



Town of Provincetown
Meeting of the
LOCAL COMPREHENSIVE PLANNING COMMITTEE
Thursday, February 11, 2016, 2:00pm
Judge Welsh Hearing Room, Provincetown Town Hall
260 Commercial Street, Provincetown, MA

Committee members present: Jim Woods (Planning), Steve Katsurinis (Health, Airport), Ryan Campbell (Planning), Max Cliggott-Perlt (Bike), , Laura Ludwig (Harbor), Anna Meade (Recycling and Staff), Polly Burnell (Historic), Dennis Minsky (Open Space).

Committee members absent: Lynn Martin (Conservation), Steven Latasa-Nicks (Economic Development)

Other attendees: David Gardner (Staff) and Melissa Yeaw (PTV). Gloria McPherson (Staff).

Recording Secretary: Anna Meade

Members all introduced themselves. It was noted that there were three vacancies as Judy Cicero (Cultural Council) and Donna Szeker (Cultural Council) resigned.

1. Discussion regarding the upcoming Community Visioning Forum on March 19th
Gloria gave an update. The Auditorium at Town Hall is available and Joel & Wayne are scheduled.
 - A. Outreach Strategies:
 - a. Printed Materials:
 - i. -Cards have been printed advertising the Visioning meeting. We discussed methods of distributing flyers; it was proposed and adopted that the committee members take an area and distribute flyers.
Polly will cover galleries
Max will cover markets
Steve will cover Innkeepers
Laura & Dennis will cover restaurants
Dennis will cover Public Buildings & Schools
Gloria will cover public meetings
Anna will cover retail shops & salon services
Jim will cover medical services and Seashore Point
 - ii. Gloria also prepared flyers. Electronic copies can be sent in an email blast that members can forward to their various constituencies.
 - b. Op-Ed Articles in the Banner:
 - i. We discussed placement and targeted the Thursday two weeks before the meeting to generate interest and give people time to schedule to attend the meeting, but not too far in advance to dilute the impact. Polly would reach out

to Jen Cabral to write an op-ed as she is articulate and engaged. If she declines then Steve will ask Rob Anderson.

- ii. Dennis suggested that letters to the editor were well read and offered to write on the Thursday before the meeting.
 - c. PSA's:
Anna will check with Char at WOMR on PSA's or other appropriate radio forums. Gloria will ask the Town Manager to feature this information on his Town Talk. The Town Manager will also do an interview.
 - d. Year-Rounders Fest:
Max will staff the table and Laura and Dennis will provide relief. Max will contact Lynda Hamquist regarding the Fest. Literature and background documents should be available at the table. We should have some of the DART materials like the word cloud posters available for decoration.
 - e. Town website:
This should be the place to go for more information about the Visioning Meeting and the LCP.
 - f. Facebook:
Some suggested that the best way to post was with a link to documents or articles. When hot topics are discussed, posting a comment to bring these issues up at the visioning forum could be effective. Short and sweet reminders about the Visioning Forum are also effective. There was discussion to be clear on the issues that we were and were not covering. For example if their issue was tax policy this would not be an appropriate forum for that discussion.
 - i. Laura agreed to do Community Space and Polly would help
 - ii. Steve would cover Town Talk
 - iii. Others would be needed to chime in if there was pushback or controversy
- B. Preparation for the Visioning Forum:
- a. The funding came from Tourism for the flyers, so we still have a full budget for the forum for outreach and refreshments. Outreach to local restaurants for refreshments was discussed, however, it is the week after year rounder's fest where many will contribute. Estimated number of people 70-80. Gloria will request funding to cover lunch and coffee and we might request donations for snacks and extras. The little things like snacks will draw people in.
 - b. We will need to provide housing (Friday and Saturday) and meals (Fri, Sat, Sun) for Joel and Wayne. Steve and Ryan volunteered to house them at 8 Dyer St or Waterford, respectively; which includes breakfast. Lunch Sat is covered. We agreed to take them to Montano's for Friday dinner. It was noted that it would have to be noticed per the Open Meeting Law. Gloria would check in with them on what they would like. We will also cover their transportation expenses.
- C. Role of the LCPC at the Forum:
- a. There was a discussion of making a summary of the sections of the plan to spark discussion. Gloria felt that Joel and Wayne would cover that. Jim will follow up with them on what they need.
 - b. Generally people should become familiar with the existing documents that cover their areas of interest or expertise. Polly noted that it is important to note accomplishments from prior plans and give specific examples where things were planned and completed.
 - c. The committee members should be at Town Hall at 9AM to help set up.
 - d. Jim will send out a list of underlying plans and documents. People should add documents to the list as needed. Anna will update the website to make the documents available. It would be good to hyperlink the flyer to the documents on the list. Anna will update the Town website for the LCP and Laura will proofread.
2. Discussion regarding LCP schedule moving forward after Visioning
- a. After we get the information from the community in the Visioning Forum, it will have to be distilled into concrete goals. Although Wayne and Joel will provide the facilitation, it is up to the LCPC to formulate goals under the plan.

LOCAL COMPREHENSIVE PLANNING COMMITTEE MINUTES (cont.)

Wednesday, January 5, 2016, 4:30pm

- b. PTV should be involved in recording the Visioning Session and other discussions. Gloria will talk to Melissa at PTV.
 - c. There will be a lot of written material after the visioning session but no minutes per se. We will break out into two smaller groups: (1) land and (2) people.
 - d. This date will have to be analyzed for goals for each chapter. There will be a forum on each chapter and people will select what their area of interest. Visioning is a big bucket that will need to be shifted for the specific goals for each section. We can add our own sections. As many sections are interrelated, the challenge will be combining and cross-referencing to make a coherent (i.e., comprehensive) plan. We can combine chapters in ways that are appropriate.
 - e. In the forum, mention linkage to other chapters.
 - f. We will front load the goals and policies before preparing the chapters.
 - g. The goals date for the plan is Fall 2017. There is no requirement that the plan be adopted at Town Meeting but it would be good to get the towns blessing. It would be good to put it before the Town meeting in Spring 2018.
 - h. Polly asked if people can stay on the LCPC if they are termed out of their committee. Gloria said yes they can stay. Also need reps from cultural council, water board, & community housing. We can post on FB of open seats for new members. Judy resigned. We may want someone from the Building Committee, Gloria will reach out.
 - i. Previously we discussed having an LCPC facebook page. The general consensus was this was overkill and not needed.
 - j. A banner across Commercial Street is too expensive and complicated.
 - k. We are still interested in creating our own logo. Laura drafted some T shirt ideas. Ryan would think about logo designs.
3. Review and approve Minutes of the November 18th meeting. Dennis moved to accept the minutes as-is; Polly seconded and all were in favor.
 4. Discussion of next meeting date and time and set next meeting.
 - a. The full committee will meet next on Thursday, March 10th, 2:00pm.
 - b. The sub-committee (i.e., Polly, Dennis, Jim, Steve, Lynn, Anna) will meet February 18th at 2pm. Any and all other members are welcomed to participate
 5. Laura moved to adjourn; Steven seconded and were in favor. Meeting adjourned at 3:30PM.