

# Town of Bath Planning Commission Minutes

## May 13<sup>th</sup>, 2024

1. **Call to order:** Larry Landon at 9:00 am
2. **Roll Call:** Larry Landon (X), David O'Connell (X), Susan Webster (X), Elizabeth Skinner (), Steve Keith (),
3. **Review and Approval of Minutes:** David O'Connell March Minutes  
Susan proposed to accept, Larry 2<sup>nd</sup>, minutes unanimously approved.
4. **Comprehensive Plan Development Discussion**
  - a. **Proposed Goals and Objective**

See attachment "*Goals & Objectives*"

    - a1) Goal-3 was changed from Social Services to Community Services
    - a2) Goal-5 was added Good Governance  
This allowed multiple objectives to be eliminated under existing Goals, allowing for better clarity within that Goal.
    - a3) Considered new Objectives  
See attachment "*Issues & Proposed Adjustments*"
      - a.3.a) Goal-2 Community Safety (increase Public Safety objectives)  
(Drug Rehab/Enforcement, Community Policing, Traffic Enforcement, Scofflaw)
      - a.3.b) Goal-3 Community Services  
(Youth Activities, Cemetery Operation Sustainability)
      - a.3.c) Goal-5 Good Governance  
(Improved Financial Oversight, Representation, HR & Job-Desc, Equip Maintenance/Replacement)
  - b. **Review Stakeholders**
    - b1) Stakeholders were broken out into "Key Stakeholders" and "Interested Stakeholders".  
A Key Stakeholder was a committee (or organization) that should be the driver or owner of the "Objective". Interested Stakeholders may be responsible for "Strategies" but not accountable for the over arching Objective. This was done to eliminated confusion when multiple stakeholders may/should be involved and leadership is unclear.
    - b2) See attachment "*Goals and Objectives*" to see Key-Stakeholder based on interviews
    - b3) Assignment problems exist
      - b3.a) Goal-2 Public Safety did not really have assignment until phrase "Health & Welfare" was dropped.
      - b3.b) Goal-3 Community Services  
Housing & Social/Cultural objectives lack clear assignment
      - b3.c) Goal-4 Sense of Place most objectives lack clear assignment

**4. Comprehensive Plan Development Discussion (Continued)**

**c. Results of Working Group review of 2023-2024 Interviews** regarding status of the 2017 Comprehensive Plan.

- c1) Considered additional Interviews with potential Key-Stakeholders
  - c1.a) New Interviews (WSWA, MC-EMS, Fire)  
(Fire to be included under Unfit Buildings Interview)
  - c1.b) Representative stakeholder (e.g. Ordinance) needed for not existing committee/organization.  
(Unfit Buildings, New Apartment Development)
- c2) BDA needs a followup interview to address empowerment challenges.
- c3) May meeting accounted for 6 interviews to be completed by Jan 2025  
(Streetscapes, HLC, Tree-Board, Rail/Trail & Depot, Parks/Recs, Grants)
- c4) Discussed completing all Interviews including BDA followup by April 2025.  
(Interview reduction required)
- c5) Revised 2027 Comprehensive Plan Timeline
  - c5.a) Interviews (11) by April 2025 (11 months)
  - c5.b) Key Stakeholder buy-in by Jan 2026 (9 months)
  - c5.c) Writing process by July 2026 (6 months)
- c6) See “**Interviews**” attachment for priority assignment

**5. Status of Tasks:**

**6. Any New Business:**

a.

**7. Tasks For Next Meeting**

- a. Schedule Streetscape Committee for upcoming Planning Commission Meeting.

**8. Next Meeting:** Thursday, June 6th at 5:00 PM

**9. Motion to Adjourn:** Time: 11:30am approved with common consent.

Attest:

Chair:

  
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Recorder:

  
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## Goals & Objectives (Adjusted)

### Goal 1 Economic Development

		Key Stakeholder
1A	Local Engagement	BDA
1B	Work Force Development	BDA
1C	Stimulate Small Business	BDA
1D	Town Promotion	BDA/TBS
1E	Town Growth Strategies	BDA

### Goal 2 Community Safety

		Key Stakeholder	
2A	Safety, Health, and Welfare	Safety, ???	Broad & Unclear
2B	Renewal Buildings	HLC / Unfit Blds	
2C	Municipal Water	Water	
2D	Flooding	MC-EMS	
2E	Environmental	WS-PSD, WSWA	
2F	Pedestrian Safety / Traffic	Safety	
2H	ADA access	Streetscape	(Sense of Place)

### Goal 3 Social Services

### Community Service

3A	Social & Cultural Services	????	Lacks assignment
3B	Quality of existing housing (See 2B, repeat)	Unfit Buildings	Lacks assignment
3C	Town Services (Communication / Problem Solving)	Public Works	

### Goal 4 Sense of Place

		Key Stakeholder	
4A	Enhance the town	????	Lacks assignment
4C	Coordinate with Partners To enhance the town	????	Lacks assignment
4D	Create a unique sense of place	BDA/TBS	
4E	Gateway & Signage	????	Lacks assignment
4F	Historic Nature of Town	HLC	
4G	Parking	Safety, Streets, ????	Lacks assignment
4H	Renewal Public Spaces	Streets Scape	

### Goal 5 Good Governance

		Key Stakeholder
5B	Public / Annual Review	Planning
5C	Improve Financial Oversight & Controls	Finance
5W	Establish Job Descriptions & HR management	HR
5Y	Town Representation & Communication Channel	Council/Mayor
5Z	Town Ordinance (Organization)	Ordinance
5Z	Equipment Maintenance & Replacement	Public Works

## Outcome of Interview Consolidation

Issues & Proposed Adjustments

### Methodology

Review Completed Interviews	assign comments to an Existing Objective / Strategy
Unassigned	Planning, Gaps, Challenges
Assignment	Key vs Interested

### Stakeholder

Key Stakeholder	Objective, Push/Manage
Interested Stakeholder	Doer or Impacted by

### Lack of Clarity on Key Stakeholder (or Ownership)

Goal 3 Social Services
Goal 4 Sense Place

### Goal 3 change

Goal 3 Community Services	easy to make assignments
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### Additional Interviews

Streetscape	
WSWA	Environmental
MC-EMS	Flooding
Fire	
Unfit Buildings	(Does not Exist)!!!
New Development (Apartments)	(Does not Exist)!!!
BDA (Empowerment)	Over-Assigned, Over-Sized, Under Resourced
Bath Civic Trust	Fund Raising

### Additional Objectives (or Strategy)

<b>Community Safety</b>	Drug Rehab Drug Enforcement Community Policing Traffic Enforcement Scofflaw/Magistrate
<b>Community Services</b>	Youth Activities Cemetery Operation Sustainability
<b>Good Governance</b>	Improved Financial Oversight Representation (Additional) HR & Job Desc Equipment Maintenance & Replacement

Interviews

**Interviews Completed**

Committee	Interview	Relationship	
Lotus	2022-11	Outside	External
Public Safety	2023-04	O&M	Interview hard to track
Bath Dev Auth	2023-06	Spec-Proj	
Water Works	2023-08	O&M ????	Interview matches Goals, Objectives, Strategies
Finance	2023-09	O&M	
Public Works	2023-12	O&M	
Ordinance	2024-01	O&M	
Cemetery	2024-02	Both	

(Currently Considered)			Alignments	
1	Streetscape	Upcoming	Spec-Proj	
9	Landmark Comm	???	Spec-Proj	Bad Buildings
6	Tree Board	?	Spec-Proj	WSWA
7	Parks/Recs	?	Spec-Proj	Trail or Parks
8	Train Depot	?	Spec-Proj	Trail or BDA
8	Rail/Trail	?	Spec-Proj	Trail
10	Grant	?	Both???	
11	Planning Comm	?	O&M	
?	Clerk/Recorder	n/a	n/a	

(Not Previously Considered)		Issues
3	WSWA	Flooding & Environment
2	MC-EMS	Flooding & Env Damage
4	Fire	Unfit buildings
4	Unfit Buildings	(Does not Exist)!!!!
5	New Building Regulation	(Does not Exist)!!!!
6	BDA (Empowerment)	Over-Assigned, Over-Sized, Under Resourced
x	Bath Civic Trust	Private Sector Agility