

TOWN OF AMHERST  
Master Plan Steering Committee

January 28, 2021

**APPROVED**

1 In attendance: Dwight Brew, Chris Yates, Tom Quinn, Will Ludt, Tracie Adams, Tom Gauthier,  
2 and Tim Kachmar.

3 Staff in attendance: Nic Strong – Community Development Director, Natasha Kypfer – Town  
4 Planner, and Kristan Patenaude – Recording Secretary

5

6 **1. Roll Call to Order**

7 Dwight Brew called the meeting to order at 6:33pm., and Natasha Kypfer read the following  
8 statement. On behalf of the Master Plan Steering Committee, I find that due to the State of  
9 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 838 3477 6897, or by clicking on the following website address:

25 <https://zoom.us/j/83834776897> that was included in the public notice of this meeting.

26 Providing public notice of the necessary information for accessing the meeting:

27

28 We previously gave notice to the public of the necessary information for accessing the  
29 meeting, including how to access the meeting using Zoom or telephonically. Instructions  
30 have also been provided on the website of the Planning Board at: [www.amherstnh.gov](http://www.amherstnh.gov).

31 Providing a mechanism for the public to alert the public body during the meeting if there are  
32 problems with access: If anybody has a problem, please call 603-341-5290.

33

34 Adjourning the meeting if the public is unable to access the meeting:

35 In the event the public is unable to access the meeting, the meeting will be adjourned and  
36 rescheduled.

37

38 Please note that all votes that are taken during this meeting shall be done by roll call vote.

39 Let’s start the meeting by taking a roll call attendance. When each member states their  
40 presence, please also state whether there is anyone in the room with you during this  
41 meeting, which is required under the Right-to- Know law.

42

43 **Roll call attendance: Dwight Brew, Chris Yates, Tom Quinn, Tracie Adams, Will  
44 Ludt, Tom Gauthier, and Tim Kachmar – all present and alone.**

January 28, 2021

**APPROVED**

45 Discussion of the Survey Results:

46

47 Dwight Brew explained that the Master Plan survey close date was extended from December  
48 2020, to January 18, 2021. There were 1,815 responses received. There were also 2,327  
49 responses received to the open response questions. The guidance from these open response  
50 questions is fairly mixed, as people seemed evenly divided on some of the issues. As a whole,  
51 the responses seemed thoughtful, and the public seemed engaged with the survey. He believes  
52 the response information will be useful in creating the new Master Plan.

53

54 In response to a question from Dwight Brew, Tracie Adams suggested that some of the working  
55 group topics could be taxes, schools, walking/sidepaths, housing, etc.

56

57 Tom Gauthier stated that he was surprised by the number of responses and also by the age of  
58 participants. He believes the number of responses from younger generations hopefully shows an  
59 investment in the Town. He was otherwise not surprised by the priorities that seemed to come  
60 out on top of the responses.

61

62 Tim Kachmar stated that he was also surprised by the number of responses. He is happy with the  
63 results. He also believes that the open response questions included a mixed bag of information.  
64 Some of the themes he is thinking about for the working groups include taxes, bike  
65 paths/walkability, recreation, and schools.

66

67 Will Ludt stated that he found the number of responses from younger families interesting. He  
68 believes that schools, development, and conservation items all seem to be important from the  
69 survey results. He would prefer to be able to break into working groups in person, instead of via  
70 Zoom.

71

72 Tom Quinn stated that, after seeing some comments on Facebook regarding the Master Plan  
73 process being rigged, he is not comfortable deciding on themes before getting comments from  
74 the working groups about the survey results. He believes without this engagement, some of the  
75 public may believe that the Master Plan was created by a small group of people and steered in a  
76 specific direction. He believes that the comments made on the open response questions were the  
77 most interesting part of the survey data received.

78

79 In response to a question from Dwight Brew, Tom Quinn stated that it is difficult to determine  
80 who will choose the themes. It is possible that the themes could be determined towards the end  
81 of this process, once the data has been more thoroughly discussed in the working groups.

82

83 Chris Yates stated that he is happy with the number of responses received. He believes that there  
84 is enough data to establish some themes and layout the process enough to engage the community  
85 into breaking out into working groups. He believes that if the Committee tries to wait until it can  
86 meet in person to create these working groups, it could be another 6-8 months. He stated that he  
87 thinks the Committee could lay out some reasonable themes and procedures for the working

TOWN OF AMHERST  
Master Plan Steering Committee

January 28, 2021

**APPROVED**

88 groups. The leaders of the working groups could then further delve into these topics. It's possible  
89 that an additional 1-2 themes may be discovered during this process.

90

91 Dwight Brew noted that the Committee has not yet communicated back to the public with its  
92 thanks and the results of the survey. The group discussed how best to share the results with the  
93 public.

94

95 Nic Strong stated that her takeaways from the survey were that the items of large interest seemed  
96 to include the schools, taxes, and senior items. She found it interesting that the surveys submitted  
97 first seemed to talk a lot about new schools, but that this item faded toward the end of the survey  
98 period (possibly due to the fact that the School Boards changed their proposed Warrant Article  
99 items regarding a proposed new school building).

100

101 Natasha Kypfer stated that she believes the number of responses is encouraging, and that she is  
102 glad the close date was extended. She believes there were many good comments regarding the  
103 schools and recreation in Town. It's important now to figure out how to synthesize all the data  
104 and move onto next steps.

105

106 Dwight Brew explained that the Committee does not need to establish the themes tonight, but  
107 that themes are needed as a next step to engage the community. As people are brought into the  
108 process, the task can be broken up by coming up with themes.

109

110 Chris Yates suggested that the Committee come up with some themes and break out into smaller  
111 working groups. These working groups could contain one or two representatives from the  
112 Committee.

113

114 Dwight Brew stated that he believes there will probably be somewhere between 5-9 themes. He  
115 believes that community members need to be solicited to lead the working groups. Committee  
116 members may then participate and help coordinate these groups. Representatives from the  
117 working groups will eventually come and present to the larger Committee. Committee members  
118 can help coordinate the working groups and provide direction but will not dictate agenda items.

119

120 Tom Quinn suggested that the Committee should test the data that it has already received to see  
121 if it's good or not. It should also try to determine if there is other information that has not yet  
122 been captured.

123

124 Dwight Brew explained that the working groups can work on each theme and come up with  
125 different options to present to the Committee/public. The community can then be invited to  
126 comment on the work done. The task of the theme groups is to propose tradeoff options for some  
127 of the items that the community seems to want, with what can actually be done.

128

129 The group discussed third-party company options that could be brought in to help synthesize the  
130 survey data.

131

TOWN OF AMHERST  
Master Plan Steering Committee

January 28, 2021

**APPROVED**

132 Dwight Brew explained that the Master Plan is a land-use document. There are some items that  
133 are not usually addressed by it, such as the curriculum of the Town's schools. Tom Quinn noted  
134 that there is a disconnect between the Town and the schools; this could be a way to connect the  
135 two groups. Tom Quinn noted that, although the schools are separate from zoning issues, the two  
136 are directly related. Any increase in Town population will also impact the schools.

137  
138 In response to a question from Tim Kachmar, Nic Strong explained that the Master Plan lays out  
139 the goals and objectives for land use in Town. The Town's Zoning Ordinance takes those and put  
140 them into categories of what's allowed in different zoning areas of Town.

141  
142 The group decided to interview a couple of outside consultants for help with next steps and  
143 survey data synthetization. It was agreed that the outside consultant needs to be honest, flexible,  
144 and not looking to push any certain agenda.

145  
146 The group discussed waiting to move forward with a style sheet before communicating with the  
147 public about next steps until a discussion is had with a third-party consultant.

148

149 Minutes:

150

151 **Tim Kachmar moved to approve the meeting minutes of October 27, 2020 as**  
152 **submitted Tom Gauthier seconded.**

153 **Roll call: Chris Yates – aye; Dwight Brew – aye; Tom Gauthier – aye; Tom Quinn –**  
154 **abstain; Tracie Adams – aye; Will Ludt – aye; and Tim Kachmar – aye. 6-0-1;**  
155 **motion carried.**

156

157 **Chris Yates moved to adjourn the meeting at 8:20 PM. Will Ludt seconded.**

158 **Roll call: Chris Yates – aye; Dwight Brew – aye; Tom Gauthier – aye; Tom Quinn –**  
159 **aye; Tracie Adams – aye; Will Ludt – aye; and Tim Kachmar – aye. Motion carried**  
160 **unanimously.**

161

162

163

164 *Respectfully submitted,*

165 *Kristan Patenaude*

166

167 Minutes approved: July 19, 2021

168