

Planning for Visioning Sessions Meeting Agenda

February 21, 2024

6:00 pm - 7:30 pm

Sullivan Town Office

Or on Zoom

<https://us02web.zoom.us/j/89691562987>

Passcode: sullivan

- 6:05 - 6:30** Outreach and communication - Go over pricing for postcards, brochures, and flyers, make the decision to send out postcards, any final edits, any other outreach methods before the visioning sessions?
- 6:30 - 7:00** Create agenda for Visioning Sessions - Choose activities, figure out logistics for each visioning exercise, determine roles, and go over any questions.
- 7:00 - 7:20** Logistics - Food or drink? Event set up and break down? Event space layout? Do we need anything that's not already provided by the Rec Center?
- 7:20 - 7:30** Closing thoughts and next steps

Sample Visioning Session Agenda

(Here is a list of exercises from the [Community Visioning Handbook](#) to choose from when creating our agenda for the visioning session)

Registration: Participants sign-in and are assigned to a small group. Take an informal survey of where in town participants live by asking them to place a dot on a small map.

Introduction/Community Character Exercise: Welcome the participants - Give a brief introduction to the visioning concept. Ask participants to introduce themselves to their small groups. Then ask each participant to mention why they live in the community. What characteristics are important to them? Friendly people? Low taxes? Close to work? Record each answer on a flip chart and summarize when done. Often, one or two community characteristics rise to the top of the list.

Our Town Mapping Exercise: Work in small groups and ask participants to identify on a map all of the special landscape features (both natural and built) in the town. What places in the town would, if lost or damaged, significantly change the character of the community? Once the list is complete, ask participants to identify their three favorite places listed on the map.

Future Forces Presentation: Have a panel of local experts briefly discuss the forces that are influencing the town's future. This bridges the discussion between "today" and "tomorrow." What is going to be different in the future? Will there be more houses? If so, what types of houses? Will there be more jobs? What type of jobs? Will people be older? If so, what does this mean for municipalities and services? Ask three or four local experts (planners, business representatives, elected officials, professionals, etc.) to each give a three minute presentation about future trends. Allow time for questions and answers.

Village/Section of Town Exercise: Ask each small group to think about the future of each village or section of town. People think in more detail when limited to a smaller geographic area. Between five and seven villages/sections of town are manageable for the time allotted. Considering the forces discussed in the previous exercise, what should be in this village/section of town? How should it look? How should it function? Summarize the results.

Pressing Issues Exercise: This slot is left open for a more detailed exploration of two or three important local issues. Often these issues are best worked on immediately following a presentation by a local expert. Ask participants to work in small groups and engage them in an interesting exercise. If the issue is the future of commercial development, ask the small groups to sketch what that development would look like. If the issue is image, ask them to discuss the most improbable change that would improve the image of the community.

Residential Development: Push the participants to consider what type of housing units should be added in the community and where they should go. Project the number of housing units that will be added in the next 15 years. Create four types of housing units (single-family small lot, multifamily small lot, condominium development, or single family large lot) and assign each a

color of dot. Assign a number of housing units to each dot. Ask them to select the type of housing that should be added to the housing stock and then locate the new housing units on a town map.

Favorite Street: Ask participants to look at a map and identify their favorite streets. Which is your favorite residential street? Which is your favorite commercial street/district/building? Which is your favorite rural street? These favorite streets might be used as models for future land use models and could be built into the vision statement as a descriptive characteristic that people like.

Conclusion: Summarize the common vision that resulted from the various exercises and discussions. Explain what the next steps are for the vision and for the comprehensive plan. Thank the participants.

Every Door Direct Mail Price Summary:

The screenshot displays a web interface for 'Every Door Direct Mail'. At the top, there is a 'Refine Search' section with filters for Route, Residential, Business, Total, Age: 25-34, Size, Income, and Cost. A 'View as' dropdown is set to 'Map'. Below the filters is a map of Sullivan, Maine, showing ZIP codes 04605, 04640, 04634, 04664, 04677, and 04607. A red dot is visible on the map near the Sullivan area. To the right of the map is an 'Order Summary' sidebar with the following details:

- Selected Routes: 2
- Post Office™ Drop-Offs: 1
- Total Mailpieces: 534
- Approximate Cost: \$108.40

At the bottom of the sidebar are two buttons: 'Next Step' (dark blue) and 'Clear Routes' (white with a grey border).