



Master Plan Advisory Committee Meeting

Thursday January 8, 2009, 7:00 p.m.

Teal Lantern Room, Sugar River Valley Technical Center

Meeting Minutes

Present: Richard Wahrlich, John DeTore, Bernie Folta, Scott Pope, Stephen Wood

Absent: Alan Croteau, Jacqui Guillette

Economic Development Sub-Committee: John DeTore, Joseph Gorman, Robert Porter, Paul Knapp.

Absent: Shelly Hudson, Jennifer Brockett, Cheryl Jones

Transportation Sub-Committee: Alan Grigsby, Dennis Osgood, Steve Picano, Tom Ford

Absent: Lisa Paquette

Historic Resources Sub-Committee: Colin Sanborn, Jason Farrell, Paul Knapp, Rick Wahrlich

Absent: David Messier

Housing Sub-Committee: Bill Regan, Scott Pope

Absent: Jack O'Sullivan, Alan Croteau, Jacqui Guillette

City Staff: Peter Dzewaltowski, Interim City Planner; Bruce Temple, Director of Public Works; Michelle Aiken, Boards and Commissions Coordinator

I. Business

- Mr. Scott Pope discussed how he would like to do group updates again and discuss the logistics of the potential survey.
- Mr. Dzewaltowski advised that they can look into the development of a survey but the main thing that needs to be discussed is what types of questions you are looking to ask. He wanted to make sure that all the groups take full advantage of the previous survey and the answers that were provided at that time. There is no sense in duplicating the questions. Mr. Dzewaltowski advised that the website has also been updated to include a Master Plan page that can be used to share information. The summary of the past survey is on there, along with the original survey itself. The Planning Department is working on compiling the raw data for the groups so that it can be used.
- Mr. Dzewaltowski was concerned with the cost of a survey and the ability to administer a survey. The Master Plan has \$5000 to work with and this can easily be used up for administrative tasks such as copying, public notices, not to mention the costs of a forum. He feels that an exercise to identify what questions need to be answered would be helpful to and then maybe they can identify different mechanisms to answer the questions.
- Mr. Folta felt that you need money or volunteers. Possible that the group could work towards doing a phone survey instead. Any type of survey to obtain public comment helps people feel involved.
- Mr. Dzewaltowski advised that we need to also be able to administer the survey and the results, there is paper handling, postage and data entry are large costs unless done by volunteers. There is also the possibility of a web-based survey that would include a small fee, this can be administered yourself since we really do not have the money for the paper or postage.
- Mr. Grigsby asked if the planning office could provide an estimate of the cost to do a single fold survey with scaled questions and a space for comment that has a bulk rate postage fee on it. Ms. Aiken will find out what the bulk rate available is. Mr. Knapp advised that Roz Caplan paid for a list of residents and he believes that in all the cost was around \$1600.00.
- Mr. Dzewaltowski advised that there is a survey called contact us survey that we can look into. He also advised that if the group finds that the only way to get their questions answered is through a survey we can look into the cost a little more and maybe \$1600 would be workable but it would have to be handled and administered by the groups.
- Mr. Folta felt that the survey questions that the Transportation Committee has come up with would be perfect for a phone survey.
- Mr. Grigsby provided 7 questions that his group feels they need answered. They could narrow those questions down to 4 and maybe each group could provide 4 questions. Mr. Grigsby feels that his group could do the tabulation of the answers. Mr. Grigsby felt that it was important to make sure the survey was not difficult to do and would not take more

than 5 minutes. The groups could do the survey and people could mail it back using their own stamp or we could provide a drop off location.

- Discussion among members present regarding the questions provided by the transportation committee. Many of the questions such as what do you think of our roads, will give a negative answer no matter what the roadways are and this will not give you anything you can work with. Unless you ask people how much they are willing to contribute to make their roads better. Parking is a challenge and the City knows that so questions about parking should involve ideas of how they would like to solve the problem, such as do you think that the City should investigate structured parking or questions that will provide input on items we do not already know.
- Mr. Folta felt it was important to do the survey no matter how crazy the ideas are. Mr. Sanborn asked about other possibilities for public input to answer questions they may have. Mr. Dzewaltowski advised that focus groups are particularly helpful. Some committee members voiced concern that the same people come to all the forums and having a survey gets a lot of other people involved who would not come to a forum.
- Mr. Regan suggested having another meeting and each group can come with a few questions and the groups can decide on format and style to get the questions answered.
- Mr. Pope advised we should indentify other ways to gather info, such as survey monkey which is what the school uses. High School students could help do tabulations as part of community service work they need. Question came up regarding who has survey questions or who would like to be a part of the survey and there was comment that the Economic Development & Housing Chapters had a lot of questions on the previous survey and they did not need another survey to do their chapter. Transportation felt there were not enough questions for them on the previous survey and there were not really any historic questions either. The members of the Historic Resources chapter felt there were questions they need answered although they were not sure if they had to have them answered by a survey.
- Mr. Dzewaltowski advised that they can schedule another meeting and at that meeting each group who is interested in having survey questions should bring their questions and we can talk about the best way to obtain answers to their questions within the constraints of the department. He also advised that a community forum which is what most of the committees have advised they want is also quite expensive and we do not want to spend all our funds on the survey. Some members advised that a survey could be handed out at a community forum and have a drop off location.
- Mr. Dzewaltowski advised that the members should follow the templates that are in the 1991 Master Plan and if there are any questions he would be available to help.
- Consensus to have another meeting on February 10th at 7:00 at the Teal Lantern Room again

Meeting Adjourned 8:41pm
Respectfully Submitted,

Michelle Aiken
Boards and Commissions Coordinator