions. Mr. Finn asks how long the previous plan took to complete. Mr. Vitacco states that it took somewhere between 12-18 months, which was a similar timeframe to Bourne’s LCP. Mr. Vitacco explains that this commitment might seem long but time goes by quickly. He also asks committee members to keep in mind that after Labor Weekend the Town may allow in person meetings so the committee should address there comfort.
level with that. Mr. Picard asks if we can set up a shared folder for documents. Mr. Vitacco says that is an excellent idea and he will look into it. Ms. Perkins asks how this plan is utilized by the town. Mr. Vitacco explains that we use this plan a lot especially when we want to change zoning. If you recall we previously changed zoning along Route 130 to increase development as was defined in the previous LCP. Mr. Fitch states that to Nanette’s point we have to be prepared for the potential frustration after we put in a lot of work. In the previous LCP there were goals put out and were delegated to various boards and departments for implementation and there’s been very little follow up to that. If we identify and set down some ideas as goals we have to be prepared that the department who implements them may just put it on the shelf. But that comes later. Ms. Holt asks if during the process we will have discovery on what’s worked well and what has not. There are a lot of suggestions for energy and climate mitigation but not a lot of it has gone on in the town. She is hoping there will be a process in place to discuss this. Mr. Vitacco states that it is a very good point and we can start to look at that in our next steps. Mr. Darling states that in order for this plan to have progress there needs to be a visioning statement that allows us to set priorities. He was very impressed with the last plan however not everything was fulfilled. We do not have 10% affordable housing and we had an energy committee that disappeared in the last 5 years. Will the selectmen and administration commit and allow us to come up with a visioning process? Mr. Vitacco states that it is part of the process. As we move through the process different town officials will validate our work. The goal is to have a working document. Ms. Perkins states that we are really advisory; we can’t make anybody follow the plan. Mr. Vitacco explains that the more effective the plan is the easier it will be to implement. Mr. Picard asks to build on a couple things that were said. If it is an executable plan that town will get behind. If it calls for resources that the town has no access to then we are really putting forward a plan that has no value. When do we engage the Town Manager? We really need to get the town onboard before it’s published. A discussion ensues regarding the energy committee. Ms. Holt explains that other Towns have received hundreds of thousands of dollars to help build green infrastructure and that has not happened here for an unknown reason. She explains that there is a large group in town that would like to participate in that committee.

Discussion of LCP Draft Framework – Review of Sections
Mr. Vitacco introduces Leanne Drake and explains that she will provide a brief explanation of what will go into the plan. Ms. Drake addresses the committee and runs through each section of the plan and what needs to be included. After the presentation she asks the committee if they have any questions. Mr. Picard thanks Ms. Drake for the overview and ask how closely aligned the content is with the Town of Bourne’s LCP. Ms. Drake states that it is a hybrid of Bourne’s LCP and the recommendations made by the Cape Cod Commission. The content is very similar just formatted a little differently. Seeing no other comments Mr. Vitacco moves on to the selection of Chair and Vice Chair.

Selection of Committee Chair and Vice Chair
Mr. Vitacco explains that the steering committee is really the driver of this project. The primary contact is the Planning and Development Office. Next we will have a liaison from the Cape Cod Commission. There is also some funds for a consultant to tie this altogether. The committee will provide us with direction and we will facilitate the process on the back end. The Planning and Development team will be doing the lion’s share of the work. Mr. Vitacco opens the floor to nominations. Mr. Darling states that it’s premature. The committee members do not know each other yet. He explains that he would not like to be the chair. Ms. Perkins states that she would be comfortable nominating someone to be chair based on the little resumes group members gave. Mr. Finn agrees and puts forward Judith Holt as chair. Ms. Perkins seconds the nomination. Ms. Holt states that she would be willing and discusses her experience.
The committee votes unanimously by roll call vote to approve Ms. Holt as chair of the LCP steering committee. Mr. Darling states that they should wait to elect another leadership role.

Next Steps
Mr. Vitacco asks for the committee’s thoughts on next steps and the future meeting schedule. Mr. Fitch states that it is premature to be organizing surveys and outreach sessions. We should be looking at the Bourne LCP and thinking about the items we discussed today. What’s next could be better for next time we meet. Let’s study the plans first. Mr. Finn agrees; let’s get through all the information now and digest it before the next meeting. It would be helpful to go through the old plan to see what was achieved and what was not. Ms. Holt builds on this and states that they should start drafting a vision statement to help further the ideas we are having and integrate some of the ideas that worked and that did not work from the old plan. We need to review the Bourne plan and Leanne’s outline. We as a group will have a better footing about what we are talking about. After that we can create a community survey, have outreach sessions and get a Cape Cod Commission coordinator. Mr. Picard asks Mr. Vitacco if it is possible to get the individual who led the Bourne LCP to come and talk to the committee. That way they can discuss lessons learned. This would be very valuable. Mr. Vitacco agrees to reach out and ask if this is a possibility. Mr. Darling states that one thing he has never done well during strategic planning is asset mapping. He would like the committee to do this well. For example you can look at institutions. The discussion diverts to the Sandwich Economic Initiative Corporation and why they were ineffective. Ms. Holt explains that identifying assets will come out of SWOT analysis. Mr. Darling states that there are good ways to do it and not so good ways to do it but we need layout the assets. Mr. Darling references an article that he wrote published by Kansas State University. He will circulate the article to the group.

Mr. Vitacco sums up the sentiments of the committee. At the next meeting we will be looking at the outline, Bourne’s LCP, start reviewing a vision statement and critically analyzing the current LCP. Mr. Vitacco will also update the board on his progress reaching out to the Bourne LCP coordinator. Mr. Fitch asks when the town will be allowing in person meetings. Mr. Vitacco states that it will be reviewed after labor weekend. A discussion ensues regarding everyone’s comfort level with this. Mr. Picard recognizes Tao on the call. Ralph introduces Tao as the reporter of the Sandwich Enterprise. Mr. Vitacco states that these are public meetings. Mr. Picard clarifies that we do have to follow Open Meeting Laws. Mr. Finn states that meeting twice a month seems logical at this point. Mr. Fitch apologizes and explains that he is flat out of time and will see everyone at the next meeting. He exits the Zoom call at 5:15p.m. Ms. Perkins asks to schedule the next meeting. The committee concurs that August 12th & 26th at 4pm will work for everyone’s schedule. Mr. Vitacco will put out the Zoom information.

Nanette Perkins motions to adjourn, David Darling seconds; all approve 6-0-0.
Meeting adjourned at 5:20 pm.

Respectfully submitted,

[Signature]

Leanne Drake, Assistant Town Planner