

1 **LONDONDERRY, NH MASTER PLAN STEERING**
2 **COMMITTEE**
3 **MINUTES OF THE JUNE 27, 2011 MEETING AT THE MOOSE HILL COUNCIL**
4 **CHAMBERS**
5

6 Members Present: Leitha Reilly, Planning Board Representative; Joe Green, Town
7 Council Representative; Lisa Whittemore, Budget Committee Representative;
8 Larry O’Sullivan, Zoning Board of Adjustment Representative; Mike Speltz,
9 Conservation Commission Representative; Marty Srugis, Heritage Commission
10 Representative; Jason Allen, Londonderry Housing Redevelopment Authority
11 Representative; Deb Paul, Business Community Representative; Mary Tetreau, At
12 Large Representative (North); and Russ Lagueux, At Large Representative (South)
13

14 Also Present: Community Development Director André Garron, AICP; Town
15 Planner Tim Thompson, AICP; GIS Manager John Vogl; Community Development
16 Secretary Libby Canuel; Jack Munn and James Kupfer, Southern New Hampshire
17 Planning Commission (SNHPC).
18

19 **I. Call to Order**
20

21 A. Garron called the meeting to order at 7 PM and thanked the
22 volunteers for assisting in the preparation of the 2012-2022 Master Plan.
23

24 **II. Introductions of Committee Members**
25

26 Master Plan Steering Committee (MPSC) members introduced
27 themselves, as did J. Munn and J. Kupfer.
28

29 **III. Election of Chair and Vice Chair**
30

31 A. Garron explained that the role of the Chair is to ensure the committee
32 adheres to the meeting agenda and to act as liaison between the
33 committee and staff. M. Speltz added that a Chair should expect to
34 have some daytime meetings with staff.
35

36 Following further discussion, **M. Tetreau nominated L. Reilly as**
37 **Chair. Seconded by R. Lagueux. No discussion on the motion.**
38 **Committees vote; 10-0-0.**
39

40 **M. Tetreau nominated M. Srugis for Vice Chair. Seconded by D.**
41 **Paul. No discussion. Committee’s vote; 10-0-0.**
42

43 **IV. Review of Committee Charge and Discussion of Master Plan**
44 **Process**
45

46 A. Garron explained that the Planning Board called for a comprehensive
47 update to the Master Plan that would stretch beyond the normal 5-6
48 year update to create a document designed to chart a new direction for
49 the town over the next decade. Of the \$150,000 appropriated for the

1 Master Plan, \$125,000 is put towards the actual development of the
2 plan, \$15,000 is used for a survey and the remaining \$10,000 is used
3 for incidental costs. Quoting the SNHPC "Preparing a Master Plan for
4 Your Community" guide, a master plan is a "planning document that
5 serves to guide the overall character, physical form, growth and
6 development of a community and provides guidance to local officials
7 when they are making decisions on budgets, ordinances, capital
8 improvements, zoning and subdivision matters and other growth related
9 issues." Under RSA 674:2, a Master Plan must contain both a vision and
10 a land use plan, although other areas such as transportation and
11 economic development will be included as well. A. Garron reviewed the
12 Committee Charge (see attached).

13
14 **V. Overview of Orton Foundation Heart & Soul Grant Application -**
15 **Brainstorming Exercise (Required for Grant Application)**
16

17 A. Garron stated that at the beginning of the 2004 master plan, a "Best
18 Towns Initiative" was done through the University of New Hampshire
19 Cooperative Extension which provided a framework for that master plan.
20 Similarly, this grant program will provide an even richer outline based on
21 staff's review. J. Munn explained that only four of these grants will be
22 awarded; two in the New England states and two in the western portion
23 of the country. The main goal is to guide a town that has deep and rich
24 values to develop a vision of its future at a time when the direction of
25 that outlook is unclear. Rather than allowing growth to shape the town,
26 the intent is for the town to be able to shape its growth.

27
28 Requirements of the grant include having a population under 31,000;
29 having a full time planner; having a regional partner (in this case,
30 SNHPC), establishing a community advisory team; and creating a video
31 showing what Londonderry is today. The grants, which can total
32 anywhere from \$50,000 to \$200,000, are awarded in November and
33 applications are due on July 20. SNHPC will write the grant on behalf of
34 the Town and will act as project coordinator should Londonderry win the
35 grant.

36
37 J. Munn asked the group for their ideas on how to articulate the story of
38 Londonderry. D. Paul explained Londonderry's origins, starting from the
39 time it included the Town of Derry. L. Whittemore said that when she
40 moved to town in 1973, it was still fairly agrarian and much less
41 populated; farms and stables were visible along Rte 102. Socially
42 responsible families, she said, have donated land to help shape
43 Londonderry's future and to make resources available to the
44 community that we could not otherwise afford; this is one of the
45 traditions that has helped to shape our town over the years. M.
46 Tetreau noted that the development of Woodmont Commons along with
47 the expansions of both I-93 and the airport are some of the crossroad
48 events taking place in town. There is an ongoing challenge, she said, to
49 retain the rural character of the town through conservation efforts. M.

1 Srugis described the succession of population booms that came after the
2 construction of I-93 in the late 1960's and the various zoning changes
3 that resulted from each. At this point, he said, there is a division about
4 Londonderry's future between those who have been here for decades
5 and those who are just moving into town. M. Speltz agreed there is no
6 unified spirit about the future. He spoke to the degree of volunteerism
7 in town, as evidenced by the achievements of such groups as
8 Londonderry Athletic Fields Association and Beautify Londonderry, which
9 shows how much residents care about their town. D. Paul stated that
10 her past experience with the Best Towns Initiative showed that although
11 there are divisive issues, people tend to unite when it comes to the
12 greater good of the town, which is typically the preservation of its rural
13 character. J. Green stated that pride is a common factor for residents.
14 M. Tetreau described it as having a passion for the town. L. Reilly, a
15 relative newcomer who has lived in town for only a few years, said she
16 does not see a division in town so much as she sees the democratic
17 process in action. What stands out to her is the fact that once children
18 raised in Londonderry graduate, they prefer to move back into town,
19 which is something rarely seen in most towns. She has also witnessed
20 the unique quality where older students continuously help younger
21 students to assimilate into the school system. L. O'Sullivan added that
22 along with churches, schools are a primary source of cultivation for the
23 sense of community and passion residents have. J. Munn stated that the
24 next step is exactly to identify those institutions, groups, etc. and
25 determine how they are connected together.

26
27 Using sticky notes and a whiteboard, members identified and organized
28 groups associated with the following questions:

29
30 1. Who will be affected by the outcomes of the project? Results were
31 children, sports, farmers, schools, Old Home Days, arts and music and
32 restaurants.

33
34 2. Who can offer new knowledge and different perspectives to the
35 project, (i.e. those outside of the planning process who may be skeptical
36 of the town's planning efforts)? Answers were developers, people who
37 want to lower taxes, Planning Board, businesses, non-profits, volunteer
38 task forces, restaurants, schools, farmers, sports, children, potential
39 newcomers, churches and arts and music.

40
41 3. Who is responsible for implementing project recommendations?

42
43 4. Who might stand in the way of the project?

44
45 J. Munn then asked for the network connectors in the community
46 between these groups. This was broken down into three questions:

47
48 1. Who do others routinely go to for advice? Results were Town
49 Council, Google, elected officials, local newspapers, Town Hall, the Town

1 website, realtors, Londonderry Housing and Redevelopment Authority,
2 social media, the library and the cable studio.

3
4 2. Who are seen as trusted opinion holders or as leaders in the
5 networks? Church leaders, School Superintendant, Town Hall and Town
6 Manager were answers given.

7
8 3. Who regularly spreads the word about community happenings or
9 comes into regular contact with many people? Answers were cable tv,
10 local newspapers, social media sites, "people who know everybody" and
11 teachers.

12 Identifying the conversation opportunities and communications channels
13 was the next task and was broken out into the following questions:

14
15
16 1. What are the gathering places where your community's networks
17 hang out? School fields, restaurants, the Drop Off Center, Mack's ice
18 cream stand were all listed. Since not many places were identified, J.
19 Munn asked for events where the community's networks hang out.
20 Results were Old Home Days, local meetings, sporting events/games,
21 parades, farm stands, funerals and weddings.

22
23 2. Where do most people turn to get local news? Town leaders and
24 newspapers were mentioned.

25
26 Lastly, J. Munn asked what results the group expected from the visioning
27 process in terms of possible projects for the town to consider in the next
28 ten years. Accomplishments of the last master plan were reviewed and
29 compared with future goals:

30
31 1. A comprehensive inventory; Historic properties have been
32 inventoried. The goal is to look at historic culture.

33
34 2. Prepare beautification; Beautify Londonderry has been established.

35
36 3. Community Health Assessment; What recreational, agricultural and
37 communication opportunities exist versus what more is desired.

38
39 4. Smart growth ordinances; these are currently being worked on by
40 staff. Maintaining the rural character and values of the town while still
41 promoting business growth in town is the objective.

42
43 J. Munn and J. Kupfer will take the data from tonight and develop the
44 matrix required for the grant application. It will be sent to the Steering
45 Committee once completed.

46
47 **VI. Determination of Meeting Schedule and Next Steps**

48
49 The next meeting will take place Wednesday, July 27 at 7PM at the Local
50 Access Center studio (pending availability). T. Thompson said that the

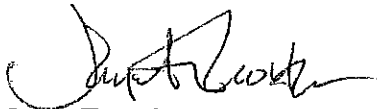
1 fourth Wednesday of the month seemed to be the best day for these
2 meetings. He will continue to work on the draft of the Request for
3 Proposals for a consultant. A subcommittee will be established to help
4 narrow down the applicants and bring the strongest to the MPSC.
5
6

7 **VII. Adjournment:**
8

9 **J. Allen made a motion to adjourn the meeting. M. Tetreau**
10 **seconded the motion. Vote on the motion: 10-0-0.** Meeting
11 adjourned at 8:40 PM.
12
13

14 These minutes prepared by Jaye Trottier and Libby Canuel, Community
15 Development Department Secretaries.
16
17

18
19 Respectfully Submitted,
20

21 

22
23 Jaye Trottier
24 Community Development Department Secretary
25

2012 Master Plan Steering Committee
"COMMITTEE CHARGE"

PURPOSE:

The 2012 Master Plan Steering Committee (MPSC) shall provide guidance in the development of the new comprehensive master plan,

DUTIES / RESPONSIBILITIES:

1. Hold meetings and keep minutes of any such meeting, in accordance with RSA Chapter 91-A.
2. To provide general oversight to the master plan process;
3. To assist in the selection of a planning consultant;
4. To insure broad public participation throughout the master plan process;
5. To participate in the development and review of the text, maps, and research involved in the development of the plan and maintain communication with the Planning Board and the community at large;
6. To prepare and submit a final draft of the master plan for Planning Board for public review, input and adoption.

REPRESENTATION:

The Master Plan Steering Committee (MPSC) shall consist of fourteen (14) voting members as follows:

- One (1) appointed representative from the Planning Board
- One (1) appointed representative from the Town Council
- One (1) appointed representative from the School Board
- One (1) appointed representative from the Budget Committee
- One (1) appointed representative from the Zoning Board of Adjustment
- One (1) appointed representative from the Londonderry Conservation Commission
- One (1) appointed representative from the Heritage Commission
- One (1) appointed representative from the Londonderry Housing & Redevelopment Authority
- One (1) appointed representative from the Recreation Commission
- One (1) appointed representative from the Londonderry Business Community
- One (1) appointed representative from the Londonderry Trailways organization
- Three (3) At Large representatives appointed by the Planning Board; preferably 1 each from North, Central and South Londonderry

ORGANIZATION:

Each respective committee or board shall notify the Planning Board (this was done through the email sent out) of its appointees in writing on or before May 27, 2011.

The MPSC shall determine its own rules or order of business, unless otherwise provided by law or Town Charter.

During the MPSC's initial meeting, the members shall appoint a Chairperson and Vice Chairperson.