

1 **LONDONDERRY, NH MASTER PLAN STEERING COMMITTEE**
2 **MINUTES OF THE JUNE 27, 2012 MEETING AT THE CABLE STUDIO ACCESS**
3 **STUDIO**
4

5 Members Present: Leitha Reilly, Chair and Planning Board Representative; Marty
6 Srugis, Vice Chair and Heritage Commission Representative; Joe Green, Town
7 Council Representative; Lisa Whittemore, Budget Committee Representative; Mike
8 Speltz, Conservation Commission Representative; Jason Allen, Londonderry
9 Housing Redevelopment Authority Representative; Deb Paul, Business Community
10 Representative; Mary Tetreau, At Large Representative (North); and Barbara Mee,
11 At Large Representative (Central)

12
13 Also Present: Community Development Director André Garron, AICP; Town Planner
14 Cynthia May, ASLA; GIS Manager John Vogl; Community Development Secretary
15 Jaye Trottier, and (by phone) Matt Noonkester of the consultant firm Town Planning
16 and Urban Design Collaborative (TPUDC).

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18 **I. Call to Order**

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20 Leitha Reilly called the meeting to order at 7:05 PM.

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22 **II. Approval of Minutes –May 30, 2012**

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24 **M. Speltz made a motion to approve and sign the minutes from the May**
25 **30, 2012 meeting. M. Srugis seconded the motion.** No discussion. **Vote**
26 **on the motion: 6-0-1.** (J. Allen abstained because he was absent from the
27 meeting).

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30 **III. Final Review of Phone Survey – Open Ended Questions**

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32 M. Speltz proposed that rather than viewing responses to the five open ended
33 questions of the phone survey as anecdotal, more content analysis take place
34 to generate quantified conclusions. D. Paul agreed, stating additional data
35 could be captured if the answers are not simply viewed subjectively. M. Srugis
36 cautioned against focusing on those responses as guidance for the future of
37 the town, but M. Speltz clarified that the analysis would simply be another
38 data point in the overall report. J. Green added that the trends and
39 sentiments found in those results can be compared to the opinions and ideas
40 reflected throughout Planapalooza. Because the contract with the UNH Survey
41 Center has been fulfilled, A. Garron stated that the request may result in
42 additional cost. M. Speltz advised reviewing that contract first to discern
43 whether any language exists that would allow the analysis. TPUDC can also be
44 consulted and perhaps use infographics to better represent the ideas and input
45 resulting from the open ended questions.

46
47 [L. Whittemore arrived at 7:15 PM]

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49 **IV. Planapalooza Review/Master Plan Next Steps – Discussion with TPUDC**
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51 L. Reilly stated that the success of Planapalooza was a result of the number of
 52 people in attendance during the six day event (roughly 400), coupled with the
 53 variety of views, ideas, needs, and expectations of those participants. She
 54 noted that the videos taken during the event are now available on the Town
 55 website and will be featured on the Master Plan Facebook page as early as
 56 tomorrow. M. Noonkester reported that TPUDC absorbed a tremendous
 57 amount of information during the week, examined the various perspectives,
 58 and began building areas of consensus. He noted that the nine individual
 59 theme meetings generated productive debates and useful ideas. The results
 60 that were reflected back to the public in the form of graphics and diagrams at
 61 the closing presentation are now being worked into the first written draft with
 62 associated infographics. The goal, as outlined in the contract with TPUDC, is to
 63 present a final draft to the Planning Board in mid-November so it can possibly
 64 be adopted by the Board at the beginning of December. In order to do that,
 65 the schedule presented by Staff and amended by the Committee is as follows:

DATE	ITEM	BY	ACTION
7.18.12	1 st Draft Master Plan Delivered to Steering Committee	TPUDC	Deliverable
7.18 - 7.25	Steering Committee Review of 1st Draft prior to 7/25 meeting	S.C.	Questions/Comments
7.25	Steering Committee Meeting; Comments delivered to Staff and Members Assigned Individual Report Topics in order to Solicit Input from Individual Members Via One-to-One Email	S.C.	Discussion
7.26 - 8.10	Synthesis of 1st Draft Comments by Staff	Staff	Package for Consultant
8.2	Steering Committee Meeting; Comments on Staff Synthesis of 1 st Draft to date	S.C.	Questions/Comments
8.10	Comments on 1st Draft sent to TPUDC from Staff	Staff	Send to TPUDC
8.18	Old Home Days "On the Common"; Advertise the forthcoming Interim Draft to the public (In Addition to Other Old Home Day Events held 8.15-19)	S.C.	
8.10 - 9.7	TPUDC Prepares Interim Draft	TPUDC	Incorporate Comments
8.22	(Steering Committee Meeting Cancelled)		
9.7	Interim Master Plan Draft Delivered to Steering Committee	TPUDC	Deliverable
9.7 - 9.21	Steering Committee Review of Interim Draft	S.C.	Questions/Comments
9.12	Policy Maker Briefing by TPUDC at Joint Planning of the Planning Board and Town Council	TPUDC	Presentation to Boards
9.21	Steering Committee Comments Delivered to Staff	S.C.	Final Comments to Staff
9.26	Steering Committee Meeting	S.C.	Discussion
9.27 - 10.5	Comments on Interim Draft Delivered to TPUDC by Staff	Staff	Send to TPUDC
10.5 - 11.9	TPUDC Prepares Final Draft	TPUDC	Incorporate Comments
10.23	Citizen Workshop #3; Comments Taken from the Public on the Final Draft	TPUDC	Public Workshop
10.24	Steering Committee Meeting; Final Edits	S.C.	Discussion w/TPUDC
11.9	Final Master Plan Submitted by TPUDC	TPUDC	Deliverable
11.14	TPUDC Presents Final Plan to Planning Board	TPUDC	Presentation to Boards
11.14	Master Plan Public Hearing at Planning Board Meeting	PB	Public Hearing per RSA
11.28	Steering Committee Meeting; Wrap up	S.C.	W/ TPUDC
12.5	Planning Board Adoption of Master Plan	PB	
	Post adoption: Ongoing Implementation of the Master Plan		

67 While the schedule is aggressive, it was agreed that capitalizing on the
68 momentum generated by Planapalooza is vital to keeping the level of public
69 participation high. The most significant modification made by the Committee
70 to the schedule is the addition of the August 18 "On the Common" event
71 during Old Home Days. It was decided to use this opportunity to broadcast
72 that the Interim Draft will be available for the public by September 7.
73 Although no more booths are available for the common event, the hope is to
74 be able to share space with another Town entity. Other events held during of
75 Old Home Days (August 15-19) can be used to communicate the message as
76 well. C. May added that all drafts will be made available to the public
77 throughout the process, with hard copies in various offices at Town Hall and
78 soft copies on the Town website and the Master Plan Facebook page. Alerting
79 residents to the availability of the draft reports will also take place at such
80 locations as sporting events and other fall activities and through various media
81 sources. Residents can therefore remain engaged in the process and comment
82 on the work done by TPUDC and the Committee. Throughout the progression
83 of the schedule, M. Noonkester said the Committee will be acting as "stewards
84 of the process." J. Allen will continue his work as head of the Public Outreach
85 Subcommittee to coordinate ideas as they emerge from Committee members.

86
87 There was consensus that public participation from this point on must focus on
88 comments about the drafts themselves, as opposed to the ideas and input like
89 that collected through the phone survey and during Planapalooza. M. Speltz
90 noted that the Committee will need to refine how it will handle coordinating its
91 duties and guiding TPUDC. It had been suggested that the regularly scheduled
92 August 22 meeting be cancelled since the Commission's efforts would be
93 minimal at that stage. At the suggestion of M. Speltz, however, the meeting
94 date was instead moved up to the week of August 6 (on a day to be
95 determined). This would allow the Committee to comment on the ongoing
96 compilation and synthesis by Staff of their comments made at the July 25
97 meeting. Committee members devised a system where each member would
98 be assigned a topic of the Master Plan at that July meeting and would then be
99 responsible for assembling all of the comments made by the rest of the
100 Committee pertaining to that subject only. Members will email those
101 comments to each other individually so as not to conflict with the Right to
102 Know Law under NH RSA 91-A. A. Garron will review the RSA and confirm its
103 specific allowances for communication amongst Committee members in order
104 to prevent inadvertently engaging in what is construed as a meeting under the
105 law.

106
107 [M. Tetreau arrived during this discussion at 7:55 PM]

108
109 The final discussion of the evening centered on TPUDC's "Mission Statement"
110 for the Master Plan:

111
112 **"Londonderry should remain a small, vibrant community in the heart**
113 **of New Hampshire, dedicated to promoting family values and providing**
114 **its residents with excellent education and efficient town services."**

115

116 M. Speltz called attention to three erroneous aspects: 1) Londonderry itself
117 cannot be considered "small" since it is the ninth largest of 256 communities in
118 the state; 2) Londonderry is geographically not in the "heart of New
119 Hampshire"; and 3) A Mission Statement is a call to action, whereas this is
120 actually a *Vision* Statement. D. Paul offered a correction of the second item,
121 stating that geographically, Londonderry is in the heart of New England. The
122 "small" attribute, members clarified, should refer to the small town feel
123 residents believe Londonderry projects despite its population of approximately
124 24,000. Following further discussion, the Committee agreed to each write
125 their own version of the Vision Statement and email them to L. Reilly by 5:00
126 PM on Monday, July 2. A final draft can be ready for approval at the July 25
127 meeting. The revision will not impede TPUDC's work since they will be using
128 the six principles that arose from Planapalooza that will not be modified by the
129 Committee:

- 130
- 131 • Emphasize choice and diversity
- 132 • Increase walkability
- 133 • Emphasis unique activity centers
- 134 • Forever green
- 135 • Enhance our municipal edge
- 136 • Excellence in education and Town services
- 137

138 L. Reilly reminded Committee members and the viewing public that all future
139 Master Plan Steering Committee meetings will be held in the Moose Hill Council
140 Chambers at the Town Offices. The change in venue will allow better access
141 for the public.

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143 **V. Adjournment**

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145 **J. Green made a motion to adjourn the meeting. M. Srugis seconded**
146 **the motion. Vote on the motion: 9-0-0.**

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148 The meeting adjourned at 8:45 PM.

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150 Respectfully submitted,

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155 Jaye Trottier, Community Development Secretary