



**Master Plan Steering Committee**  
Tuesday, December 15, 2015 at 5:15 p.m.  
The Visitor Center, 14 North Street

**MINUTES**  
**Approved 1/19/2016**

**Present:** Melissa Richmond, Andy LaFreniere, Deb Matteau, Nick Koloski, Bill Carpenter, Dave Putnam, Rich Wahrlich, Jim Feleen, Marilyn Harris, Ernest Montenegro

**Absent:** Abigail Carmen

**Staff:** Nancy Merrill, Director of Planning & Development

The meeting was called to order at 5:15 PM.

Member introductions.

**I. Elect Chair and Vice-Chair**

**Motion:** To elect David Putnam as Chairman

**Made By:** Bill Carpenter    **Seconded By:** Rick Wahrlich    **Vote:** Unanimous in favor

**Motion:** To elect Jim Feleen as Vice-Chair

**Made By:** Deb Matteau    **Seconded By:** Rick Wahrlich    **Vote:** Unanimous in favor

**II. Overview of Project**

• **The Master Plan Process**

Nancy Merrill reviewed a power point summary of the Master Plan process and state law framework. There was a discussion about the chapters in the prior plan; Land Use, Transportation, Community Facilities, Economic Development, Natural Resources, Recreation, Historical Resources and Housing and whether others should be added as allowed by state statute. David Putnam stated that the prior City Center Committee would like to add an Energy chapter, and Jim Feleen would like to add the Implementation chapter to sharpen focus. Nancy Merrill suggested that if possible it would also be good to add the Natural Hazards chapter.

Subchapter committees will be formed following the community visioning/public participation forum. Marilyn Harris suggested an outline for the subcommittees, but not too much structure. David Putnam questioned how the committee's would evaluate goals. Ernest Montenegro felt it was important to keep focus on merchant stability in the city center.

• **Master Plan Purpose Statement**

RSA 674:2 I states the statutory purpose:

***“The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving***

*and enhancing the unique quality of life and culture of New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sound planning, and wise resource protection.”*

There was discussion about adding to the purpose statement to make it reflect the culture of Claremont and add sustainability as a reflection of the previous City Center work.

With those changes the Claremont Master Plan Purpose Statement will read as follows:

*“The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of Claremont and New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sustainability, sound planning, and wise resource protection.”*

**Motion:** To accept the purpose statement with changes

**Made By:** Bill Carpenter **Seconded By:** Deb Matteau **Vote:** Unanimous in favor

- **Community Survey**

There was discussion about the 2007 survey that was used for the previous Master Plan. Bill Carpenter suggested that the Board members all take the survey for their next meeting to discuss what they liked and didn't like. Andy LaFreniere suggested that it would be beneficial to have an open response to a list of categories that would flow into pre-designed buckets to make it more useable for the committee. Marilyn Harris suggested rating 1-10 on a list of questions related to the Master Plan. Bernie Folta offered to analyze open responses.

### **III. Next Steps**

Nancy Merrill will send surveys from other towns for the next meeting. The Committee will also be discussing community visioning and the public forum, as well as subchapter outlines.

### **IV. Adjourn**

**Motion:** To adjourn the meeting.

**Made by:** Andy LaFreniere **Second:** Melissa Richmond **Vote:** Unanimous in favor

Respectfully submitted,  
*Nancy Merrill*