

TOWN OF BAR HARBOR

Comprehensive Planning Committee

June 29, 2022, 6:00 PM

Outreach and Event Planning Subcommittee

Community Forum/Open House #2

WORKSHOP NOTES

The meeting was held via Zoom, under the provisions of the committee's Remote Participation Policy.

Outreach and Event Planning Subcommittee members present were Cherie Galyean, Calistra Martinez, Kyle Shank, Misha Mytar, Jacquie Colburn, and Val Peacock. Absent were Elissa Chesler and John Kelley.

Consultants/staff present were Assistant Planner Steve Fuller and Liz Kelly.

Recap of subcommittee role and responsibilities from the previous meeting

- Provide input/ideas for informational posters that provide facts, figures, and findings from the Existing Conditions Report, help consultants brainstorm questions, and pitch other creative approaches for interactive activities
- See "Brainstorming Station Topic Materials" worksheet

Report on progress completing table station idea forms

- Number of completed forms received so far – (2)
- Many of the subcommittee member's forms are in progress

Volunteers for remaining table topics

- Public Facilities, Services, and Infrastructure – Val Peacock
- Parks, Open Space, and Recreation – Misha Mytar
- Historic and Archaeological Resources – Misha Mytar
- Fiscal Capacity – Kyle Shank
 - *Volunteers assigned at the previous meeting*
 - a. Demographics – Cherie Galyean
 - b. Housing – Elissa Chesler
 - c. Economic Development – Val Peacock
 - d. Transportation – Cali Martinez

- e. Natural Resources – Jacquie Colburn
- f. Land Use – Kyle Shank and Elissa Chesler

Form Submission and Review Timeline and Process

- The subcommittee agreed to move forward with the following process
 - a. Subcommittee members submit all completed topic station forms to Liz Kelly and/or Steve Fuller by July 1³ at noon.
 - b. Once received, Liz Kelley will format all forms into a single Google Document by July 15. This provides a place for all subcommittee members to review and comment on each other's ideas, discussion questions, activities, and materials. This Google Document will become part of public record and will be included in full in the Comprehensive Planning Committee meeting materials for the August meeting.
 - c. Subcommittee members will review and make comments on each other's forms in the Google Document by July 26
 - d. Consultant will review comments/forms and put together their own feedback/recommendations by July 29
 - e. Next Subcommittee Meeting — focus on finalizing draft materials list/questions/activities for Forum #1 - early August.
 - i. Steve Fuller will send out a Doodle Poll.
 - f. Delivery of draft station materials to the full CPC - September Comprehensive Planning Committee meeting.
 - i. Subcommittee updates will be provided prior to this meeting at the July and August Comprehensive Planning Committee meetings.

Update on Format of Event – Number of Evenings: Two

- Additional funds are available to host the event at two separate evening sessions if we think that this will boost participation and attendance.
- The subcommittee noted the importance of having this event at two locations – one near the Downtown and one outside of the Downtown to boost participation by a wider spectrum of residents who live in different areas of town.
- The top two locations that were discussed for the two events included Connors Emerson Elementary School, YMCA as a backup, and Mount Desert Island High School. Steve Fuller will reach out to the school to inquire about availability, reserving space for an event, etc.

Pop Up Tabling and Event List and Draft Tabling Kit

- Anticipated Timeframe: July-October
- Background

As part of our interim outreach strategy, a more strategic and interactive approach to tabling at community events and venues for the Comprehensive Plan is being coordinated. Tabling at these events is a great way to interact with members of the public who may be less inclined to attend a community meeting. The purpose of this is to raise awareness about the Comprehensive Plan and to begin soliciting feedback from community members.
- Draft Tabling Kit

The consultant has created a draft tabling kit that includes all the necessary materials for setting up a table including a banner, email subscriber sign-up list, tabling tips, a checklist of supplies/materials, a FAQ handout, one fun and easy activity to get information from the

public on how they envision Bar Harbor's future. There is also a close-out form to assess effectiveness so that the consultant can "tweak" the tabling kit based on volunteer feedback. The consultant will also create a poster displaying a summary of the Polco survey results (this is addressing, in part, a larger need to show the community that we are taking in their feedback and reflecting it back to them). Members are to review the draft tabling kit and send comments to Liz Kelly by July 6. The consultant will finalize and have the tabling kit coordinated and printed by mid-July so it can start being used at events later in July.

Summer Event List and Information (Produced by Steve Fuller)

- Steve Fuller has created the start of a summer event list to start finalizing tabling opportunities. This list includes event information such as location, timing, contact, etc.
- Steve Fuller will format this into a Google Document and will add a volunteer sign up column.
- Members should review and submit comments to Steve Fuller on this draft schedule by July 6. The goal is to include the event schedule as part of the Comprehensive Planning Committee meeting materials packet.
- Once we have a final schedule of events, we will advertise that community members can provide feedback on the Comprehensive Plan at these events, on social media, the project website, the project email list, and the newsletter. Please keep in mind, this outreach mechanism only works with volunteers!
- Have final event list established and volunteers signing up to table at events by mid-July.

Recap of Action Items and Next Meeting

- Steve Fuller will send out a doodle poll before the holiday weekend for the next meeting
- Please see names and dates above for action items