

MOULTONBOROUGH, NEW HAMPSHIRE  
MASTER PLAN IMPLEMENTATION COMMITTEE

Minutes of November 16, 2010, Meeting

Members Present: Betsey Patten, Joanne Coppinger, Cristina Ashjian, Kathy Garry, Paul O'Neil, Tom Sawyer; Carter Terenzini, Town Administrator; Dan Merhalski, Town Planner.

Absent: Bob Patenaude.

Also Present: Marie Samaha for Bob Patenaude.

The Master Plan Implementation Committee (MPIC) meeting was called to order at 6:05pm.

Town Administrator Carter Terenzini welcomed the members to the kickoff meeting of the MPIC and reviewed the committee's charge, as appointed by the Board of Selectmen, and reviewed RSA 91:a, the Right to Know Law. Tom Sawyer arrived at 6:20 pm and gave his apologies for being late as his flight in to the state was delayed. Mr. Terenzini thanked the commission members for their willingness to serve and asked if they had any questions. None were asked. Mr. Terenzini left the meeting at approximately 6:35 pm.

Mr. Merhalski reviewed the previous work of the Master Plan Working Group and the status of the Master Plan Implementation Matrix and the process that had been undertaken to arrive at it. He further reviewed the categories and stated that the MPIC may review and determine what format and how long they want the time frames for the implementation to occur in and be reported to the public through, but that the responsible parties and determination of priorities had been assigned by the Planning Board and revised by the departments and Boards within the Town.

Joanne Coppinger asked what the specific charge of the commission is and what they were supposed to do. Mr. Merhalski replied that the MPIC was intended to be a measuring and accountability body to keep their "fingers to the pulse" of the implementation process and to maintain a transparent progress report for Town residents to see what has been done, what is being done, and what will be done.

Mr. Merhalski also reviewed some of the 151 action items and informed the MPIC that the responsible parties that had been assigned have been in the process of implementing some items and that some items had already been completed, while others were currently in process. The MPIC should send out reports to the departments and boards if the time frames and priorities that are determined for each at the beginning of each year, after Town Meeting and ask for quarterly updates as to that year, or period's, projects. Such reports would be reviewed by the MPIC and posted on their web site along with the matrix indicating the time frames

and status of each project. If a problem with implementation arises, the MPIC would be limited to simply asking for a reason for the delay, and if necessary, relaying the concerns with requests for action to the Board of Selectmen for action.

The MPIC discussed the officer positions, being the Chair and Clerk. A motion was made by Cristina Ashjian to nominate Betsey Patten as chair, citing her coordination with the Board of Selectmen as their representative on the MPIC. Ms. Patten indicated that her schedule was pretty full with her other Board work and work with the state and that she did not feel that she could take the time needed to do the job right and act as chair.

After much discussion about what the chair's duties would be and how staff would support the chair, a motion was made by Betsey Patten and seconded by Kathy Garry to nominate Tom Sawyer as the chair of the MPIC. Motion carried unanimously.

A motion was then made by Betsey Patten to nominate Joanne Coppinger as Clerk, seconded by Tom Sawyer. After some discussion of the work load and staff support for the Clerk, the motion was carried unanimously.

The agenda for the next meeting was discussed. It was requested that Mr. Merhalski complete and update the matrix to indicate the completed and in progress items for the MPIC and to send out the matrix with the short term, completed and in-progress items only, in order of responsible party, for the next meeting.

The MPIC members also requested that hard copies of the complete 2008 Master Plan be generated for them and that they be informed of when they are available for pick up at the Town Offices. Mr. Merhalski said that he would try to have them sent out to be made later this week and would try to have them back to the Board around the Thanksgiving Holiday.

The next meeting date of the MPIC was discussed. Based on the times available and the schedules of the members, a meeting date of Monday, December 20<sup>th</sup> at 7:00 pm was agreed to. Mr. Merhalski will see if the date is available and report back to the MPIC for confirmation of this.

A motion to adjourn was made by Joanne Coppinger, seconded by Betsey Patten. The motion carried unanimously. The meeting was adjourned at 7:40 pm.

Respectfully Submitted,

Daniel Merhalski, Town Planner  
Master Plan Implementation Committee