

Unity Comprehensive Plan Committee Meeting
January 9 2014, 6:30-8 pm

LOCATION CHANGE: KOONS HALL ROOM #125

Attendance: Sonia, Bob, Don, Jim, John M, Jean, John P, Tom, Sydney, Chia, Ken, Sara, Sarah, Lori, Emily

Minutes

1. Outreach and recruitment check-in (6:30-6:40pm) **JIM**

- Personal contact! Call People! "This is important, this is what we're going to do, you need to find time to be there, I'm asking you to come, your voice, the voice of your interest, need to be represented."

Jim's update:

Here's what's happened so far in getting the word out on the Visioning Session.

- Sent to newspapers: sent listing for calendars and the news release
- UBR newsletter -- article and listing in latest edition which went out before Xmas (4,000 addresses)
- Large postcard mailing to all Unity residents -- at printer now, will likely mail Friday or Monday (1,000 addresses, some 2,000 pairs of eyes)
- UBR website and FaceBook -- copy sent to those who manage those pages -- up shortly.
- Open Door -- spoke to the group -- they were receptive (some 60 people)
NOTE: I had to speak to this group last month -- their monthly meals for January occur AFTER the Visioning Session.
- UBR Email list -- sending scheduled for Jan 13 and Jan 20 (900+ names)
- Flyers to Volunteer Regional Food Pantry -- will distribute Jan 18 (about 300 clients)
- UBR Community Center -- when flyers are printed, I will post them in the Center (gym, meeting room, hallway).

Note: Banner across road was deemed too expensive.

We also talked about making direct calls to people. Jean will compile a list and figure out a way to split up the names among the group.

2. General Operations check in (6:40-6:55) **EMILY**

Things are on track. We have people working on the script for introduction and outro. We have about half of the pictures needed for the art clouds. Food coordinator is on track (ask Jean if you want to help make soup or desserts). Sara is working on filling out the list of who the facilitators and scribes are. The small group addressing successes and shortcomings of the last plan has met and will have a report for us soon (John P, Lori, Don). A poster will be created with a few highlights from that report, and posted at the visioning session. Other details are in the works and if you have any questions or thoughts, contact Emily.

3. Review Jan. 25 public visioning agenda (6:55-7:15) EMILY
 - Questions? Comments? Concerns?

A couple of changes to note on the Agenda for the Visioning Session: When folks arrive they will be given a bound packet containing background info on comp planning, other planning articles, a “what’s next and how to keep in touch” page, and work sheets for each topic discussion. A pen, name tag and dots for wall activities will be attached to the packet. Details on exactly where the packet is handed out, and if we have people go directly downstairs or come into the lobby will be worked out between Emily and Meg Fournier, the facilities manager. Also note that the discussions have been more specifically crafted.

Lori explained various maps that will be posted and welcomed comments or questions. We will have maps showing the rural/downtown/village districts, wildlife habitat maps from *Beginning With Habitat*, and maps of the plan for the roads from the *Selectmen*.

4. Committee role at visioning (7:15-8 pm) SARAH
 - Facilitate and take notes
 - Listen! not talk – your voice will be heard at the next stage
 - Get people to talk, ie “Mary, what do you think about that?”
 - Keep the discussion from going too far in any one direction, ie “Bill, what did you write down?”

Sarah explained how the discussions will work. The facilitator will give a 2-3 minute intro on what the discussion topic is, some of the survey results, and ask participants to answer two questions on their worksheets before they begin sharing. The questions are: What is positive about (this topic) and should be reinforced? What could be changed or improved? The participants will then share two items

from their list to answer one, and allow everyone to answer before comments are made. Then the group will be allowed to respond to each other's answers. There are 10 minutes for the group to share and talk about answers to the first question. The same is repeated for question two. Sarah will keep time for the discussions. Worksheets will be collected from the participants.

Sarah and Emily will be working on the short intro scripts for these discussions, which will be accompanied by and Art Cloud for each topic, to be distributed next meeting Jan 16. Sarah will also be providing cues for the facilitators to use to transition a discussion from a tangent, back on topic, or to get a quiet participant to share, and an over-sharer to make room for others.

Next meeting Jan 16!

Enclosure: Most recent draft of the Agenda for the Visioning Session

Unity Comprehensive Plan Public Visioning
January 25, 12-4:30 pm

DRAFT Agenda as of 1-6-14 with SC comments

Starts at 12:00 pm (Doors Open at 11:30 – *Committee members, Mark and Sarah should all arrive at 11am for set up. Additional setup will also happen Friday afternoon*)

1. **Arrival and food (12-12:30 pm):** Participants will be greeted at the door. Those people will direct folks to child care, coat hanging, and to get a packet. Others are handing out packets and checking people in (asking for name and email). **Sydney, Ken, Bob, Jim, et al?**

The Packet will contain their numbered name tag, sticker dots for wall exercises, info about comprehensive planning, worksheets for the six discussions, and a pen.

***Important to keep the intake line moving! If 75 people all arrive at 11:55, it will slow things down and jam the entryway of the center.*

They will then go downstairs where they can have their meal. Meal can be taken in at the tables in the center of the room (6-10). On the walls will be the Art Clouds of the 6 Discussion Topics; “Did you know?” posters; and Value Statements with Yes/No answers.

12:15 - 15 minute warning of start time. This is the time to bring your children to the child care area and wrap up your meal. We are starting in 15 minutes!

12:30 - 40 Welcome Presentation: Welcome/Thanks; Survey Results; Expectations for the Day; Civility/Working Agreements; Plead for Participation; What happened as a result of the last comp plan; other towns’ success stories; Establish an Understanding of what we’re trying to accomplish; Role of facilitator *introduce facilitator*

12:40 – 12:50 Mark will explain the discussions and how people are arranging into groups using the number on their name tag. At 12:45, people start moving to their groups and get settled.

2. **Small Group Discussions (12:50–3:25pm)** People will be divided up into groups randomly so they are mixed. Each group will participate in a discussion on each of the 6 topics. Everyone has a number 1-12 on their name tag which assigns them to a facilitator to have their first discussion with. There will be 12 Groups (two of each topic) and they will meet seated in circles without tables, arranged around the perimeter of the room leaving the dining tables in the center. In each group will be 6 participants, facilitator and scribe. At the beginning of *each 25 minute* segment, the facilitator will point out the Art Cloud on the given discussion, give a brief of findings in the inventory data and survey results, and begin with a general question. Follow-up questions and prompts will be provided to keep the group talking. At the end of 30 minutes, the facilitator and scribe will move clockwise to the next group and begin their discussion with the new group of participants. At the end of the third session, there will be another participant mix-up! Each facilitator will divide their group in half and trade halves with the other facilitator of their same topic (facilitator (“F”) number 1 with F7, F2 w/ F8, F3 w/ F9, F4 w/ F10, F5 w/ F11, F6 w/ F12). Confused yet?

Topics: *Governance , *Economic Opportunity, *Community Spirit, *Natural Resources, *Farming and Agriculture, and *Partnership with Unity College.

Facilitators will be provided with 2-3 minute prepared scripts to deliver as introduction – what this topic is about, here is what we have heard (from survey results). Then ask two questions: What is positive regarding this topic that should be maintained, kept, reinforced?, and What could be changed, done better? Participants will write their individual answers on their worksheet with 2-3 minutes of silent time. Then the facilitator will ask to the participants to share two of their answers to the first question. Each person shares their answers before any discussion is allowed. Once all have shared briefly (less than 1 minute each), then the group will discuss. The first question gets a total of 10 minutes. Then move on to the second question with the same format -10 minutes.

Worksheets will be collected by the facilitator after each discussion –invite participants to write down any thoughts they did not have time to share. We will read ALL worksheets!

Sarah Curran will keep time.

After last discussion, facilitators will hand out Exit Surveys. Boxes will be at the doors to drop them into on the way out.

3. Coffee break (3:25-3:40)

Facilitator/note taker teams meet to summarize results for report out

4. Report back on small group discussions. Of the topics we discussed, what is the priority? What is most important and What is holding us back?
(3:40–4:25pm)

Mark to facilitate

Discussion Facilitators report out – ½ hour (5 minutes on each topic)

Determine relative importance between topics – show of hands (10 minutes)

If time allows, ask again the answers to value statements to see if the group has moved.

5. Thank-you and next steps, opportunities for involvement. Encourage continuous feedback. When a draft vision can be expected; how to stay involved in the future; that this plan will go up for town vote; implementation; what if the plan is not passed; (4:25-4:30)