

Monroe Comprehensive Plan Committee
Minutes
May 29, 2025

Attendees: Lyndsey Marston, Eric Bunker, Rebecca Fee, Ray Wirth, Ryan Wing

Lyndsey called the meeting to order at 6:41pm.

New Business:

A. Warrant

- a. Budgetary needs.

Lyndsey noted that she did not anticipate any budget expenses for this year. We can put together a budget for next June if needed.

- b. Community update.

Lyndsey asked if there is a need to put an update in the Town Report. Eric offered to include something within the Select Board paragraph. He commented that the high response rate on the survey feels like it represents the town, and respondents showed clear support to develop a comprehensive plan. A brief discussion continued on attendees' intentions to involve the public in a considerate process that focuses on the town as a whole rather than any one particular issue.

B. Committee Size/Structure

- a. Additional members:

Lyndsey noted that after the Monroe Visioning Committee (MVC) met with the Select Board in April, four MVC members indicated an interest in participating in a comprehensive plan committee. She felt like 4 members is too small to handle the workload and 7-9 members would also allow for attendance gaps. She reached out to everyone who indicated an interest on the sign-up sheets from the March MVC open house, and heard back from Ryan, Rebecca, and Grace Johnston-Fennell. Lyndsey asked if we want to pull in committee representatives (recreation, library, etc) like MVC had or if we want to focus on people who have expressed interest. Eric said he would like to focus on who is interested and pull in specific people as needed when the time comes. He suggested including some businesses. Lyndsey agreed and noted that she would like to identify some stakeholders, including those who made the last plan.

- b. Subcommittee/Focus Group format:

Lyndsey suggested to take a couple of months for everyone to read other town's comprehensive plans to get a sense of what type of plan we want to develop. We'll then have a better idea of the workload and can decide how to address each section. Eric suggested that we may want to rank categories by difficulty and choose one to do first as a group to test the

process. We can then split up the rest to call in experts/subcommittees. Rebecca noted that some sections will be more sensitive and will need more care. Lyndsey reiterated that we'll want to have multiple opportunities for public input. Ryan offered to reach out to Ray Quimby in Brooks for background on their comprehensive planning process. He also noted that we can put out periodic drafts of the plan to increase transparency.

c. Officers:

Lyndsey asked if attendees want to move forward with electing officers or if they would like more time to consider the roles before committing. She suggested that we have a Chair, Vice Chair, and either a Secretary or another process of taking minutes (rotate between members or record meetings). Rebecca said she would like to wait to fill the officer roles and noted that not all interested members were present. She also suggested that we announce that we have openings at the Town meeting.

Lyndsey noted that at the debrief meeting with MVC and the Select Board, she was the only person present that was willing to be Chair, but is happy to be Secretary if someone else wants to be Chair.

Eric **made a motion** to elect Lyndsey as temporary Chair. Rebecca seconded. The motion passed unanimously.

Eric also **made a motion** to use Robert's rules. Rebecca seconded. The motion passed unanimously.

d. Charter:

Lyndsey explained that for the MVC, she developed a written charter that outlined the committee purpose, tasks, and individual roles. She plans to draft a charter for this committee and will send it around for review. It will include the size of the committee discussed earlier in the meeting.

Ryan **made a motion** that we adopt a committee size of 7-9 individuals with a quorum of 5. Rebecca seconded. The motion passed unanimously.

C. Meeting format

a. Day/time:

Attendees discussed which days will work best for regular meetings. The third week of the month works well for most and Wednesday or Thursday seemed to be the best options. Lyndsey suggested that we take the next couple of months to do research and regroup in August or September. MVC used to meet at 6:30, but attendees agreed on 6:00 to be consistent

with other Town meetings. Two potential dates were selected: August 14th or 20th. Lyndsey will check with the other interested members to finalize.

b. Duration:

Lyndsey explained that the MVC meetings often lasted 2 hours and asked what duration attendees would prefer. Ryan suggested 1 hour, perhaps up to 1.5 hours. All agreed.

c. Scheduled time off:

Lyndsey noted that some of the planning documents included scheduled time off. Once we regroup in August, it would be good to set a timeframe and be sure to include breaks.

D. Documentation

a. Google Drive:

Lyndsey explained that she has already set up a google drive with resources and sample town comprehensive plans. She shared the folder with everyone present and confirmed they had access.

b. Website:

Lyndsey described the updates she had made to the website, including upcoming dates on the home page, a blog post, and a section on the Agendas & Minutes page.

E. Next Steps/Action Items

- a. Lyndsey will confirm the next meeting date after talking to Troy and Grace.
- b. Everyone will review other comprehensive plans (on drive) and resources before next meeting
- c. Identify stakeholders? Lyndsey will reach out to people who wrote the last plan.
- d. Ryan will talk to Ray Quimby
- e. Lyndsey will draft a charter for review and make a contact list
- f. Lyndsey will add names to the website

The meeting was adjourned at 7:57.