



Master Plan Steering Committee
Tuesday, March 15, 2016 at 5:15 p.m.
The Visitor Center, 14 North Street

MINUTES
Approved 4/19/2016

I. Call to Order

Mr. Putnam called the meeting to order at 5:15 PM.

II. Roll Call

Present: Melissa Richmond, Abigail Carman, Nick Koloski, David Putnam, Richard Wahrlich, Jim Feleen, Deb Matteau, Bill Carpenter, Marilyn Harris

Absent:

Staff: Nancy Merrill, Director of Planning & Development, Zach Williams, Business Development Coordinator

III. Minutes

Motion: To accept the minutes of the February 16 meeting with the following corrections: add “Skowronski” and “Montengro” and correct “Matteau”.

Made by: Mr. Carpenter **Second:** Ms. Matteau

Vote: Unanimous in favor

Andy Lafreniere, Eileen Skowronski, Ernest Montenegro arrived.

IV. Business

a. Community Survey

The committee discussed the fifth draft of the survey. Changes requested by the committee were:

- Ms. Skowronski suggested emphasizing the Master Plan’s impact on the Capital Improvement Plan (CIP) in the introduction. (This led to a discussion on the CIP and how it relates to the Master Plan.)
- Ms. Merrill said that, in her opinion, the first three questions on the survey are the most important. There were no changes made to them.
- There was much discussion regarding the wording of the Rural Character question. It was ultimately changed to:

“Rate each of the following items in terms of their importance to you, with 1 being most important, 5 being least important.”

- This same wording is to be used in the wording of the question regarding Urban Character.
- The committee asked Ms. Merrill to put the question about neighborhood plans back into the survey.
- Remove the introductory paragraph under “Land Use, Economic Development”
- Respondents should be asked to rate each item in question two under “Land Use, etc.” and “circle all that apply” in the third question.
- Remove the word “reasonable” from the question regarding access to broadband.
- Discuss parks and the community center separately.
- Under “Transportation/Roads/Sidewalks” ask “where?” are sidewalks and crosswalks safe and walkable.
- Ask if the roads are well-maintained (same section).
- Modify the question regarding use of the Community Alliance bus service to include organizational use and to find out if use would be increased if the service was expanded
- Under “Demographics”, add “nonresident” to the third question; add “N/A” under the fourth question; change #4 in the last question to “\$50,000 - \$75,000” and add #5 “\$75,000 - \$100,000” and #6 “\$100,000+”.

Ms. Merrill was asked to add Health and Medical Services and to provide more details to the types of products and services desired in Claremont.

The committee agreed that trash and litter in the downtown should be addressed on the survey – perhaps under Urban Character?

Discussion and changes to the survey concluded. Ms. Merrill will put the final draft on Survey Monkey. The link to the survey will be provided to the committee and the forum participants. Paper copies will be provided to the Senior and Borden Centers.

The remainder of the agenda was tabled to the next meeting.

- b. Forum discussion
- c. Next steps

V. Correspondence

- a. Draft survey questions
- b. Post forum communication

VI. Other

VII. Adjourn

Motion: To adjourn the meeting.

Made by: Ms. Matteau **Second:** Mr. Carpenter

Vote: Unanimous in favor

The meeting adjourned at 6:37 PM.

Respectfully submitted,
deForest Bearse