



MINUTES OF THE  
LOCAL COMPREHENSIVE PLAN STEERING COMMITTEE  
October 26, 2022

TOWN CLERK  
TOWN OF SANDWICH

NOV 15 2022

11 H 26 M A M  
RECEIVED & RECORDED

**Present:** David Darling, Lisa Hassler, Jonathan Finn & Jonathan Fitch

**Staff:** Ralph Vitacco, Director of Planning and Development & Leanne Drake, Town Planner

**Guest:** Candy Thompson

Mr. Finn convenes meeting at 5.03pm.

### Minutes

Ms. Hassler asks for Ms. Drake to clarify a comment she made in the minutes. Mr. Darling motions to approve the minutes of October 12, 2022 as amended; Ms. Hassler seconds. Approved 4-0-0.

### Action Items

Mr. Finn explains we are review action items today's for prioritization and inclusion in the LCP. We are going through the 2009 action items that were not bounced and the system action items that we had raised as a group. Mr. Vitacco adds that we are also reviewing actions that Lisa has provided. Mr. Vitacco provides a recap of the last meeting. We are at the stage where we have to start coming up with action items. We have several from 2009, the idea here is to come up with the top 4-7 action items for each system. Those action items should coordinate and support one another i.e. housing and wastewater. We need to find our top action items; then the remaining actions do you still want to retain them or put them in an appendix. This is our hope to achieve over the next 2 meetings. Ms. Hassler asks if there are only 5-7 in each system, that's not very much. She provides an example and states maybe they should be broader. Mr. Vitacco explains that we shouldn't get too hung up on the number. The intent is not to have 200. As we looked at the Bourne plan they had less than 40 over all the systems. So the intent is to really focus on the primary action items that move the needle forward. Mr. Finn agrees but questions when the number went from 3-5 to 4-7. Mr. Vitacco explains 3-5 is a little tight. Ms. Drake explains that there needs to be some short-term, medium-term and long term actions. Mr. Vitacco suggest they use their discretion as they go through it. Mr. Finn circles back to a previous question; do we put the remaining actions in an appendix? It seems to him that if we do put them in an appendix they should not go in a lesser action items because then we have still ultimately put out a plan with more actions. They would have to go into appendix with a title of action items from previous plans that departments still review or consider or something like that. It's either an action item or it's not. Ms. Hassler explains that the appendix could include more detailed information. For historic you could have the strategic plan in the appendix which helps you achieve that goal. Mr. Finn states that we could do that but if the 3-5 or 3-7 actions in the inner plan other things can't go in and be considered action items. Ms. Hassler reiterates that if you have something so broad the information in the appendix will help flush out what that means. The committee discusses this further. Ms. Hassler refers to her 7 suggestions she provided in a handout. 7 is going to be too many to include. Ms. Drake explains that they can be tied to other actions. This is part of the holistic approach. It's like what Jeff was saying; you can have our overarching action and then break it up into steps to achieve the action. She provides an example. Ms. Drake explains that we need to start going through these one by one to see how they feed into one another. If we start the process it will be easier to visualize how they will end up looking. Mr. Vitacco agrees; let's go through each one and delineate whether it's in front of or behind the appendix. Let's not focus on the number. Mr. Finn is leery to push action items into the appendix. Ms. Drake explains that it shouldn't be thought of that its going into the appendix it's just not being categorized as a priority right now and then at our next meeting we can discuss what we are doing with the appendix. Mr. Finn asks if his comments on the





existing conditions were passed along to the committee. Ms. Drake explains that it was communicated. Mr. Vitacco states that they are meeting with Sharon next week and will relay the comments to here too.

The committee starts reviewing Community System Actions. The committee reviews the goals and assign associated actions. The waste management goal did not have an associated action from the committee's action homework. Mr. Vitacco will reach out to DPW and ask if they have any actions that will help us reach our goal. The committee moves on to Built Systems. They discuss the goals and assign associated actions. The draft actions are on file with the Planning Department. The committee will discuss Natural Systems at their next meeting. Ms. Drake states that without reviewing the 2009 we have a lot here. Mr. Finn states that he is very wary of the 2009 document unless the departments look at it again from another perspective. Mr. Vitacco states that what we have found is that the actions are ongoing. Mr. Finn explains that then it isn't rising to the top.

Ms. Hassler motions to adjourn; Mr. Darling seconds. Approved 3-0-0.  
Meeting ended at 6:38 pm.

Respectfully submitted,

Leanne Drake, Town Planner and Special Projects Administrator