

Master Plan Implementation Committee

Meeting Minutes

Wednesday, January 29, 2014

Members present: Kevin Smith, John Vogl, Joe Green, Deb Paul, Ann Chiampa, Tammy Siekmann, Barbara Mee, Mike Speltz, Ted Combes, Mary Tetrault, Mary Soares, Chris Davies

I. Call to Order

Meeting called to order at 7:00 pm by John Vogl

II. Member/Staff Introductions

Members of the Board introduced themselves and what Committee they represent.

III. Selection of Chair/Vice- Chair

J. Vogl asked for candidates for Chair and Vice Chair. M. Soares nominated Chris Davies as Chair. Second by D. Paul. M. Soares expressed the sentiment that a Planning Board member should chair the committee. All expressed agreement. K. Smith nominated Barbara Mee as Vice-Chair, seconded by T. Combes. J. Vogl called for a vote on the two candidates. All voted affirmatively. C. Davies elected as Chair, B. Mee as vice chair.

J. Vogl offered to run the remainder of the meeting. He asked to take items V and IV out of order from the agenda.

IV. Master Plan Implementation Program Overview

J. Vogl provided an overview of the process of implementing the master plan, per the flowchart presented in the approved document (see attached). He said that this Committee played an advisory role to the Planning Board. He described the process of implementing ideas and the many boards/committees that have input, oversight or ownership along the way. He told the members that this group would not actually be implementing zoning changes or commencing studies, for example, but that they could influence the process by discussing/promoting and advocating ideas, educating the public and keeping the focus on long term planning goals. He expressed that many of the “toolkit” items presented in the Master Plan belonged in the town’s subdivision and site plan regulations, which are managed by the Planning Board. He described his goal that this Committee would be influential as an arena for vetting ideas and keeping a focus on the Master Plan goals so that the vision and ideals are promoted and advanced.

V. Review/Adopt Committee Charge

Tammy Siekmann entered at 7:12 pm. Kirby Wade entered at 7:20 pm.

J. Vogl stated that he talked with Planners from the City of Lebanon about their own experiences with a similar Committee. He reported that their committee had been in effect for several years now and that they found it to be a valuable part of the planning process. It is used as a source to vet new ideas. J. Vogl stated that they bring in new ideas, spend an hour or two discussing them and then consider advancing them to the parent boards. J. Vogl stated that the purpose of this Committee will be to educate the public and have big discussions of big ideas, long term planning role.

J. Vogl presented a draft Committee Charge to the group for discussion. He stated a regular product of the Committee will be an Implementation report card that is presented to the Planning Board on an annual basis. Councilor Joe Green stated that Implementation Report Card should be on the website for the public to see in a way that it can make this process live.

J. Vogl stated that the Committee will consist of 11 members who are appointed by the Planning Board. It will include representatives from the Planning Board, Town Council, Budget Committee, Conservation Committee, Trailways Committee, Heritage Committee, business community and at large members. The initial committee should include members from the Master Plan Steering Committee and members should represent the interest of all six guiding principles of the Master Plan.

M. Soares stated that since the Council is elected and the Planning Board is appointed, if she is not appointed in December, would she need to be replaced by someone from the Planning Board. J. Vogl stated it was up to this group to decide the membership rules. J. Vogl stated that he didn't want to put defined terms into an advisory committee but that this was an appropriate discussion to have.

J. Green stated that you have to be careful about the consistency because as the group starts to work together in subcommittees, people coming on and off as members can really hurt that. J. Green stated that if he is not reelected he would still like to be an at large member to keep the consistency, but you would have another Councilor.

M. Tetrault stated that the guidelines should say 11 or more people. M. Soares stated that you have to be careful that the Board doesn't grow too large.

D. Paul stated that there should be a maximum number of voters on the Board but not a maximum number of how many people want to get involved. Councilor Green stated someone from the Council and the Planning Board should always be on the Committee. D. Paul stated that maybe those representatives shouldn't be counted into the 11.

J. Vogl suggested changing the wording on membership to state that the Committee can be made up of 11 members, one from the Planning Board and one from the Council and ideally representatives from all the other Committees. Memberships shall be reviewed annually by the Planning Board.

M. Soares stated that the Committee should include a School Board representative. Members opted to add a School Board representative as well as an additional at-large member to increase the total committee size to 13, with a quorum of 7. The amended charter with all changes is included in the appendix. A. Rugg said that the report card should be issued during the second planning board meeting in December.

J. Vogl read the changes. Motion made by J. Green and Seconded by M. Tetrault to accept the document as amended and recommend adoption. All voted affirmatively.

VI. Master Plan Implementation Program Overview

J. Vogl presented the list of Master Plan recommendations for the committee to review. He described the formatting exercise he completed to arrange the items into numerous categories, including those that would be covered by an upcoming zoning audit. He told the group the Planning Department had contracted with Arnett Development Group to carry out an audit of the zoning ordinance, under the direction of the Planning Board. He said the town's voters had committed \$20,000 to this project at the previous town meeting. The audit process would be an appropriate avenue for the Committee to follow the proceedings and observe how it is carried out and ultimately implemented by the Planning Board, given that the Master Plan would provide direction to the auditors. T. Seikmann asked about the timeline. J. Vogl responded that the timeline and scope of services were still under development. J. Green asked about the dates that were reported on the spreadsheet – are these realistic and flexible? J. Vogl responded that the info on the form would be continuously updated, per regular reports to the Planning Board. Members discussed the information and dates presented. All agreed that this was a “living document” and that the entire document should be goal oriented, not date oriented. Discussion turned to the format of the report card. J. Green and T. Seikmann asked about projects that had already begun. J. Vogl said many of these had been accomplished or were in underway. He will try to identify those for the next meeting. J. Green said he would like to see benchmarks, such as percentage of recommendations completed or underway, as a measure for tracking progress. T. Seikmann and K. Smith commented that some of the economic development goals, including business visitations, were underway. D. Paul expressed that the Chamber was also doing similar work at promoting local business activities.

VII. Future Meeting Dates/Schedule

Members discussed the next meeting dates. It was decided that the 4th Wednesday of each month would be appropriate. For the immediate future, the Committee desired to have monthly, open-ended meetings starting at 7:00 pm. C. Davies suggested that in the future, quarterly meetings would be appropriate, per the memo provided in the meeting packet. C. Davies suggested the next meeting should be focused on a review of the implementation matrix and identifying where we stand on each project presently. The next meetings were scheduled for March 26th and April 23rd.

VIII. Adjourn

Motion to adjourn at 8:40pm by M. Soares. Second by M. Tetrault. All voted affirmatively.

Meeting adjourned at 8:40 pm.

Minutes prepared by Kirby Wade and John Vogl