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**MINUTES OF THE MASTER PLAN COMMITTEE MEETING  
THURSDAY JULY 14, 2022  
5:00 PM IN THE MACOMBER ROOM**

**Members Present:** Rodney Rowland, Peter Schwab, Conni White, Pamela Yonkin

**Members Absent:** Lorne Jones, Jane Lannon, Kathy Richards

Chair Yonkin opened the meeting by asking for approval of the minutes from the June 30, 2022 meeting. Ms. White *made a motion to APPROVE as written the minutes to the meeting of the June 30, 2022 Master Plan Committee.* Mr. Rowland *seconded.* Motion carried unanimously.

Ms. White reviewed some documents that she developed as a potential outline of how to tackle the Master Plan process and its content. After reviewing the survey, she determined that the major areas of concern of New Castle residents were: 1) The Island's natural resources 2) Our small town feel 3) Historic structures and character 4) Tax rate 5) Proximity to the water and beach.

The committee reviewed the Vision Statement that had been compiled and composed by Ms. Richards. Amendments were suggested and discussed. The following is the proposed Vision Statement with all changes incorporated:

*New Castle's vision for the future is to maintain its close-knit community atmosphere and protect both its strong historic character and the abundant natural features of the island. Residents are proud of its policy of fiscal restraint while still committing to providing substantial community services. In addition, New Castle residents seek:*

- To protect the existing character of the town*
- An increase in the town's resiliency to address the impact of sea level rise and climate change*
- Improved walkways for pedestrians and bicycle-riders to enhance safety*

Discussion ensued as to how to structure the chapters in the MP. Should we do a section called existing conditions and incorporate all topics under this section, and then do a section on the future vision of each topic ending with an implementation section?

Rather than this format, the MP Cte chose to take each chapter topic and start that section by describing the existing conditions. Under that same topic, we should follow by addressing the question, "Where do we want to go and how are we going to get there?" In other words, tackle our vision and implementation suggestions. In these paragraphs we should be introducing the hard data that we obtained through our research.

It was generally agreed that we should do an Executive Summary that would be presented at the beginning of the plan. Committee members were also encouraged to start thinking about how we want the MP to look. Shall we incorporate graphics? Charts? Photos? Each member should keep a sample of a plan or report that reflects something that they like and could possibly be incorporated into our plan.

Chair Yonkin reviewed a document that she had distributed to all MP Cte members through Google Docs. It contained a separate page for suggested MP Chapter topics. Chair Yonkin agreed to marry her list with what Ms. White presented at this evening's meeting and repost it on Google Docs.

**HOMEWORK ASSIGNMENT:** MP Cte members were asked to contribute sources of hard data that they may have run across and put that source into the Google Doc. This could even mean dropping in a link to an article that might contain traffic counts in New Castle over a number of years, for example. The person who then is assigned to write that section of the report, will have some resources to research.

The goal for the next meeting will be to divide the chapters among the members for research and writing. Once members know their section of the report, they will be responsible for interviewing any relevant stakeholders.

Chair Yonkin reviewed the timeline on this project as we move forward. It is anticipated that for August through October the individual members will work on their chapters. The expectation is that the Master Plan can be completed in the first quarter of 2023. In the meantime, the Cte will be planning on hosting at least one Public Hearing if not more.

*Mr. Rowland made a motion to adjourn the meeting at 5:55pm. Mr. Schwab seconded and all voted in favor.*

Respectfully submitted,

Darcy Horgan  
Recording Secretary