

# Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

## MINUTES

Wednesday, November 12, 2014 6:30 – 8:30 pm  
Community Room – SAU 39 – Brick School

**Attendees:** Amily Moore, Bill Veillette, Bruce Berry, Camille Pattison, Chris Buchanan, Chris Janson, Colleen Mailloux, David Clark, Gordon Leedy, Ken Miller, Mark Reams, Mike Akillian, Sean Gaffney, Steve Yurish, Tori Burke, Tracy Hutchins

**Upcoming Meetings:** December 10, 2014 at 6:30 – 8:30 pm; (2<sup>nd</sup> Wednesday of the month)  
Community Room – SAU 39 – Brick School

Topic	Notes
Project Purpose and Process <i>Mike</i>	<p>All meeting participants identified themselves and stated which group they were representing. Mike provided the background on how and why this project was started (1. to more holistically envision and manage the future of the village, and 2.) to engage more residents in collaborating in the strategic planning process). He also provided a summary of the strategic planning efforts that the town has already undertaken.</p> <p>Some discussion occurred about being able to clearly communicate these goals across the group and with residents.</p>
Right to Know Law <i>Camille</i>	<p>Camille reviewed two handouts from the NH Local Government Center regarding the Right to Know Law. A discussion occurred about what constitutes a meeting and what correspondence is acceptable amongst the group. Gordon noted that using e-mail is a great way to disseminate information to the group, but not for follow up discussions.</p>
Collecting Relevant Past Data <i>Mike</i>	<p>Mike asked the group to identify/submit any additional documents that should be considered as part of this project, e.g., NRPC recent traffic study; Safe Routes to School plan, Nomination of the Historic District, research related to the Master Plan, etc.</p>

<p>Outreach Plan – <i>Camille and Mike</i></p> <ul style="list-style-type: none"> <li>• Summary of recent events;</li> <li>• Future scheduled events;</li> <li>• Designate an event coordinator;</li> <li>• Review ‘Meeting in a Folder’; and</li> <li>• Schedule communications meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Mike reviewed the key comments from the input session at Al &amp; Tracy Patnaude’s house, which served as a test site for interview questions and approaches to notetaking.</li> <li>• Rick is working on events at two developments outside of the Village.</li> <li>• Chris Janson is working on two house events.</li> <li>• Discussion occurred about having a member of the HDC attend all input meetings and some members mentioned it could limit the freedom of the conversation.</li> <li>• Mike has arranged for a January house meeting of residents outside the HDC.</li> <li>• Discussion occurred about the value of adding a map that showed the original historic district boundaries.</li> <li>• Need to set up a public input session – Colleen will set it up and facilitate and Tori will record the input.</li> <li>• Chris Buchanan and Sean have been coordinating with a lighting company to hold a demonstration event on artful illumination of five village buildings and monuments. Chris will coordinate with Colleen on obtaining permits and aim to time this in conjunction with the tree lighting.</li> <li>• Tori volunteered to coordinate outreach efforts using the Google site to ensure we don’t duplicate invites.</li> <li>• Camille reviewed the ‘Meeting in a Folder’ materials with the group.</li> </ul>
<p>Update on the Survey <i>Camille</i></p>	<p>Camille noted that as of this morning 23 respondents had completed the survey and a handout was distributed with a summary of the input. She also reviewed the live Survey Monkey link which reflected a total of 29 responses.</p>
<p><b>Follow Up Items</b></p>	
<p><b>All Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Distribute information about the project; host or coordinate a house event; obtain input at a committee meeting; distribute postcards and project flyers; encourage completion of the electronic survey.</li> </ol>	
<p><b>NRPC:</b></p> <ol style="list-style-type: none"> <li>1. Send out meeting summary from the house meeting at the Patnaude’s.</li> </ol>	
<p><b>Colleen</b></p> <ol style="list-style-type: none"> <li>1. Set up a public input session.</li> </ol>	
<p><b>Chris Buchanan</b></p> <ol style="list-style-type: none"> <li>1. Will coordinate with Colleen on the Artful illumination for December, ideally at the tree lighting.</li> </ol>	

***Mike, Camille, Tori and Chris Janson***

1. Will schedule a time for a communications meeting to more frequently communicate project activities across the Steering and Outreach Committees and to publicly promote the project, survey, public session, etc..
2. Identify what materials should be added to the project website (including reference materials/educational tools).

