

**PLANNING BOARD
OCTOBER 9, 2012 at 7:30 PM
TOWN HALL, 41 SOUTH MAIN STREET**

In attendance:

Members: Kate Connolly, Judith Esmay (Chair), Joan Garipay

Alternates: Bill Dietrich, Iain Sim

Staff: Vicki Smith, Jonathan Edwards

Others: See Attendance Sheet

1. **MINUTES:** The minutes of February 6th (RPC) and September 11th (PB) were approved.

2. **DISCUSS FINAL ARRANGEMENTS FOR OCTOBER 13TH COMMUNITY WORKSHOP**

Edwards said the workshop will include:

- Presentation by the consultant
- Break-out group sessions (audience will be divided into 4 groups who will disperse to other rooms within the building – a consultant will be assigned to each group)
- Presentation from each break-out group (their discussions, ideas, etc.)
- Visual preference survey
- Wrap-up session

Edwards said the workshop will be videotaped and televised at a later date.

ESMAY advised that entrance to the event will be through the back door of the building. The school administration does not want the main entrance unlocked and unmonitored all day. DIETRICH was assigned to sit at the main entrance and direct people to the back door. There will also be signs posted. CARTER, CONNOLLY, & GARIPAY were assigned as registrars to oversee public sign-in and distribute name tags & push-pins for property identification. Attendees will be asked to pinpoint on a map provided, the location of their property(ies). HINGSTON & Smith were assigned to the map area.

ESMAY said Board members, as the host of the event, should welcome and greet people as they arrive, and act as hall monitors, being available for questions, and direct people to various rooms. She will prepare a 5-minute oral presentation explaining why the Board thinks this is an important thing to do and what its purpose is in doing it. The goal is to engage the public and listen to what they have to say, not require them to listen while Board members make speeches. The overall role of the Board, staff, and consultants is to answer questions, correct misconceptions, and help give color to what's being done.

Assignments of facilitators and scribes for the break-out groups were discussed. Facilitators are to make sure no one dominates discussions, make sure everyone has a chance to speak,

try to keep the discussion on track, and keep it civil. Scribes are to record input. The Board's role during the break-out sessions is to observe and participate as appropriate. The Board's consensus was that Board members should not be assigned as facilitators or scribes. Their preference would be for the consultants to act as facilitators. Staff will rotate amongst the groups and observe/answer any technical questions that may be best answered by staff. A suggestion was made to provide each group with an easel and large paper to keep people focused and produce a written document.

The status of the questions for the break-out group sessions was questioned. At the October 1st meeting the consultants said they would prepare a list of questions and seek input from the Board. Staff advised that the list has not yet been received. If provided before the workshop, it will be emailed to the Board.

The status of the Power Point presentation was questioned. At the October 1st meeting the consultants said a copy would be provided to the Town in advance of the workshop for distribution and posting on the Town's website. Staff was asked to follow up with the consultants.

Public notice of the workshop was questioned. Edwards said a public hearing notice was published October 5th. He was not aware of HORNIG's arrangement for publication of his op-ed article. Smith said email notices went out to the email notice list, a listserv notice went out, and notice is posted on the home page of the Town's website. Staff was asked to submit an ad larger than the typical transaction ad.

Lisa Coyle, of the Occom Pond Neighborhood Association, said it is a farce to have a meeting on Saturday and nobody knows about it. There are no flyers or postings of this meeting. Staff in the Town Clerk's and Manger's Offices are unaware of the workshop and the information available for distribution. Submitting an ad now, providing only three days' notice, is not sufficient for people to attend. Coyle suggested generating flyers or hanging a banner across Main St. ESMAY said that underscores the necessity of having neighborhood meetings as the project proceeds. GARIPAY suggested recruiting hosts for neighborhood meetings at the workshop. Smith said copies of the Residential Project—Policy Development—Final Compendium (Compendium, hereafter) are available on the Town's website at: http://hanovernh.org/Pages/HanoverNH_BComm/Planning/ResProj-PolicyDev.pdf, in the Planning & Zoning Office, and the Etna & Howe Libraries. She said the consultants were supposed to prepare a summary. It would be more effective to reproduce a summary than to hand out the 59-page Compendium. Staff was asked to follow up with the consultants. If available, the summary could be handed out at the workshop. DIETRICH said it is important that the core concepts of the Compendium are communicated in the presentation.

The decision to post letters from the public on the website was questioned. SIM shared his recollection that this option was replaced by the creation & posting of a FAQ sheet. Smith said there should be a way to disseminate public comments. A notebook has been started to compile all of the documents received, but not everyone wants to visit the Planning & Zoning Office to view them. ESMAY said some of the letters carry misinformation and make statements as facts, that are not facts. Letters are being cited as authority. We need to spend time putting corrections on the website which gives people more to read. Further, ESMAY was not sure whether everyone wants their comments posted on the website. CONNOLLY

said web postings have never been a part of past procedures to amend the Zoning Ordinance. Smith said the residents believe there should be a dialogue. People in town should have a way to converse about it if they cannot attend meetings. How will they know what others are thinking? ESMAY said the website should be the Board's statements, what the project is and what's behind it.

Carey Heckman, of the Occom Pond Neighborhood Association, encouraged the Board to prepare and post a document that summarizes all of the comments received, and respond to them with rationale so people know they've been heard. Right now it is unclear what the Compendium represents. Is it a first cut answer? A thought paper? A background piece? Edwards said it is a thoughtful analysis of issues that the Board has been wrestling with, many of which stem from the Master Plan.

Coyle said her understanding of the RFP to the consultants is that there is a plan already developed, and the proposal is to help implement it. Edwards said the intent of the RFP was to help develop a plan and to help conduct a public process.

The Board agreed that letters from the public would not be posted on the website. ESMAY volunteered to extract questions from the public letters that are of a town-wide interest, and process them into a FAQ sheet.

MISC Comments:

- Board members were encouraged to read the Compendium prior to the workshop.
- When objections are raised, the Board needs to get a feel for the intensity of the objections and how many people agree with them.
- Board members were asked to bring their copies of the Zoning Ordinance & Master Plan to the workshop.

Follow-up with the consultants:

1. Status of the questions for the break-out group sessions
2. Status of the Power Point presentation
3. Status of the Compendium summary

3. OTHER BUSINESS: Next Board meeting 10/23/2012

4. ADJOURN: The meeting adjourned at 9:00 PM.

Respectfully Submitted,

Beth Rivard