

1 **LONDONDERRY, NH MASTER PLAN STEERING**
2 **COMMITTEE**

3 **MINUTES OF THE JULY 27, 2011 MEETING AT THE CABLE ACCESS**
4 **CENTER**

5
6 Members Present: Leitha Reilly, Chair and Planning Board Representative;
7 Marty Srugis, Vice Chair and Heritage Commission Representative; Joe
8 Green, Town Council Representative; Larry O'Sullivan, Zoning Board of
9 Adjustment Representative; Mike Speltz, Conservation Commission
10 Representative; Jason Allen, Londonderry Housing Redevelopment Authority
11 Representative; Bob Saur, Londonderry Trailways Representative; Deb Paul,
12 Business Community Representative; Mary Tetreault, At Large
13 Representative (North); Barbara Mee, At Large Representative (Central); and
14 Russ Lagueux, At Large Representative (South)

15
16 Also Present: Community Development Director André Garron, AICP; GIS
17 Manager John Vogl; Community Development Secretary Libby Canuel;

18
19 I. Call to order

20
21 L. Reilly called the meeting to order at 7:04 PM.

22
23
24 II. Approval of Minutes – June 27, 2011

25
26 L. O'Sullivan made a motion to approve the minutes of the June 27, 2011
27 meeting. Seconded by M. Srugis. No discussion. **Vote on the motion:** 11-
28 0-0.

29
30
31 III. Review of Orton Foundation Heart & Soul Grant

32
33 A. Garron presented the application for the Heart & Soul Grant that was
34 prepared and submitted in conjunction with the Southern New Hampshire
35 Planning Commission (SNHPC). He said that the intent of the grant is to help
36 establish a vision for the Master Plan and solicit input from the community to
37 help generate a more comprehensive product. He thanked J. Vogl,
38 Community Development intern Jeff Belanger and Assistant Director of the
39 Cable Access Center, Drew Caron, for their work on the video portion of the
40 grant which was shown to the Committee members.

41
42 [*Mary Tetreault & Russ Lagueux arrived at 7:07 pm*]

43
44
45 IV. Review of Draft Request for Proposals

46
47

48 The purpose of this RFP is to solicit a consultant to help coordinate the
49 Master Plan document. A separate consultant is needed, A. Garron
50 explained, to be able to dedicate the time needed for the task and to
51 complete it within the time frame, something staff would be unable to do as
52 they perform their ongoing duties. They will work with staff, however, as
53 well as with the consultant from the Orton Foundation, if the Town is
54 successful in obtaining that grant. A. Garron reviewed the various sections
55 of the RFP (see attached), which will be considered using the vision
56 established for the Master Plan. After a brief introduction and some
57 background about Londonderry, a vision statement and land use section are
58 included as required by RSA. Following that, the transportation section
59 includes the State's 10-year Highway Plan, alternatives to vehicular
60 transportation, mass transit, Transportation Demand Management to lessen
61 the load of traffic congestion, air and rail service. Economic Development is
62 next, which continues to be a priority of the Town Council. The consultant
63 will be able to examine where Londonderry's strengths and weaknesses lie
64 and identify areas of economic growth. Community Facilities deals with an
65 inventory of what exists, what the Town wants and where it would be placed,
66 energy use, and facility maintenance. An inventory will also be done of the
67 town's natural resources, for which protection strategies will be developed.
68 Work already completed by the Town's 2010-11 Open Space Task Force will
69 be of use in this section. Natural hazards will be identified as well, as will all
70 existing public and private utilities. Future demand for utilities, both
71 residentially and commercially, will be considered. Cultural and Historic
72 Resources and Housing and Population sections are followed by Regional
73 Concerns. Community Design deals with how the town will appear as
74 development continues, both commercially and residentially. Recreation will
75 include an inventory of existing resources as well as how to provide for future
76 growth. Implementation is a crucial point in order to realize the goals of the
77 document. Also critical to the process is public participation. A website will
78 be established in order to keep the public apprised of the most current
79 information. The challenge is to develop a strategy using multiple sources
80 that will create public interest and participation.

81

82 [*Bob Saur arrived during A. Garron's presentation*].

83

84 M. Tetreault noted that a good portion of the community should already be
85 familiar with previous versions of the Master Plan process, which should
86 assist in generating interest. M. Srugis asked under what topic waste
87 management will be addressed. A. Garron said it could be included under
88 community facilities. He also asked if the website mentioned will be separate
89 from the Town website. A. Garron said it would be and that a link would be
90 provided on the Town website to access it. M. Srugis stated this preference
91 to see all of their information on one website. M. Speltz also asked that
92 waste management be specified under community facilities. He then
93 commented on the Open Space Task Force (OSTF), saying that the concept
94 of stewardship should be specified in that section. Because water resources
95 scored as the highest natural resources during the OSTF process, he asked

96 that the words "if budget and resources allow," be taken out of the natural
97 resources section to ensure that a water resources management and
98 protection plan is, in fact, developed. He also suggested that climate change
99 should be added to the Natural Hazards section. J. Green questioned making
100 the category so specific. M. Speltz explained that he did not want the topic
101 to be overlooked. B. Saur noted the importance of climate change in relation
102 to town planning because of its impact on severe storms and flooding as
103 discussed by the Open Space Task Force. M. Speltz asked if the consultant
104 should estimate costs for each recommendation so that the feasibility of
105 implementing each could be determined. He next asked whether it was
106 reasonable to have a lists of the town's needs generated if they are not
107 financially feasible to obtain. A. Garron said that has been a debate for many
108 years. Resident Art Rugg said it would not be in the scope of the Master Plan
109 to consider the finances and that policy makers would be the appropriate
110 group to consider the specifics. B. Mee agreed, saying considering it would
111 limit the conceptual nature of the Master Plan and its vision. A. Garron
112 added that just because a recommendation in the plan may seem cost
113 prohibitive one day, circumstances could change the next and make it a
114 possibility. M. Speltz asked if bidders will be able to alert the town if they
115 find that part of the RFP is beyond the financial scope of the amount
116 budgeted for the process. A. Garron said they would and that they can
117 submit their own strategies if they feel theirs would be more cost effective.
118 J. Allen recommended breaking out the costs of each section as opposed to
119 having bottom line bids in order to see what the cost drivers are and if any
120 areas are too not being understood by the bidders. A. Garron stated that if
121 the Orton Foundation grant is obtained, monies set aside for the visioning
122 process could be shifted to the Master Plan process. A. Garron said he will
123 add the member's comments and will obtain input from Town Counsel as
124 well. The SNHPC will be consulted as well in order to coordinate with the
125 timeline of the Heart & Soul grant.

126
127 Prior to the next meeting, A. Garron will make available a set of draft
128 questions that will be used in the phone survey to be done by the University
129 of New Hampshire Survey Center sometime in October of this year. A phone
130 survey was chosen, he explained, because it has the lowest error rate and
131 the highest return rate for all forms of surveys. J. Green asked what the
132 phone survey would cost and A. Garron replied that \$15,000 has been set
133 aside for it. D. Paul asked if any other sources were looked into to perform
134 the survey. She said she has used a company called Circulation Verification
135 which only charged \$5,000 for a newspaper circulation survey. A. Garron
136 asked that members let him know if they have had any experiences with
137 other groups. B. Mee advised that using a survey group from New
138 Hampshire may elicit more responses from residents as opposed to an out of
139 state group. D. Paul suggested using Granite State Analytical which is in
140 Londonderry. A. Rugg noted that resident C.C. Mitchell could be another
141 source as he is a statistician. A. Garron said he would investigate these
142 options. Resident Doug Jones asked if the phone survey is the only survey
143 that will be done. A. Garron said yes but that other public input will be

144 solicited through public meetings. J. Allen asked if the nine paper copies
145 were necessary. A. Garron said that will be something the Interview sub-
146 committee can discuss to determine since some committees favor hard
147 copies and others prefer digital.

148

149 V. Selection of Interview sub-committee

150

151 Leitha Reilly, Jason Allen, Mary Tetreault, Deb Paul, Bob Saur all volunteered
152 and Lisa Whittemore (absent) was nominated as well for this subcommittee.

153

154 A. Garron distributed copies of "Population Changes in SNHPC Region" which
155 was a presentation made with regard to the latest census information and
156 subsequent changes in the region. M. Srugis asked if it should be used as a
157 guideline by the Committee. A. Garron suggested simply using it as a
158 resource.

159

160 The next meeting will take place September 28 at 7:00 PM at the Cable
161 Access Center.

162

163 VI. Adjournment

164

165 **L. O'Sullivan made a motion to adjourn. Seconded by M. Srugis. Vote**
166 **on the motion: 11-0-0.** The meeting adjourned at 7:58 PM.

167

168 These minutes were prepared by Jaye Trottier and Libby Canuel, Community
169 Development Department Secretaries.

170

171 Respectfully submitted,

172

173

174

175

176 Jaye Trottier

177 Community Development Department Secretary.