

Amherst Village Strategic Plan
Steering and Outreach Committee Meetings

(All participants were given the opportunity to amend each set of minutes electronically)

Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

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

Attendees: Amily Moore, Amy LaPointe, Bill Veillette, Bruce Berry, Camille Pattison, Chris Buchanan, Chris Janson, Colleen Mailloux, David Clark, Elisabeth Larson, Gordon Leedy, Jamie Ramsay, Jen Czysz, Ken Miller, Marie Grella, Mark Reams, Matthew Pease, Mike Akillian, Rick Crocker, Sean Gaffney, Steve Yurish, Tori Burke, Tracy Hutchins, Al Patnaude

Upcoming Meetings: November 12, 2014 at 6:30 – 8:30 pm; (2nd Wednesday of the month)
Community Room – SAU 39 – Brick School

Topic	Notes
Welcome and Introductions <i>Mike</i>	All meeting participants identified themselves and stated which group they were representing.
Project Overview, Goals, Charter and Mission <i>Mike</i>	Mike provided the background on how and why this project was started. He also provided a summary of the strategic planning efforts that the town has participated in.
Establish Monthly Meeting Time and Location <i>Camille</i>	Tentatively set for: 2 nd Wednesday of the month - 6:30 – 8:30 pm Community Room – SAU 39 – Brick School
Review Project Timeline <i>Camille and Mike</i>	Camille reviewed the project timeline handout.
Identify Key Groups to Meet With and Key Contact Person <i>Camille and Mike</i>	All Steering Committee members representing a group are expected to solicit input from their respective groups. The following list identifies potential groups to solicit feedback from, as well as the committee member who has agreed to lead the outreach. Souhegan Chamber – Tracy Hutchins Recreation – Rick Crocker Garden Club – Tori Burke Junior Women's – Amily Moore Friends of the Library – Liz Larson Preschool in the Village – Amily Moore Congregational and Baptist Churches - Amily Moore

<p>Identify Key Groups to Meet With and Key Contact Person <i>Camille and Mike</i></p>	<p>Lions – Sean Gaffney Safe Routes to School – Lucienne Foulks PTA - Liz Larson Boy Scouts – Door to Door Food Drive on November 1st – 4th of July Committee – Nancy Head Tree Lighting Committee and Event – Ann Burgen – Chris Janson Questers and Nipmugs – Liz / Friends of the Library New Comers Amherst Sports Clubs – Liz Larson Parkhurst Place – Chris Janson Mom's Club – Amily Moore Conservation Commission – Colleen Mailloux Village Businesses – Steve Urish School Boards- Lucienne Foulks</p>
<p>Outreach Techniques <i>Camille</i></p>	<p>The handout on potential outreach techniques was reviewed and the following list identifies the preferred methods:</p> <ul style="list-style-type: none"> • Electronic survey • Meeting in a box • Present and get input at existing meetings • House gatherings • Community conversations at booths, fairs, polling places • Distribute project flyers or postcards at local businesses, library, town hall; Meeting in a Box • Include electronic project update on community access channel, school e-news, local groups e-news; • Reader board at transfer station • Social media – Facebook maybe Twitter • Project website • Amherst Citizen, Patch • Potentially use Mind Mixer (Gordon Leedy to look into this option) and the Beta Mapping tool on the NRPC website. • Post Office offers Every Door Direct mailings at a reduced rate. • Electronic means are preferable to postcards
<p>Draft Questions for House Meetings and Amherst Village Tomorrow (Survey) <i>Camille and Mike</i></p>	<p>A draft set of questions to ask at all committee, board, group and the small house meetings was reviewed. A draft version of the survey was also presented to the group. All Committee Members should review and provided comments to Camille by Wednesday, October 15th.</p> <p>Draft questions – should include a question asking if you walk or bike around the village and if so how frequently?</p> <p>Gordon suggested adding some questions about change:</p> <ul style="list-style-type: none"> • What changes have you seen; What changes are happening now; and what changes do you anticipate in the future?

<p><i>House Meetings</i> <i>Mike</i></p>	<p>Paul suggested the benefit of having a member of the Historic District Commission attend the meetings to answer specific questions.</p> <p>Al Patnaude will host the first Beta Meeting to see what techniques will work best when conducting other meetings.</p>
<p><i>Follow Up Items</i></p>	
<p><i>All Committee Members:</i></p> <ol style="list-style-type: none"> 1. Review the draft small group questions and the draft survey and provide all comments via e-mail to Camille Pattison camillep@nashuarpc.org by Wednesday, October 15th. 	
<p><i>NRPC:</i></p> <ol style="list-style-type: none"> 1. Create a set a materials for the Meetings-in-a-Box 2. Small group questions – update based on comments; resend the final version to the Steering Committee and Outreach Committee for limited comments. 3. Survey - update based on comments; resend the final version to the Steering Committee and Outreach Committee for limited comments. 4. Camille will send out an e-mail to notify everyone that the questions and surveys are finalized and the meetings in a box are all set to be picked up at a designated location 5. Camille will coordinate with Library staff to determine if we can leave the Meetings in a Box at the Library where they can be swapped out by the Outreach Committee. 6. Materials to review and place links on the website: Historic District Regulations; Design Guidelines; Master Plan; Safe Routes to School; Speed Study; Underground Utilities Study. 	
<p><i>House Party Hosts – (agreed to host or organize)</i></p> <ol style="list-style-type: none"> 1. Gordon Leedy, Amily Moore, David Clark, Liz Larson, Steve Yurish, Tori Burke, Bill Veillette, Chris Janson, Al Patnaude – (Doug Allen), 2. A member of the Historic District Commission should attend each meeting to clarify the limitations of the Historic District Regulations. 3. Al Patnaude will host the first Beta Meeting to see what techniques will work best when conducting other meetings. 	
<p><i>Colleen</i></p> <ol style="list-style-type: none"> 1. Will provide NRPC with a handout on the Historic District Regulations for inclusion in the Meetings in a Box and add as a link on the project website. 	
<p><i>Liz</i></p> <ol style="list-style-type: none"> 1. Will set up a Google account to manage all of the outreach activities including the group to be contacted; the contact person from the Steering / Outreach Committee; meeting date and attendees. Liz will send the information out to all of the Steering / Outreach Committee members. 	

Mike, Tori and Chris Janson

1. Will take the lead on project promotion - using social media (Facebook) the Citizen, Patch and School Newsletters.



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; (2nd 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"> • Summary of recent events; • Future scheduled events; • Designate an event coordinator; • Review 'Meeting in a Folder'; and • Schedule communications meeting 	<ul style="list-style-type: none"> • Mike reviewed the key comments from the input session at Al & Tracy Patnaude's house, which served as a test site for interview questions and approaches to notetaking. • Rick is working on events at two developments outside of the Village. • Chris Janson is working on two house events. • 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. • Mike has arranged for a January house meeting of residents outside the HDC. • Discussion occurred about the value of adding a map that showed the original historic district boundaries. • Need to set up a public input session – Colleen will set it up and facilitate and Tori will record the input. • 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. • Tori volunteered to coordinate outreach efforts using the Google site to ensure we don't duplicate invites. • Camille reviewed the 'Meeting in a Folder' materials with the group.
<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>Follow Up Items</p>	
<p>All Committee Members:</p> <ol style="list-style-type: none"> 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. 	
<p>NRPC:</p> <ol style="list-style-type: none"> 1. Send out meeting summary from the house meeting at the Patnaude's. 	
<p>Colleen</p> <ol style="list-style-type: none"> 1. Set up a public input session. 	
<p>Chris Buchanan</p> <ol style="list-style-type: none"> 1. Will coordinate with Colleen on the Artful illumination for December, ideally at the tree lighting. 	

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).

Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

Wednesday, December 10, 2014 6:30 – 8:30 pm
Community Room – SAU 39 – Brick School

Attendees: Amily Moore, Amy LaPointe, Bruce Berry, Camille Pattison, Chris Buchanan, Chris Janson, Colleen Mailloux, Liz Larson, Jamie Ramsay, Ken Miller, Marie Grella, Mark Reams, Mike Akillian, Rick Crocker, Tori Burke, Tracy Hutchins, Al Patnaude, Will Ludt

Upcoming Meetings: January 12, 2015 at 6:30 – 8:30 pm; (2nd Wednesday of the month)
Community Room – SAU 39 – Brick School

Topic	Notes
<p>Outreach Committee Report</p> <ul style="list-style-type: none">Report by committee members on their recent outreach events.	<p>Recent events – Amily held a tea at her home and also spoke to the Amherst Mother's Group and the Preschool in the Village Board.</p> <p>Top issues are traffic, noise and speed. Main themes included:</p> <ul style="list-style-type: none">Traffic, safety, police presence during school pick up and drop off.People moved here because of the Village – they appreciate it as a resource.Moulton's – it could become a bigger hub.Additional recreation / destinations in the Village; more walkingFolks from outside the Village were not interested in spending town money on the Village.You can walk in the Village, but how do you get to the Village without driving?Want to preserve and enhance the Village. <p>At the public forum Colleen facilitated the discussion, Tori Burke took minutes and Amily and Mike were in attendance. It was suggested that any future forums should start by framing the discussion and having people state their names and address when they choose to speak rather than using up a lot of time at the beginning with introductions.</p> <p>Tori Burke suggested making sure that all future communications are easy to understand and free of excessive technical phrasing. A focus needs to be placed on how the project is discussed to prevent it from being perceived negatively.</p> <p>Main themes included:</p> <ul style="list-style-type: none">People love the walkability, community aspect, historic feel.Law enforcement and police presence is needed.Don't want change, just improvements.

Outreach Committee Report
(continued)

- Report by committee members on their recent outreach events.
- Review of future outreach events.
Tori

Ken and Rick met with the Recreation Commission. Rick has also spoken with people outside of the Village. Initial feedback included not spending money in the Village.

Completed outreach events:

- Recreation – Rick Crocker
- Junior Women’s – Amily Moore
- Preschool in the Village – Amily Moore
- Amherst Mother’s Group – Amily Moore
- Lions – Sean Gaffney

Future events:

- Souhegan Chamber – Tracy Hutchins – January. will coordinate with Steve Yurish and invite business owners.
- Garden Club – Tori Burke
- Congregational Church - Amily Moore
- Safe Routes to School – Bruce Berry
- Friends of the Library – Liz Larson December
- PTA - Liz Larson December
- Questers and Nipmugs – Liz December
- Amherst Sports Clubs – Liz Larson
- Town Events – Craig and Marie Grella
- Parkhurst Place – Chris Janson
- Conservation Commission – Colleen Mailloux January
- Village Businesses – Steve Yurish
- School Boards - Chris Janson January 22
- Heritage Commission—Will Ludt
- Historic District Commission—Jamie Ramsay
- Planning Board – Colleen Mailloux

House Events Completed

- Al Patnaude
- Amily Moore
- Steve Yurish – Village Businesses

Future House Events

- Gordon Leedy
- Chris Janson - January
- Mike Akillian - January

<p>Outreach Committee Report (continued)</p> <ul style="list-style-type: none"> Review communications plan and assign remaining tasks. <i>Chris Janson</i> Project website overview. - <i>Mike</i> 	<p>The Communications Plan is intended to guide both internal team communications and external communications with the public.</p> <ul style="list-style-type: none"> Need to schedule another public forum in January. Should consider having another article run in the Citizen. Need to reach out to the Patch again and see if they can run an article. Need to increase visibility about the project to the general public. Chris Janson reached out to the schools about advertising the survey or ways to get kids involved and get input. Suggestion to develop business card project fliers. General consensus that it would not be beneficial to hand out project info at busy town events. Need to develop a one-page slide for community access. The library could display a nice project poster on foam core at the library. May be beneficial to talk to Cliff Ann about editorials versus articles. <p>Project Website</p> <ul style="list-style-type: none"> Mike gave an overview of the project website. Need to add project information/timeline on the bridge under a Public Safety heading. Final design is complete and bids have been received. Construction to begin in May. Add any Safe Routes to School updates. The Town will receive notice in February if the proposed sidewalk project extending from the High School to the Homestead receives funding. Include information on burying utility lines; Historic District designation paperwork; link to the Master Plan; and 1998 Amherst Community Profile.
<p>Data Analysis - <i>Camille</i></p> <ul style="list-style-type: none"> Review the survey results. Start to identify categories for further analysis and related working groups. 	<p>Based on the information obtained to date, committee members need to start thinking about common themes and categories to group or sort data into.</p> <p>A potential way of grouping data:</p> <ul style="list-style-type: none"> Category 1 – deserves substantial attention Category 2 – only minor changes/tweaks needed Category 3 - works pretty well – leave it as is
<p>Architectural Lighting - <i>Chris B</i></p> <ul style="list-style-type: none"> Status update. 	<p>The timing didn't come together to organize the temporary lighting display at the Tree Lighting event. Both Lexington and Bedford, MA have examples of architectural lighting. Will research and create a list of other communities with architectural lighting.</p>

<p>BETA Mapping Tool – <i>Camille</i></p> <ul style="list-style-type: none"> Present the BETA mapping tool from NRPC and discuss if and how this tool could be useful to the project. 	<p>Camille shared the mapping tool with the group and the general consensus was that this tool may have use later in the project within the team, but not at this time.</p>
<p>Follow Up Items</p>	
<p>All Committee Members:</p> <ol style="list-style-type: none"> Continue to 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. Begin identifying categories to group input and sort data into. 	
<p>Mike – Will add suggested information to the webpage.</p>	
<p>Chris B – Will research and create a list of other communities with architectural lighting.</p>	
<p>Will Ludt – Develop an annual calendar of events that bring people into the Village. Work with Marie Grella and Craig Fraley to meet with event organizers to gauge which events might need support and whether any new events should be considered.</p>	

Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

Wednesday, January 14, 2015 6:30 – 8:30 pm
Community Room – SAU 39 – Brick School

Attendees: Amy LaPointe, Bruce Berry, Camille Pattison, Chris Buchanan, Gordon Leedy, Jamie Ramsay, Jen Czysz, Ken Miller, Marie Grella, Mike Akillian, Rick Crocker, Steve Yurish, Tori Burke, Al Patnaude, Will Ludt

Upcoming Meetings: February 11, 2015 at 6:30 – 8:30 pm; (2nd Wednesday of the month)
Community Room – SAU 39 – Brick School

Topic	Notes
<p>Outreach Committee Report</p> <ul style="list-style-type: none">Report by committee members on their recent outreach events.	<ul style="list-style-type: none">Steve Yurish – Business Owners Need to find the balance between the concerns of the residents and the needs of the business owners. There seems to be a division between the residents of the Village and those outside of the Village. Additional activities that bring residents throughout town to the Village may help bridge this gap. Flooding the common for ice skating could be considered. Should seek additional feedback/clarification on the desire of additional destinations in town.Will Ludt, Marie Grella and Craig Fraley – Town Events These folks have developed a comprehensive list of town-wide events by month. Marie Grella has been looking into the issue of bringing the farmer's market back to the Village, but there is little interest from the farmers to come back to the Village. Marie is currently looking for alternative spaces. Suggestions to shift the tree lighting to the same day as other holiday events to boost attendance. Additional activities / events are needed for adults rather than just children. Halloween and the Tree Lighting can be dangerous due to the conflicts between pedestrians and vehicles. A winter carnival or an Old Home Days / Village Days event may be successful.Tracy Hutchins and Mike Akillian -- Souhegan Chamber - January 13. Flexible zoning would be more helpful to bring businesses or accessory dwellings to the Village. Looking for additional gathering spaces such as Moulton's. Should consider all options in the Village such as the European Model of removing all signage. The trend that realtors are seeing is people moving to Bedford or Hollis rather than Amherst due to the new school in Bedford and lower taxes in both communities. It is more difficult to sell homes in Amherst.Colleen Mailloux was meeting was currently meeting with the Conservation Commission.

<p>Outreach Committee Report (continued)</p> <ul style="list-style-type: none"> Review of future outreach events. 	<p>Future events:</p> <ul style="list-style-type: none"> School Board – January 27nd Second Public Input Session at the High School on January 28th. Looking for a facilitator – Tori with take notes. Ken Miller house meeting – January 17th Mike Akillian – January/February <p>House Events Completed</p> <ul style="list-style-type: none"> Al Patnaude Amily Moore Steve Yurish – Village Businesses Liz Larson - Coffee <p>Survey will close at the end of January.</p>
<p>Traffic Data - <i>Al Patnaude</i></p> <ul style="list-style-type: none"> Al will provide a brief overview of his traffic data analysis and findings. 	<ul style="list-style-type: none"> Al Patnaude has utilized traffic data from the Nashua Regional Planning Commission and completed an in depth preliminary analysis of the data which was shared with the Committee. It will be posted on the website.
<p>Outreach Findings and Categories – <i>Jen Czysz, NRPC</i></p> <ul style="list-style-type: none"> Review draft outreach findings. 	<ul style="list-style-type: none"> Jen Czysz reviewed the preliminary outreach findings with the group. They were based upon the survey results as of 1/5/15, Patnaude House Party on 10/22/2014, the Public Forum on 12/2/2014, the Moore Coffee on 11/21/2014, the MOMS Club and Preschool input, Steve Yurish’s findings from the Amherst Village Business Owners on 12/2/2014 and Liz Larson’s Coffee on 12/16/14. Main themes included: <ul style="list-style-type: none"> People love the sense of community, scenic charm and history Enhance, don’t change, the Village Improve walkability Control speed, traffic and noise through law enforcement and police presence Vision: <ul style="list-style-type: none"> A Village that is alive and thriving Preserve and enhance the Village A destination for visitors Maintain historic, but balance regulation and historic review so to not deter future homebuyers who are essential to maintaining investment in the Village Data was summarized into the following categories: <ul style="list-style-type: none"> Public Safety and Traffic Historic Character Community Development Recreation and Events

<p>Organize Working Groups – <i>Mike</i></p> <ul style="list-style-type: none"> • Refine issues categories and prioritize actions. • Identity working groups and members. 	<p>A suggested list of working groups, some sample participants (incomplete) and possible charters were distributed for initial discussion, but, given that so many committee members were working elsewhere that night, we agreed to make this the major topic at the February meeting, when we expect a larger attendance..</p> <ul style="list-style-type: none"> • Traffic and Safety: (Highway Safety Committee with residents) <ul style="list-style-type: none"> • Traffic models to manage shared use • Traffic volume (speeds, noise, volume) • Walking (sidewalks), Biking • Signage (reduce traditional signage?) • Historic Character: (HDC, Heritage, residents) <ul style="list-style-type: none"> • Strengthen relationships among HDC and residents • Consider creating a guidelines book • Educational effort to convey role and authority of HDC • Recreation, Events and Attractions: (Recreation, residents, event leader representatives) <ul style="list-style-type: none"> • Envision a system of events, venues, parks and paths that provide residents of all ages easier, multiple modes of access to the Village and surrounding attractions. • Community Development: (Community Development, Planning, residents) <ul style="list-style-type: none"> • Explore ways to balance appropriate business development while maintaining neighborhood character. • Identify candidate zoning changes. • Lighting/Utilities: (DPW, HDC, architectural lighting team, residents) <ul style="list-style-type: none"> • Assess suitability and status of current operational lighting. • Explore trial of architectural lighting to showcase the Village at night. • Explore the cost and implications of burying utilities underground.
<p>Project Schedule – <i>Mike</i></p> <p>Review the schedule for the remaining tasks.</p>	<p>Scheduling discussion led to the following proposed schedule: working groups meet in February and March and collaborate on findings and recommended actions in April at a half day work session with all Committee members. One public event will be held in (early?) May for community feedback, and the final action plan will be amended, as appropriate in May and presented to the Board of Selectmen in June.</p>
<p>Follow Up Items</p>	
<p>All Committee Members:</p> <ol style="list-style-type: none"> 1. Continue to 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. 2. Think about the proposed working groups, their composition, and their corresponding tasks for refinement at the February meeting. 	

Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

Wednesday, February 11, 2015 6:30 – 8:30 pm
Community Room – SAU 39 – Brick School

Attendees: Amily Moore, Bruce Berry, Camille Pattison, Chris Buchanan, Chris Janson, Colleen Mailloux, Elizabeth Larson, Ken Miller, Mark Reams, Mike Akillian, Steve Yurish, Tracy Hutchins, Al Patnaude, Will Ludt, Craig Fraley

Upcoming Meetings: March 11, 2015 at 6:30 – 8:30 pm; (2nd Wednesday of the month)
Community Room – SAU 39 – Brick School

Topic	Notes
Outreach Committee Reports <ul style="list-style-type: none">Report by committee members on their recent outreach events; <i>Miller Residence</i> <i>Heritage Commission</i>Are there any future events?	<ul style="list-style-type: none">Meeting notes from: Tracy Hutchins, Ken Miller, Mike Akillian – Miller Residence Meeting: Good mix of long time and newer residents. The general thought is if it's not broken don't fix it. People like the Village and do not want to see major changes or new businesses. Traffic is a significant concern from Mont Vernon and Jones Road. Additional events in the Village would be a good thing and it would be nice to be able to walk to events from Jones Road. People did not want additional gathering places. There have been issues at the Wilkins School Soccer Field parking lot during the tournaments. Jones Road is now in the Historic District and people felt that the HDC is more collaborative, and that the HDC was instrumental in saving Amherst Village. Speed is an issue on Jones RoadMeeting notes from Will Ludt who met with the Heritage Commission: People are proud of the Village. Traffic and noise are the most important issues facing the Village. Don't want to destroy the Village with more businesses. Suggestions included develop a noise ordinance and ban through trucks. The Village has a more transient group in town now and more young people and families. Should consider limiting road striping and signs. Safety concerns at Courthouse and Middle Streets at Amherst Street and Mt. Vernon Road taking a left onto Boston Post Road, and Jones Road and New Boston Road. Additional people heading into the village will increase parking problems. The vision is to stay the same and enhance a few activities.Meeting notes from Colleen Mailloux who met with the Conservation Commission: There were concerns with traffic and speeds in the Village. The Conservation Commission has a parcel across from the Wilkins School that they would like to be able to utilize. They are also thought that the tree trimming in the Village may be a bit aggressive. Suggested a planting plan to replace old trees. Additional bike and pedestrian access to town lands would be nice.

<p>Outreach Committee Report <i>(continued)</i></p> <ul style="list-style-type: none"> Review of future outreach events. Another Public Forum / School Board. 	<ul style="list-style-type: none"> Future events: Mike has a house meeting planned on Horace Greeley Rd. in the next few weeks. The consensus was not to hold another public outreach forum. Chris Buchanan will reach out to the families he knows that were planning to attend the previously cancelled forum. Should add a statement to the website saying if you have additional comments please contact a specific person. The School Board meeting was rescheduled to Tuesday, February 17.
<p>BMA Architectural Group <i>Colleen Mailloux</i></p> <ul style="list-style-type: none"> Overview of work and Graphic of the Village 	<ul style="list-style-type: none"> BMA Architectural Group - Rolf Biggers The committee reviewed a schematic for the Village developed by the architects as a way to visualize how some minor allowances for mixed use and businesses could be incorporated into Village with minimal impacts.
<p>Project Schedule – <i>Mike</i></p> <ul style="list-style-type: none"> Review the schedule for the remaining tasks. 	<ul style="list-style-type: none"> The final report/results will be presented to the BOS at the June 8th, 2015 meeting. A Public Forum will be scheduled for early May to review proposed initiatives. Working groups could share their findings with each other at a Saturday morning work session in April.
<p>Outreach Findings and Categories – <i>Camille Pattison, NRPC</i></p> <ul style="list-style-type: none"> Review draft outreach findings. 	<p>Camille distributed the updated findings. There are no substantial changes since the last meeting as most comments have been consistent with the findings to date.</p>

<p>Organize Working Groups – <i>Mike</i></p> <ul style="list-style-type: none"> Establish working groups and charter, members, work tasks and project criteria. 	<ul style="list-style-type: none"> • <u>Traffic and Safety:</u> (Chair – Mark Reams; Highway Safety Committee; Al Patnaude; Tori Burke; Chris Buchanan; Will Ludt; and Chris Janson) <ul style="list-style-type: none"> ○ Traffic models to manage shared use ○ Traffic volume (speeds, noise, volume) ○ Walking (sidewalks), Biking ○ Signage (reduce traditional signage?) • <u>Historic Character:</u> (Chair – Jaime Ramsay; another HDC representative; Colleen Mailloux; and Amily Moore) <ul style="list-style-type: none"> ○ Strengthen relationships among HDC and residents ○ Consider creating guidelines for residents to follow when considering upgrades to their homes. ○ Educational effort to convey role and authority of HDC ○ Educational effort on how to be a good steward ○ Outreach, education and non-regulatory incentives for good historic preservation • <u>Recreation, Events and Attractions:</u> (Chair – Craig Fraley; Steve Yurish; Marie Grella; Liz Larson; Ken Miller; and Conservation Commission representative) <ul style="list-style-type: none"> ○ Envision a system of events, venues, parks and paths that provide residents of all ages easier, multiple modes of access to the Village and surrounding attractions. • <u>Community Development:</u> (Chair – Colleen Mailloux; Gordon Leedy; Tracy Hutchins; Amily Moore; Steve Yurish; and Will Ludt) <ul style="list-style-type: none"> ○ Explore whether, and if so, how to invite additional businesses and enhance or support existing businesses. • <u>Lighting/Utilities:</u> (Co-Chairs – Bruce Berry & Chris Buchanan; Liz Larson; Sean Gaffney; HDC representative) <ul style="list-style-type: none"> ○ Assess suitability and status of current operational lighting. ○ Explore trial of architectural lighting to showcase the Village at night. ○ Explore the cost and implications of burying utilities underground.
<p>Working Group Framework – <i>Mike Akillian</i></p>	<ul style="list-style-type: none"> • Working groups will need to meet more frequently than monthly in order to have their work ready for public presentation in May. • Mike shared with the group a draft framework for working groups to use when identifying issues and developing recommendations. • Need to consider all information that has been obtained via the survey and outreach events and act in the best interest of the Town, not just personal preferences. • Another issue people outside of the village do not want to spend money in the village. • Groups need to be prepared to provide a progress summary at the next monthly Committee meeting on March 18th .

<i>Follow Up Items</i>	
<i>All Committee Members:</i> <ol style="list-style-type: none"> 1. Begin meeting with the working groups. 2. Working Group Chairs will contact the members of their group and set up meeting times. Please keep Mike and Camille notified of meeting dates and times. 3. Working Groups need to be prepared to share of summary of their efforts to date at the next meeting. 	
<i>Camille Pattison, NRPC:</i> <ol style="list-style-type: none"> 1. Camille needs to send out e-mails with the contact information for each working group. 	

Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

Wednesday, March 11, 2015 6:30 – 8:30 pm
Community Room – SAU 39 – Brick School

Attendees: Amily Moore, Amy LaPointe, Bruce Berry, Camille Pattison, Chris Janson, Colleen Mailloux, Elizabeth Larson, Jamie Ramsay, Ken Miller, Marie Grella, Mark Reams, Mike Akillian, Steve Yurish, Al Patnaude, Will Ludt, Craig Fraley, Mark Connors

Upcoming Meetings: April 8, 2015 at 6:30 – 8:30 pm; (2nd Wednesday of the month)
Community Room – SAU 39 – Brick School

Topic	Notes
<p>Outreach Committee Reports</p> <ul style="list-style-type: none">Report by committee members on their recent outreach events; <i>School Board</i>Are there any future events? House Meeting – Mike Akillian	<ul style="list-style-type: none">Meeting notes from: School Board - Mike Akillian and Chris Janson: Need to identify more things to do in the Village including more mixed use/commercial. The ability to safely walk to school could be improved. The Board felt that more kids are driven to school than ride the bus. There are now less buses traveling to Clark School. Noted that people don't use the Foundry Street sidewalks due to puddles and there are parking issues at the Brick School. Belief that if there were more sidewalks more kids would walk to school. People thought a European traffic model wouldn't work for political reasons and it would be difficult to address the blind spots. Would like a new playground or park. Bring the post office back or bring a senior center. If the schools have extra space could a building swap occur? Don't notice the utility lines. A fall festival and additional summer concerts and events could bring different age groups to the center. Ideally maintain the quaint nature, add some mixed use, bring more activity, keep having conversations like this and consider a road race and an art center/museum.Future Horace Greeley Rd. House Meeting with Mike Akillian and Chris Janson on March 17
<p>Working Group Reports (continued)</p> <ul style="list-style-type: none">Recreation	<ul style="list-style-type: none">Recreation The group looked at the calendar of events and decided the focus should not be on creating more events but rather on strengthening the events that are already in place. Need to organize the events better from a liability standpoint. Increase passive recreation events such as Bocci Ball tournaments at the Middle Street Park. Putnam Park in Peterborough is a great example with table size boulders and Adirondack chairs. Considering adding a fun run before the concerts on the common and trying to diversify the band performances. Will be moving the skating rink to the Middle School. Will also speak to the Amherst Land Trust, about a proposal at Courthouse and Boston post road for a playground and community garden.

<p>Working Group Reports (continued)</p> <ul style="list-style-type: none"> • Historic Character 	<ul style="list-style-type: none"> • Historic Character <p>Jamie Ramsey noted that they haven't met yet but they will address this at their next meeting. They will be working on updating their overview brochure and making sure that new property owners get the brochure. Also need to consider how to streamline the operational process of the HDC. Mike will attend the HDC meeting on 3/19/15 to help pass along the information to the new designee, as Jamie will be stepping down due to work demands. Al suggested passing along info from the Department of Interior on historic districts and old homes specifically on maintaining old homes.</p> <p>Colleen suggested taking up the offer from the NH Preservation Alliance on reviewing new ordinances and town processes. Have any reviews been done of other successful historic districts? Need to spread the information via realtors as well. Could Tracy distribute the information via the Chamber of Commerce? The group can also address items that need to be considered in the future but can't be addressed now.</p>
<p>Working Group Reports (continued)</p> <ul style="list-style-type: none"> • Lighting and Utilities 	<ul style="list-style-type: none"> • Lighting and Utilities <p>Bruce photographed the library, church and Brick School at night to see what they look like at night and compared them to buildings that are illuminated. Still discussing when to best try out a lighting event.</p> <p>Bruce has identified all of the junction boxes and transformers to see what and where they would be located on the ground in the event that overhead wires are located underground. It is easy to damage them in the snow in the winter. Also need to identify the challenges with underground utilities. The committee will determine the best place to try this out and determine a ballpark cost.</p> <p>Should consider different lighting options rather than the existing large telephone poles. Also look at Concord, MA as an example.</p>
<p>Working Group Reports (continued)</p> <ul style="list-style-type: none"> • Traffic and Safety 	<ul style="list-style-type: none"> • Traffic and Safety <p>The group looked at the survey and outreach data compiled so far. Biking, traffic and signage problems are exacerbated by the closed bridge. Need to look at reducing traffic to limit noise. They determined that the 85 percentile speed is 34 miles per hour and considered how to reduce this. They are identifying ways to work with parents and get more kids to ride the bus and reduce drop offs and parking obstructions. A follow up survey in a year could help determine if people's perceptions about traffic and speed have changed.</p> <p>Need to continue efforts to get grant funding for sidewalks and advocate for sidewalks to be included in future budgets. Bike paths may be best located outside of the village with a focus on painting crosswalks or textural changes in the village. Some additional considerations include a through-trucking ban in the village, a noise ordinance, designating a school zone, an increased police presence in the village, and an educational initiative on traffic, increased cooperation amongst the residents, site specific recommendations and speed display signs. General consensus that stop signs are effective; however there are about 50 stop signs and about 15 redundant signs in the village.</p>

<p>Working Group Reports (continued)</p> <ul style="list-style-type: none"> Community Development 	<ul style="list-style-type: none"> Community Development <p>There was a split among group members between the desire to increase economic development or leave as is. Need to keep the village looking the same, but maybe allow some increase in business while being selective about the types of permitted businesses. Would need to establish a conditional use permit and business village design guidelines. There are concerns about traffic and parking and would require some education about available parking locations. Should also identify other commercial sites within a one mile area and research other villages that have increased economic development and see what the outcomes were?</p> <p>Mike suggested looking at a number of development options, from low to high development and let town comment on the options. There is currently an 18 month lapse on businesses, and then they return to residential uses.</p>
<p>Working Group Framework and Project Schedule – Mike</p> <ul style="list-style-type: none"> Review the schedule for the remaining tasks. 	<ul style="list-style-type: none"> The final report/results will be presented to the BOS at the June 8th, 2015 meeting. Consensus not to have a Saturday morning meeting in April to share results from the working groups. Need to determine what forum is best for town input on the recommendations including: open house; display in the library / town hall; just one presentation and film it on TV; input via an electronic mechanism; or town website. Public input needs to happen in early May in order to incorporate input and have a final product for the June 8 BOS meeting. At the April meeting – must determine mode of public input and set a date for the May event. Working groups must get the bulk of their work completed by the April 8th meeting. Need to include benefit / cost analysis
<p>Mapping and Presentation Needs – Camille Pattison, NRPC</p> <ul style="list-style-type: none"> Review draft outreach findings. 	<ul style="list-style-type: none"> Going forward each working group needs to identify any mapping or imagery that they would like to share at the input event in May or for the BOS presentation. These requests need to be given to Camille by the April 8th meeting.
<p>Follow Up Items</p>	
<p>All Committee Members:</p> <ol style="list-style-type: none"> Continue working with your subcommittee to complete the majority of your efforts by April; including identifying issues and recommendations. Each subcommittee needs to use the Working Group Framework to ensure everyone is providing the same information to NRPC for compilation. 	

Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

Wednesday, April 8, 2015 6:30 – 8:30 pm
Community Room – SAU 39 – Brick School

Attendees: Amily Moore, Bruce Berry, Camille Pattison, Chris Buchanon, Chris Hall, Chris Janson, Elizabeth Larson, Gordon Leedy, Ken Miller, Mark Reams, Mike Akillian, Steve Yurish, Al Patnaude, Will Ludt, Craig Fraley, Mark Connors

Upcoming Meetings: May 13, 2015 at 6:30 – 8:30 pm; (2nd Wednesday of the month)
Community Room – SAU 39 – Brick School

Topic	Notes
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none">General	<ul style="list-style-type: none">Each working group should consider cost vs. benefit, and include project benefits, costs and target dates.Each group should create a table of all projects and costs.
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none">Traffic and Safety	<ul style="list-style-type: none">Mark Reams stated that the committee is meeting again next Tuesday and some minor changes may still be made. He walked through the draft PowerPoint Slides with the committee. Presentation included recommendations related to traffic calming, pedestrian improvements, and signage changes. Should enhance the graphic depiction of closing Middle Street in the slides.Gordon Leedy suggesting looking at the MUTCD to ensure that signs can be removed.
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none">Recreation, Events and Attractions	<ul style="list-style-type: none">Craig Fraley reviewed the PowerPoint slides from the Recreation, Events and Attractions working group. Mike suggested expanding the information presented in greater detail to include cost, benefits and a timeline.Craig would like to show potential trail connections to the Village, it was suggested to show general circles of desired connections.Amily Moore suggested closing Foundry Street during Halloween.Development of an app for sites in the Village could be a joint effort between the working groups.
Working Group Reports <i>Subcommittee Chairs</i> <ul style="list-style-type: none">Lighting / Utilities	<ul style="list-style-type: none">Chris Buchanon reviewed the lighting and utilities slides. There was a strong focus on the feasibility of burying utility lines. Moving forward, the committee will add a framework about how this effort may be cost effective. Gas service may only be a viable option when the streets are being repaired or replaced. Need to address other utilities such as water, and fiber. Bruce Berry noted that the additional work needed to address utilities will extend past the duration of this project. Some of the issues

	<p>facing the Village also affect the entire town and should be considered at a later date.</p> <ul style="list-style-type: none"> • Mike Akillian suggested developing a cost estimate to underground utilities for a specific section of roadway. It may be more successful if the town can plan on undergrounding utilities incrementally. Need to focus on actual costs and the potential costs of not doing this. • To proceed with the architectural lighting demonstration the group needs to get support from the BOS, and seek input at the Forum and from the HDC. Should also address dark skies.
<p>Working Group Reports <i>Subcommittee Chairs</i></p> <ul style="list-style-type: none"> • Historic Character 	<ul style="list-style-type: none"> • Chris Hall noted that education, enforcement and perception are the main issues facing this group. They would like to add more information to the website. Lexington, MA have guidelines that strike a balance between detail and practicality. There is a need for two types of documents both on historic district guidelines and how to work with the HDC.
<p>Working Group Reports <i>Subcommittee Chairs</i></p> <ul style="list-style-type: none"> • Community Development 	<ul style="list-style-type: none"> • The information from this working group is still under development and was not ready for sharing with the committee.
<p>Planning for Final Public Input – <i>Camille Pattison</i></p>	<ul style="list-style-type: none"> • Decide on Type of Public Input Opportunities – Two Public Forums with a PowerPoint presentation. The presentation can also be posted on the project website. NRPC needs to add project overview information to the beginning of the presentation. • Set Dates and Locations - The same presentation will be given on two different dates, ideally May 19th and 21st. The Clark School, the Landry Room at Town Hall and the Johnson Room at the Library will be considered. • Identify Needed Materials and Handouts – Camille will call the working group chairs and determine if they need any graphics or maps to include in their PowerPoint slides. • Discuss how to Market the Outreach Opportunities – NRPC will create a flyer in PDF format for distribution to: <ul style="list-style-type: none"> • Committee members to distribute to personal contacts • Project website • Press Release / Article in local papers • Facebook • Library, Town Hall, Schools,
<p>Follow Up Items</p>	

All Committee Members:

- Continue working with your subcommittee to complete the majority of your efforts in April; including identifying issues and recommendations. Each subcommittee needs to use the Working Group Framework to ensure everyone is providing the same information to NRPC for compilation. Send drafts to Mike and Camille as they evolve for offline comments, so they can be ready for May forums.
- Chris Buchanon has some map information that he will send to NRPC.
- NRPC – Contact working group chairs to identify mapping needs. Create a map to show potential trail connections to the Village.
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Amherst Village Strategic Plan – Steering and Outreach Committee Meeting

MINUTES

Wednesday, May 13, 2015 6:30 – 8:30 pm
Community Room – SAU 39 – Brick School

Attendees: Amily Moore, Bruce Berry, Camille Pattison, Chris Janson, Colleen Mailloux, Elizabeth Larson, Ken Miller, Mark Reams, Mike Akillian, Steve Yurish, Tori Burke, Al Patnaude, Craig Fraley, Mark Connors

Upcoming Meetings: May 19th and May 21st Public Forums at Clarke School; June 8th BOS

Topic	Notes
Review of Draft Presentation - <i>Subcommittee Chairs</i> <ul style="list-style-type: none">Traffic and SafetyRecreation, Events and AttractionsCommunity DevelopmentHistoric CharacterLighting / Utilities	<ul style="list-style-type: none">The committee quickly reviewed the draft presentation and noted final edits that needed to be made in advance of the public forums.<ul style="list-style-type: none">Add to the introduction some information regarding what this process means going forward and the connection to the Board of Selectmen.Middle and Amherst Street – maybe the need for a paved crosswalk or bollard.Add a map showing the location of a possible future garden.Cider Mill Festival should read Cider Festival.Create a cost for a specific stretch of roadway to underground utilities.
Public Forums – <i>Mike Akillian</i> Finalize Forum Details	<ul style="list-style-type: none">Mike will introduce the project and each working group will present their slides.
Draft Plan – <i>Camille Pattison</i> Brief Overview of Draft Plan	<ul style="list-style-type: none">NRPC will send out a draft to the committee with a short review time to complete the final plan by June.
BOS Presentation, June 8th - <i>Mike Akillian</i> Details on the BOS Presentation	<ul style="list-style-type: none">Mike will introduce the project and each working group will present their slides.

Follow Up Items

All Committee Members:

1. Please send Mike final thoughts and observations on how this strategic process went.

