

1 **LONDONDERRY, NH MASTER PLAN STEERING COMMITTEE MINUTES OF THE**
2 **OCTOBER 24, 2012 MEETING AT THE LONDONDERRY HIGH SCHOOL CAFETERIA**
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4 Members Present: Leitha Reilly, Chair and Planning Board Representative; Marty Srugis,
5 Vice Chair and Heritage Commission Representative; Joe Green, Town Council
6 Representative; Lisa Whittemore, Budget Committee Representative; Mary Soares,
7 Alternate Planning Board Representative; Bob Saur, Londonderry Trailways Representative;
8 Deb Paul, Business Community Representative; Mary Tetreau, At Large Representative
9 (North); Barbara Mee, At Large Representative (Central); and Russ Lagueux, At Large
10 Representative (South)

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12 Also Present: Town Planner Cynthia May, ASLA; GIS Manager John Vogl; Planning and
13 Planning and Economic Development Department Secretary Jaye Trottier; and Brian
14 Wright and Matt Noonkester of Town Planning and Urban Design Collaborative (TPUDC)
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16 **I. Call to Order**
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18 Leitha Reilly called the meeting to order at 7:33 PM.
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20 **II. Recap of Final Citizen Workshop**
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22 L. Reilly and members discussed feedback from the just-completed workshop. She
23 stated that she has received input from many people throughout the process and
24 reiterated that the goal of this plan is to have something for everyone. Members
25 discussed the meeting schedule leading up to final plan adoption. The next date to be
26 aware of is Nov. 17, when a final draft comes in from TPUDC. Following that, the
27 Steering Committee has meetings scheduled for November 28 and December 26. All
28 agreed that the December 26 meeting would be poorly attended and there was little to
29 put on the agenda. There was consensus to cancel the meeting. **B. Saur made a**
30 **motion to cancel the December 26, 2012 Steering Committee meeting. M.**
31 **Tetreau seconded. Motion passed 10-0-0.** M. Srugis stated that if members had
32 comments on the plan following the November meeting, they should be communicated
33 to L. Reilly and Town Staff.
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35 M. Tetreau asked about Facebook updates. C. May explained that there has been little
36 activity to post as the plan is in the writing stage. She said that when the next draft
37 becomes available, it will be posted for on-line viewing, as the town has done with
38 previous versions.
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40 Members expressed the need for a meeting to formally move the final draft of the
41 Comprehensive Master Plan (CMP) to the Planning Board prior to the January 9th public
42 hearing. C. May offered that Thursday, January 3 would work and that Town Staff will
43 find a meeting location. Consensus was reached for a Steering Committee meeting on
44 Jan. 3. Members discussed what would constitute a unanimous vote of the Committee.
45 It was noted that there are members who have missed three or more consecutive
46 meetings and who should not be allowed to comment on the plan as members of the
47 committee but as residents only, given their lack of participation in the process. M.
48 Soares stated that as a rule, committee and board members with three or more
49 consecutive unexcused absences cannot vote. L. Reilly said that she will research the
50 issue and converse with Town Staff regarding committee rules.

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J. Green asked about the status of comments that are being addressed in the current plan draft. J. Vogl and B. Wright explained that to date, TPUDC has addressed most of the items submitted. L. Reilly explained that TPUDC has done their best to incorporate what the Town submitted but that some things were not incorporated if they were found to be redundant, conflicting with other points or sections, or were generally outside the scope of the services, such as being too specific for a comprehensive plan. She reiterated that the implementation section contains the most important information in the plan. M. Srugis commented that the implementation matrix should be re-organized in chronological/progressive order. L. Reilly answered that TPUDC and J. Vogl had been working to improve the implementation table, as discussed at the September 26 Steering Committee meeting. J. Vogl said that the table has been color-coded and that a simple graphic is in development. M. Noonkester clarified that chronological order is acceptable but that Committee members should be careful to make it a realistic order consistent with the Town's willingness and history to pass bonds or otherwise fund priorities. He asked for guidance in developing a table that would be realistically feasible to implement. L. Reilly and L. Whittemore explained that the table should provide options for the implementation committee. M. Tetreau stated that the implementation team should start by identifying "low hanging fruit" first and build momentum. D. Paul agreed and expressed that the table should be as simple as possible and that future committees would decide actual implementation. M. Noonkester suggested that the Planning Board could adopt the CMP as a collection of two documents: an overall plan and a supplemental implementation plan. He suggested that the overall plan would be unchanged over time but that the implementation plan could be flexible and modified by future boards/committees. It would be expressed both in tabular form and graphically as in a flow chart. All expressed agreement, however B. Saur thought it would be best to confer first with the Planning Board Chair.

III. Adjournment

**J. Green made a motion to adjourn the meeting. D. Paul seconded the motion.
Vote on the motion: 10-0-0.**

The meeting adjourned at 8:10 PM.

Respectfully submitted,

John Vogl, GIS Manager/Planner