

TOWN OF AMHERST
Master Plan Steering Committee

November 5, 2020

APPROVED

1 In attendance: Dwight Brew, Chris Yates, Will Ludt, Jared Hardner, Tom Gauthier, Tracie Adams,
2 and Joe Ilsley.
3 Staff in attendance: Nic Strong – Community Development Director, Natasha Kypfer – Town
4 Planner
5

6 **1. Roll Call to Order**

7 Dwight Brew called the meeting to order at 6:30 pm +/-, and Natasha Kypfer read the
8 following statement. On behalf of the Master Plan Steering Committee, I find that due to the
9 State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in
10 accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-
11 04, as extended by various Executive Orders, this public body is authorized to meet
12 electronically.
13

14 Please note that there is no physical location to observe and listen contemporaneously to this
15 meeting, which was authorized pursuant to the Governor’s Emergency Order.
16 However, in accordance with the Emergency Order, I am confirming that we are:
17 Providing public access to the meeting by telephone, with additional access possibilities by
18 video or other electronic means:
19

20 We are utilizing Zoom for this electronic meeting.
21 All members of the Board have the ability to communicate contemporaneously during this
22 meeting through this platform, and the public has access to contemporaneously listen and, if
23 necessary, participate in this meeting through dialing the following phone #312-626-6799
24 and password 841 7160 5223, or by clicking on the following website address:
25 <https://us02web.zoom.us/j/84171605223> that was included in the public notice of this
26 meeting.
27

28 Providing public notice of the necessary information for accessing the meeting:
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30 We previously gave notice to the public of the necessary information for accessing the
31 meeting, including how to access the meeting using Zoom or telephonically. Instructions
32 have also been provided on the website of the Planning Board at: www.amherstnh.gov.
33 Providing a mechanism for the public to alert the public body during the meeting if there are
34 problems with access: If anybody has a problem, please call 603-341-5290.
35

36 Adjourning the meeting if the public is unable to access the meeting:
37 In the event the public is unable to access the meeting, the meeting will be adjourned and
38 rescheduled.
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40 Please note that all votes that are taken during this meeting shall be done by roll call vote.
41 Let’s start the meeting by taking a roll call attendance. When each member states their
42 presence, please also state whether there is anyone in the room with you during this
43 meeting, which is required under the Right-to- Know law.

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44 **Roll call attendance: Dwight Brew, Chris Yates, Will Ludt, Tom Gauthier, Jared**
45 **Hardner, Tracie Adams, and Joe Ilsley – all present and alone.**

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47 Survey Review:

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49 The group reviewed the proposed changes to the survey.

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51 The group discussed the possibility of letting people opt-out of the survey while in the process of
52 filling it out. The group agreed to place the contact information request at the beginning of the
53 survey, in case someone chooses to opt-out before the end of the survey.

54
55 The group discussed moving the survey to a Survey Monkey format. Jared Hardner agreed to
56 help move this survey into Survey Monkey.

57
58 The group discussed the time period for sending out the survey and a possible close date. Jared
59 Hardner stated that the survey should first be sent to a sub-population, to make sure it's working
60 correctly, before being sent out to the public. Once responses are received from the sub-
61 population, the Committee will meet once more to decide if it is time for the survey to go live.
62 The group discussed allowing the survey to be live on December 1 for three weeks.

63
64 Chris Yates stated that he would like to work on putting out some PSAs on social media to entice
65 people to take the survey once it's live. The group discussed possible areas around Town to
66 advertise the survey, including at the Library, on the Green, and using the DPW sign.

67
68 **Jared Harder moved to adjourn the meeting at 7:45 PM +/-.** Chris Yates seconded.
69 **Roll call: Chris Yates – aye; Dwight Brew – aye; Tom Gauthier – aye; Tracie**
70 **Adams – aye; Jared Hardner – aye; Will Ludt – aye; and Joe Ilsley – aye. Motion**
71 **carried unanimously.**

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73
74
75 *Respectfully submitted,*
76 *Kristan Patenaude*

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78 Minutes approved: July 19, 2021

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