COMPREHENSIVE PLAN COMMITTEE

MINUTES - May 4, 2022

Hermon Town Council Chambers - 6:00 p.m.

**Members in attendance:** John Snyer, Greg Newell, Kris Rancourt, Russ Maynard, Richard Guthrie, Deb Langille, Josh Berry, Stephanie Oiler & Scott Perkins

**Absent:** Ron Murphy, Ed Marsh, Josh Pelletier, Jessefa Murphy

**Discussion:**

Introductions were made and discussion of committee form and responsibilities were communicated. The status of the committee is “Ad Hoc” and advisory to the Town Council. The process of comprehensive planning was discussed with materials distributed for historical reference including the *Maine Growth Management Act* requirements, Town maps and a self-assessment checklist to familiarize members with the process generally. A public participation process was discussed as required by MSRA Title 30-A.

**A meeting structure was determined as follows:**

Use Robert’s Rules for meeting format and similar agenda order as the Town Council process. Meetings will be public and advertised. Record keeping will include recording the sessions and providing the link on the website for public access. Meetings are to be public with one opportunity at the end of the session for comment. Comments from the public will be accepted in writing or in person with one opportunity to hear public comment at the end of each meeting regulated by the Chairperson.

A quorum will consist of eight members with majority voting to approve any item. Meetings will be held on the last Tuesday of each month, Town Council Chambers at 6pm with a goal of a one-hour duration to be extended as necessary by vote to complete any discussion items.

**Election:**

*Deb Langille* nominated *John Snyer* as Committee Chair and he accepted after unanimous consent. Ron Murphy was suggested by the chair and committee as Vice Chair and accepted by acclamation.

*John Snyer- Chair*

*Ron Murphy- Vice Chair*

**Professional assistance:**

Meeting facilitation was discussed at it was decided to request assistance from the Town Manager to seek professional guidance from Rudman & Winchell law firm. A representative from the Town’s legal team will give a presentation of services required at the May 31 meeting, 6 pm Town Council chambers.

Respectfully,

Scott Perkins

DECD Director