



Master Plan Advisory Committee Meeting
Thursday February 17, 2009, 7:00 p.m.
Teal Lantern Room, Sugar River Valley Technical Center

Meeting Minutes

Present: Richard Wahrlich, Bernie Folta, Scott Pope, Alan Croteau, Jacqui Guillette

Absent: John DeTore, Stephen Wood

Economic Development Sub-Committee: Paul Knapp, Jennifer Brockett

Absent: John DeTore, Joseph Gorman, Robert Porter

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

Absent: Lisa Paquette

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

Absent: David Messier, Jason Farrell,

Housing Sub-Committee: Alan Croteau, Jacqui Guillette, Scott Pope

Absent: Jack O'Sullivan, Bill Regan

City Staff: Peter Dzewaltowski, Interim City Planner; Ed Tinker, Director of Planning & Development; Michelle Aiken, Boards and Commissions Coordinator

I. Business

- Mr. Scott Pope advised he would like to talk about where the groups are at and find out where everyone is with their drafts
- Mr. Knapp advised that the Economic Development chapter is working on their rough draft and are almost ready to start passing out copies for feedback. Mr. Knapp advised that they are considering having a copy of their rough draft passed around to some groups around the City looking feedback on the first rough draft. Ms. Guillette advised that she would be glad to pass along an electronic copy to her staff since 40% of the School staff lives in Claremont. Mr. Knapp advised they are looking for a diverse group of people to look at the plan and provide input. Some of the groups they are thinking of distributing it to would be Claremont Chamber of Commerce, City Business Members, staff, etc. They feel this will be a really good way to get feedback. Mr. Knapp advised that when they are satisfied with what they have they will send it out to be reviewed. Their plan has been to write the chapter within the group and then edit as a group.
- Discussion regarding passing on the rough drafts to the Master Plan Advisory Committee before handing out to others. When drafts are completed they can be emailed to the MPAC.
- Mr. Dzewaltowski advised that it is important to take the feedback and incorporate into one rough draft. He explained the problems with having too many versions of a draft.
- Mr. Folta stated that we should look at how other towns do their Master Plans because it appears that we are doing things different than other cities and towns.
- More discussion ensued regarding the rough drafts will be sent to Planning & Development first who will then distribute as needed.
- Mr. Grigsby advised that the Transportation Committee has a meeting this Friday. They are not too far away from writing the chapter. They are open to options of getting public input in others ways than a survey. Mr. Tinker suggested going through the process and then getting public input. There are other ways to get public input, from other groups such as the Chamber, City Businesses, Senior Centers, the Claremont Development Authority, and choosing groups to speak to for needed information. Mr. Grigsby suggested contacting groups such as the Kiwanis Club.
- Mr. Sanborn advised they had nothing to report.
- Mr. Croteau advised that the Housing committee is getting their draft together and are also considering different focus groups for input. Mr. Croteau is making a color coded map which will show where different types of housing are located like single family and multi-family.
- Mr. Grigsby mentioned that they are still interested in a steering committee to keep the Master Plan going and not to sit on the shelf and collect dust. Members present interested in finding out how other communities keep their Master Plan going. Mr. Dzewaltowski advised that most community Master Plans are inadequately used. Some communities will

implement the plan through a process like the Capital Improvement Program or other process. There was a suggestion that the Planning Board could have certain groups work on the chapters. Mr. Grigsby suggested having a group that consisted of people such as the Mayor, City Manager, Planning Board and Zoning Board Chairs who can look at the Master plan on a quarterly or yearly basis to see what the needs of the community are and what the political will of the community is.

- Mr. Tinker suggested that each group continue with their drafts and find ways to obtain public input. Once the drafts are ready we can bring them to the Planning Board and outline the process to obtain in put for a public hearing. After that we can do some small public input sessions for each chapter and then bunch them all up to take them to the Planning Board.
- There was a suggestion to start thinking of a process in which the Master Plan can be amended yearly or as needed. There should be a committee to see what the political will of the community is to develop a vision for the city.
- There was a suggestion that the Planning Board could and should review the Master Plan yearly
- It was also pointed out that City Staff should also know the Master Plan and know what the goals are and adjust goals to the changing community.
- Mr. Pope advised he would go to the City Council to provide an update if that was alright with the other members. Concensus is that the board would like Mr. Pope to provide an update. Mr. Tinker advised he will try to get them on the City Council agenda for March.
- Mr. Sanborn asked Mr. Dzewaltowski to email a sample template for them to use for their rough draft.
- Board decided to have another meeting on March 24th at 6:30 PM in the Teal Lantern Room.

Meeting Adjourned 8:15 pm
Respectfully Submitted,

Michelle Aiken
Boards and Commissions Coordinator