



Machias Comprehensive Plan and Downtown Masterplan Committee Meeting Agenda

Location: Via Zoom

Date & Time: January 27th, 2022 @ 2:00 PM

Zoom ID: 865 2972 8414 **PassCode:** 298420

Agenda:

1. **CALL TO ORDER**
2. **ROLL CALL:**
 - A. Excused Absences (*if any*)
3. **APPROVAL OF MINUTES:**
 - A. Approval of September 16th , 2021 Meeting Minutes

4. **ADOPTION OF AGENDA**

5. **REGULAR BUSINESS:**
 - A. Introduction to New HCPC Staff Planner
 - B. Public Opinion Survey – Final Drafting (See Notes)
 - a. Template Provided by HCPC
 - i. Draft questions that pertain to all components of the comprehensive plan as a committee

 - ii. Survey Monkey Tutorial
 1. Persons responsible for this component will be granted access to this service to input questions
 2. There will be a general overview of how to use survey monkey for the whole committee
 3. The features and functions of the platform
 - C. Overview on Process & Next Steps for Chapter Reviewing
 - a. Review initial chapter drafts done by HCPC (Inventory & Analysis Component) & discuss State/Federal level data's accuracy as a committee, along with local and regional trends
 - b. Determine what topics/subjects would benefit from a subject matter expert
 - c. Develop questions for said expert, conduct an informative meeting
 - d. Bring information to develop

6. **SUGGESTIONS FOR NEXT MEETING:**
 - A. Review updates to Downtown Masterplan Chapter

7. **NEXT MEETING DATE:** *February 24th, 2021*
8. **ADJOURNMENT**