



Master Plan Steering Committee
Tuesday, April 19, 2016 at 5:15 p.m.
The Visitor Center, 14 North Street

MINUTES
Approved 5/17/2016

I. Call to Order

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

II. Roll Call

Present: Melissa Richmond, Jim Feleen, Eileen Skowronski, Marilyn Harris, Debora Matteau, Bill Carpenter, David Putnam, Abigail Carman, Nick Koloski, Andy Lafreniere

Absent: Richard Wahrlich

Staff: Nancy Merrill, Director, Planning and Development Department; Zachary Williams, Business Development Coordinator

Mr. Putnam asked to add to the agenda the acceptance of Ernest Montenegro's resignation from the committee.

III. Minutes

a. March 15, 2016

Motion: To accept the change to the agenda and the minutes of March 15, 2016

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

Vote: Unanimous in favor

Motion: To accept the resignation of Ernest Montenegro from the Master Plan Steering Committee.

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

Vote: Unanimous in favor

The vacancy will be posted.

IV. Business

a. Community Survey

Ms. Merrill apologized for the delay in getting the survey published and said it should be available by Monday (April 25).

Ms. Merrill showed the committee some of the advertising posters and fliers from the last master plan update. They can be updated and used for this update.

The committee discussed ways of distributing the survey. It was agreed that paper copies will be made available at various locations in town. Some members volunteered to assist at the senior center and at the soup kitchen. It was also agreed that handing out business cards with the link to the online survey might be helpful. Ms. Merrill agreed to add a disclaimer to the survey that it is for Claremont residents only.

b. Subcommittees/Schedule

Ms. Merrill distributed to the committee a publication from the Office of Energy and Planning (OEP) entitled “*Master Planning*”. The publication describes the content of the plan and the planning process.

Ms. Merrill also distributed to the committee the “*Master Plan Schedule 2016-2017*”. The creation of the vision statement comes first, based on results from the survey and the public forum. Projected date of completion of the vision statement is July 18, 2016.

Subcommittees will be formed and two work sessions are scheduled. The first session will start following completion of the vision statement and will cover the natural resources, energy, community facilities, parks & recreation, and land use chapters. Session 1 will conclude by October 1st.

The second session will cover economic development, housing, historic resources, and transportation chapters. Session 2 will conclude by January 1st.

Each subcommittee will be staffed from the planning and development department. The regional planning commission will staff the land use chapter.

A second community forum will be held in January 2017. Ms. Merrill hopes to have the plan finalized by the end of April 2017.

Ms. Merrill urged the members to strive for implementable goals and action items. All chapters must connect to the vision statement.

There was discussion on how to solicit subcommittee members. Ms. Merrill found fliers and press releases from the last plan update to update and use for this one. Steering board and committee members and participants of the community forum will also be invited to participate. Members of the steering committee are not required to be on any of the subcommittees, but are certainly welcome to do so. Ms. Merrill is hoping to be able to streamline the appointment process for subcommittee members on the grounds that they are temporary subcommittees that will provide recommendations to the

steering committee. It was agreed that the minimum number of members for each subcommittee would be six with a maximum of 12.

There was much discussion regarding the role of steering committee members who choose to participate on subcommittees. Ms. Merrill said meeting agendas will be set by staff and staff will guide the discussions. Subcommittees are free to set their own meeting schedules.

V. Correspondence

a. Post forum communication

Included in the committee's meeting packet were communications received from several participants following the community forum.

VI. Other

VII. Adjournment

Motion: To adjourn the meeting.

Made by: Ms. Matteau

Second: Ms. Richmond

Vote: Unanimous in favor

The meeting adjourned at 6:30 PM to allow two participants to get to a zoning board meeting by 7:00 PM.

Respectfully submitted,

deForest Bearse