

**Master Plan Steering Committee (MPSC)  
& Focus Group Meeting**

**Minutes of February 9, 2010**

Ms. Gibson-Quigley called the meeting to order at 6:30 PM.

The following members of the Steering Committee were present:

Members Present: Patrick Babcock, Charles Blanchard, Alan Curboy, Sandra Gibson-Quigley, Chair, Steve Dalberth, Penny Dumas, Heather Hart, Heather Hendrick, Maryann Thorpe and Arnold Wilson.

Members Absent: Matt Rousseau, Chris Rovezzi, and Bruce Smith

Staff: Jean M. Bubon, Town Planner, Diane Trapasso, Administrative Assistant

Consultant: Ralph Willmer, VHB

APPROVAL OF MINUTES

Motion: Made by Mr. Blanchard to approve the minutes of January 5, 2010.  
2<sup>nd</sup>: Mr. Curboy  
Discussion: None  
Vote: 10 – 0 – 1

DRAFT SURVEY

Ms. Gibson-Quigley stated that a copy of the draft survey had been provided to everyone for review prior to the meeting. The sole purpose of the meeting this evening was to get the survey into a more manageable format.

Mr. Willmer stated that the group had several tasks before them this evening. The first was to drastically shorten the survey as it was far too long to be accommodated in the mailer. When going through the questions this evening he suggested that the survey would be shortened by eliminating questions that were redundant, by making sure that the questions that were on the survey were questions the group wanted to ask, and finally by making sure that the questions posed really belonged on a Master Plan survey. The goal would be to restrict the survey to four pages.

Ms. Hart questioned if we were restricting ourselves due to the length of the mailer indicating that she knew of some towns that sent out surveys that contained sixty questions. Mr. Willmer stated that there were a couple of factors that were influencing the length of the survey and one was cost. The second factor was UNH's experience with surveys and

knowing what length of survey generates the maximum response. Mr. Willmer stated that he will not discourage the Committee from leaving in questions it really thought were important, but he suggested going through the survey first to see what could be easily eliminated.

The Committee spent a great deal of time discussing and reviewing the questions contained in the draft survey. A summary of the actions taken by the Committee follows:

Question 1.

The final list of Town Services would be changed as follows and the two columns No Opinion and Does Not Apply will be combined.

- a. Street Repair
- b. Snowplowing
- c. Police Services
- d. Fire Protection/Rescue Services
- e. Ambulance/Paramedic Services
- f. Town Library
- h. Senior Citizen Services
- i. Town Parks and Recreation Dept.
- j. Recycling Center
- k. Public Schools
  - Burgess Elementary School
  - Junior High School
  - Tantasqua High School
- l. Town Hall Administration

Question 2.

Delete in its entirety

Question 3.

Delete in its entirety.

Question # 4.

Will be re-ordered as originally proposed and the word manage will be inserted in the question as shown below:

Check off your top **THREE (3)** most important reasons for the Town to manage, acquire and/or preserve Open Space

Protect Water Quality and Resources

Wildlife Preservation

Scenic Vistas and Views

Preservation of Historic Assets

Preserve Rural Character of Town

Agricultural

Preserve Forests and Woodlands

Passive Recreation; i.e. Hiking, Horseback Riding, Snowshoeing

Hunting

4 Wheeling

Sports fields

Snowmobiling

Long-Term Economic Benefits

Question 5.

After lengthy discussion it was determined that the group preferred to break down the types of trail users by activity since the uses were vastly different. Categories will be added for Horseback Riding/Equestrian Trails, Four Wheeler/ATV Trails, and Biking shall be broken down into Bicycle Trails and Mountain Biking. It was agreed to remove Indoor Swimming and Trail Markings from the list.

Question 6.

This question will be re-worded as originally submitted by the Open Space Committee and will read as follows:

Would you like to see more open space and recreation areas in your neighborhood (or area of town)?

Question 7

This question will be deleted in its entirety.

Question 8

This question will be deleted in its entirety.

Question 9.

The list used in this question will be reduced to the following:

- a. Heins Farm
- b. Westville Recreation Area
- c. Old Sturbridge Village
- d. Town Common
- e. Streeter Beach Recreation Area
- f. Cedar Lake/Town Recreation Area

The columns will also be changed to how many times a year do you visit 1-3, 4-6, and 7+.

Question 10.

This question will be deleted in its entirety.

Questions 11-15

After a great deal of discussion Questions 11, 12, 14, and 15 were put on hold to be re-worked by Mr. Willmer based upon comments provided this evening. Question 13 will be deleted in its entirety. A new draft will be submitted to the Steering Committee for discussion at the next meeting.

Question 16.

This question will be deleted in its entirety.

Question 17.

The list of intersections will be reduced to:

- Rte 131 & Fiske Hill Road
- Rte 131 and Shephard Road
- Rte 131 and Hall Road

Rte 20 & Fiske Hill Road  
Rte 20 & Hall Road  
Rte 20 & New Boston Road  
Rte 15 & River Road  
Rte 20 & Arnold Road  
Brookfield Road (Rte 148) Entire Length  
Whittemore Road Entire Length  
Rte 49 & Putnam Road

#### Question 18

The list will be changed in the following manner:

Sidewalks  
Bikeways  
Carpool/Rideshare programs  
Public Transit  
Trolley Service

#### Question 29

Will be changed to (1) born/raised here and two categories of town character will be added – rural and historic.

#### Question 31

This question will be deleted in its entirety.

#### Question 33

UNH will be asked to review the household income levels stated as they appear to be low for this area.

#### Questions 36-38

These questions will be deleted in their entirety.

#### NEXT STEPS

- ❖ The survey questions will be finalized as amended this evening and will be provided to the Steering Committee for final review and discussion at the March 2<sup>nd</sup> meeting
- ❖ Focus Groups should plan on submitting Issue Papers to Ms. Bubon by February 24<sup>th</sup> (in electronic format) so that they can be forwarded to Mr. Willmer

NEXT MEETING

March 2, 2010 at 6:30 p.m. at the Senior Center

On a motion made by Ms. Thorpe, seconded by Ms. Dumas and voted 10-0 the meeting adjourned at 9:25 PM.