

**Pre-Planning for Aroostook County Prospective Zoning
Workshop 2 Meeting Minutes
8:00 am – 11:00 am; May 15, 2013
Caribou Inn and Convention Center ; Caribou, Maine**

Conveners: Land Use Planning Commission and Northern Maine Development Corporation
Mike Eisensmith (for Robert Clark), NMDC
Jay Kamm, NMDC
Hugh Coxe; Senior Planner, LUPC
Billie MacLean, LUPC

Facilitator: Frank O'Hara, Planning Decisions
Recorder: Alison Truesdale, LandForms

Steering Committee members in attendance:

Doug Beaulieu, Aroostook County Commission
Ked Coffin, Irving Woodlands
Fred Corey, Aroostook Band of Micmacs
Mark Draper, Tri-Community Land Fill
Ralph Dwyer, Ashland Town Manager
Sarah Medina, Seven Islands
Cheryl St. Peter, Fish River Lakes Leaseholders Association (also works at County Environmental Engineering, Inc.)
Bill Patterson, The Nature Conservancy

Other attendees:

Paul Bernier, Aroostook County Commission
Durward Humphrey, Commissioner, LUPC
Carl Sjogren, Prentiss & Carlisle
Hollie Umphrey – Consultant
Paul Underwood, Commissioner, LUPC

Agenda

- Review and approve minutes of Workshop 1
- Discussion: reshape, elaborate on, add detail to, and sharpen straw man proposal
- Agenda for workshop 3

Review and Approve Minutes of Workshop 1

The committee had been sent draft minutes by email on May 2nd. Cheryl St. Peter made corrections to her designation. No other changes were suggested. With the changes to Ms. St. Peter's designation, the minutes were approved as written.

Discussion of Straw Man Proposal

The Committee went through the proposal and suggested changes and additions as follows:

- A. Add a preamble that describes the purpose of the Aroostook County Steering Committee

- B. Add a mission statement that describes the scope of work of the committee and potential outcomes and products. The mission statement should reference a map of Aroostook County.
- C. RE: (2)(f) – appointment of the committee chair
- There should be at least two or three nominations for chair. Consider people who are not serving on the preplanning committee, and make sure in advance that they have the availability to serve before taking a vote on their nomination.
- D. Appointment of planning steering committee
- Consider having the pre-planning committee elect a slate of candidates for the planning committee.
- E. RE: (3) Modified Consensus decision making procedure
- Include a modified version of the Wikipedia description of consensus decision-making in the final document on the operation of the planning committee.
 - The decision making procedure should allow for a decision to go forward with one blocking vote.
 - The Chair will make the decision as to when an issue has been discussed sufficiently and is ready for a vote.
 - “Stand aside” and blocking positions and their rationale, as well as the resolution of the issue, should be recorded in the minutes.
- F. RE: (4) Public Input
- NMDC will investigate the extent to which the Steering Committee is subject to Title 1 with regard to the regulations controlling meeting protocols and minutes.
 - Chair will have discretion in allowing for public comments at meetings when public input is not otherwise specifically invited, with written comments accepted at all times.
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 - Allow for the proactive solicitation of input.
 - NMDC and LUPC should both post notices of meetings.
 - Acknowledge public input during meeting deliberations by providing copies or summaries of comments.
- G. RE: (6) Roles of Key Groups
- Clarify that NMDC is responsible for organizing and providing facilitation for meetings. NMDC will be the facilitator of meetings unless the committee determines an outside facilitator would be of significant benefit in particular instances (and would be feasible within the project budget).
 - The NMDC staff will update the NMDC Executive Board regularly.
 - Clarify that the committee will submit the final report to the NMDC Executive Board which will submit to the LUPC.
 - Define the role of the committee Chair, including the role as spokesperson.
 - Clarify that the LUPC staff will provide regular updates to the LUPC Commissioners.
- H. RE: (7) The Planning Process
- Specify the Comprehensive Economic Development Strategy, Mobilize ME, the LUPC enabling statute, the Gro Washington - Aroostook Regional Planning Initiative as documents that will be used in the planning process and include links to these documents.

- Clarify that “looking across geopolitical boundaries” means considering impacts and opportunities on and from resources and issues beyond the County line, but related to the County. (NMDC does not have a mandate to conduct land use planning activities outside of its service area boundaries.)
- Clarify that Phase 1 will identify geographic areas and/or resources and issues for the focus of the plan.

I. Clarify that (8) Approval of Community Guided Planning Process refers to the pre-planning process.

J. The Pre-planning document should include the LUPC’s overarching principles, and links to LUPC and NMDC web sites.

Agenda for Workshop 3

It was noted that the NMDC Executive Board will have their annual meeting on June 13th, and no meeting in July. The LUPC meets June 12th and July 9th. The Pre-planning committee is scheduled to hold a final workshop on June 4th.

Frank O’Hara will revise the proposal to include the comments and additions noted above and circulate it to the committee members in advance of the June workshop. The agenda will include:

- Approval of the minutes from the May 15, 2013 workshop;
- Finalizing and approving the document outlining the structure and operation of the Aroostook County Steering Committee;
- Decision to submit the document to the NMDC Executive Board for their approval.