

**Minutes**  
**Joint meeting between**  
**Lyme Planning Board**  
**and the**  
**Lyme Community Development Committee**  
**April /23/2017**

Planning Board Members and Staff Present: John Stadler, Chair; Tim Cook, Vice Chair; Vicki Smith, Member; Eric Furstenberg, Member; Amber Boland Alternate; David Roby Jr.; David Robbins, Planning and Zoning Administrator.

Lyme Community Development Committee Members Present: Nils Johnson, Mike Smith, Susan Mackenzie, David Shafer, Rich Brown, Chris Ramsden, Earl Strout.

Members of the Public Present: Duncan Mackintosh Jennifer Boylston, Matt Stevens, Keven Sahr, Carola Lea

John and Nils called the meeting to order at 7:00 pm. They noted that both the PB and LCDC have common goals and wanted to find ways to work together and avoid duplication of effort. The LCDC goal is to discover ways to increase the Towns Tax Base. The Planning Board is required to take a broader view of development. It must review such things as the impact of development, the tradeoffs of creating development and the spending necessary to support new development.

Nils suggested that they start scheduling meetings for the visioning process. Vicki felt that it was premature to start the visioning process before a consultant was hired and data gathered. She believed that the consultant needed to be part of the process to determine the timing.

There was general agreement between the LCDC and the PB that the consultant should be hired first. They should be part of process and help determine the timeline.

Vicki asked about the RFP. Nils noted that he had not had a chance to send it the PB. Sue stated that she would send it to the Planning Administrator so he could send it to the PB. The PB members would try to get comments to the LCDC for their meeting on April 25th, 2018. The LCDC would then send a new draft to the PB for their meeting on April 26, 2018. Changes would be made by the Select Board and the RFP would be sent out on April 27, 2018 with a response required by May 15<sup>th</sup>, 2018.

Matt Stevens felt that the time frame was too tight. He was concerned that the Town could end up with a product that was not what the Town wanted or needed. The major concern is that the Town would reject the data if the process was perceived to be flawed.

Sue acknowledged Matt's concerns, but felt that it was important to keep moving forward. She believed that once a consultant was hired they could further define the scope of the project so that all parties will be satisfied.

Vicki asked what procedure would be used to choose the consultant. Sue responded that the ultimate decision was with the Select Board, but the LCDC and the PB would both have a chance to review all the proposals and voice an opinion on which one should be selected. The Select Board would base their decision on the qualifications of the candidate and not just the lowest bid. The most important ability of the consultant will be their ability to communicate with the Town. Vicki then asked if there would be an opportunity to meet with each candidate prior to the selection. Sue was unsure if there would be time. Mike Smith commented that he felt that it would be important to meet face to face with all the candidates. Sue felt that they could interview the top candidate, if they were found not acceptable then they could move onto the next candidate.

Both John and Vicki felt that the project was rushing forward too fast. Vicki felt that trying to get participation for the visioning process during the summer when most people have vacation scheduled would be problematic. Sue and Nils both felt that there is great urgency to complete the LCDC charge. Chris Ramsden noted that if the project was delayed too much the donors that were willing to pay for the study may lose interest. The question was raised whether the Lyme Foundation would be willing to assist in the project. Sue believed that the details of the project could be worked out with the consultant once one had been chosen. The consultant would help guide the Town in the process

Duncan Mackintosh asked if the Conservation Commission would be involved in the process. Sue noted that the Commission as well as all residents would be invited to participate in the visioning process. She continued by saying it was very important to reach out to as many residents as possible for feedback, in as many ways as possible. Possible feedback methods include:

- Community meetings.
- Mailed survey.
- Online survey.
- Personal visits.

It was suggested that a postcard be sent town wide to ask the residents which way would be then most convenient to provide feedback.

John noted that until a consultant has been hired, the consensus of the Board and Committee was that no further discussion was necessary and recommended that the meeting adjourn.

There was agreement with John's recommendation and the meeting adjourned at 7:50 pm.

Respectfully Submitted  
David A. Robbins  
Lyme Planning and Zoning Administrator.