

Monroe Comprehensive Plan Committee

Minutes

September 18, 2025 6:00pm

Attendees: Lyndsey Marston, Eric Bunker, Ray Wirth, Ryan Wing, Troy Moody (arrived at 6:09pm).

Lyndsey called the meeting to order at 6:06pm.

Action Items:

1. Eric will bring the Committee Charter to the Select Board for review/approval.
2. Lyndsey and Grace will look into GIS access options.
3. Grace will reach out to archive/library contacts re: a focus group.
4. Lyndsey will send Grace any contacts from the sign-up sheets.
5. Grace will divide the checklist into tabs for each topic.
6. Rebecca will assemble a master document of google links.

Old Business:

A. Review/approve August meeting minutes

Eric **made a motion** to approve the August minutes. Ray seconded. The motion passed unanimously.

B. Updates on August Action items

- a. Lyndsey requested maps from the Municipal Planning Assistance Program. They should be emailed directly to her in October.
- b. Lyndsey downloaded several of the maps from the State website and stored them in the google drive.
- c. Lyndsey also added more information to the website and can make changes as needed.
- d. Grace sent around a google document with committee contacts for the website. It has been posted to the contacts page and will hopefully prevent spam emails going forward.

C. Review/approve Committee Charter

Lyndsey noted that since the last time this was sent around, she has updated the Thursday meeting date and included officer names. She asked for comments or edits. Eric asked if Lyndsey and Grace are missing, but we still have a quorum, how do we have a Chair (run the meetings)? Lyndsey referred to Robert's Rules which allow the Committee to appoint a Chair for that meeting (just like we did before we officially elected officers in August). Eric also asked if we want to reference people attending by zoom or phone in the Charter. Since the Town doesn't have zoom or phone capabilities in place, the Committee doesn't have

the capacity to offer that at this time. Ryan asked if we want to include a timeline in the Charter. Lyndsey noted that she doesn't have an official timeline in mind and prefers to not have the pressure as we're still figuring out the volume of tasks ahead. Grace suggested we can add in a timeline once we have one in mind. Ryan suggested it become an appendix to the Charter. All agreed there is no need to add a timeline at this time. Rebecca **made a motion** to approve the Committee Charter. Troy seconded. The motion passed unanimously.

Lyndsey asked Eric if the Select Board would like to review and approve the Charter as well. Eric agreed to bring it to the next meeting.

New Business:

A. Base Maps

a. Information available on [State website](#).

Lyndsey encouraged everyone to review the map portals on the State website (linked above). She downloaded what maps she could, but others either didn't download well (didn't include legends) or couldn't download at all.

b. GIS access?

Lyndsey asked if anyone has access to a GIS license. The map functions, as noted above, are limited and if we have GIS we can have more flexibility in how we present data and what data we can include. Grace mentioned her partner may have it. Lyndsey intends to ask Andrea Stark to see if the library could get a discounted license. There is a website that offers discounted software to non-profits and libraries, but not government entities. Lyndsey and Grace will follow up with contacts to see about potential access.

c. Other information we need or want

Lyndsey noted that we have some of the mapping information, but we're now at the point that we need to start going through the plan questions and determining what other information we need to answer them. She uploaded the Information Checklist from the State and suggested that we start going through the list category by category. Historical/archaeological information is first on the list and Lyndsey noted that there were no downloadable maps for historical information. There was a link to the national register of historic places, but there is nothing in Monroe on the list. More historic data will be sent by the State in the requested data package due in October.

The Committee reviewed each of the analyses questions as well as the conditions and trends. We know that Cipperly is working on the archives, but the Committee is not clear on who else is involved and what is

included in the archives. Lyndsey noted that when she reached out to Cipperly regarding volunteering, Cipperly had indicated that a focus group would be helpful instead of relying on one or two people to assemble this information. Regarding local laws, there are none regarding historic restrictions other than State minimum setbacks. There may be buildings that are important to the Town—this would be a good topic for outreach and a focus group. Eric noted we may need budget items to send mailers out and could request money from the general fund for this year. Grace noted that USDA might have people to identify resources. Digsafe was suggested as well, but that is primarily for utility lines, not historic resources. Ryan noted the State website shows some houses and why the house is listed (flagged for potential historic importance). Lyndsey suggested we could interview certain people in Town for historical info, but didn't know who to ask.

The Committee agreed that a focus group is needed, and with the right people, those individuals will know who to ask in Town. Grace will find out who would be interested in a focus group based on her library/archive connections. Lyndsey will send Grace any additional contacts from the sign-up sheets.

Lyndsey asked about cemeteries and who manages them. Eric said we have a sexton who maintains the gravestones and is collecting data. Ryan also noted there is a civil war memorial in the cemetery on Monroe Road.

d. Stakeholder conversations?

Not at this time. Focus group can identify people.

e. Assign individuals or focus groups to assemble info, if needed

See above. Grace will reach out to start the process.

B. Next Steps/Timeline

- a. We'll continue to review the Checklist until we get through all categories. Grace suggested we do some focused homework ahead of meetings to look at maps and other comprehensive plans to prepare for each topic area. Next meeting will start with water resources and continue from there.
- b. We'll record information directly in the checklist, noting what information we need, who will provide it, and when.
- c. Grace offered to divide the checklist up with tabs for each category.

C. Other:

- a. Eric asked for a master list of links for our google documents. Rebecca volunteered to put one together.

The meeting adjourned at 7:04pm.