

TOWN OF AMHERST
Master Plan Steering Committee

May 17, 2021

APPROVED

In attendance: Dwight Brew, Tom Gauthier, Jared Hardner, Tracie Adams, Tom Quinn, Will Ludt, and Tim Kachmar.

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

1. Roll Call to Order

Dwight Brew called the meeting to order at 6:31pm., and Natasha Kypfer read the following statement. On behalf of the Master Plan Steering Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, as extended by various Executive Orders, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

However, in accordance with the Emergency Order, I am confirming that we are:
Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting.

All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #312-626-6799 and password 872 9161 5756, or by clicking on the following website address: <https://zoom.us/j/87291615756> that was included in the public notice of this meeting.

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

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

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

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

Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to- Know law.

Roll call attendance: Dwight Brew, Tom Gauthier, Will Ludt, Tom Quinn, Tracie Adams, Jared Hardner, and Tim Kachmar – all present and alone.

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2. Update on Master Plan Related Tasks:

- Existing Conditions Analysis – update on this process
- Document & Organizational List by Topic
- Outreach and Engagement Planning

Steve Whitman, of Resilience Planning & Design, LLC, joined the Steering Committee.

Steve Whitman explained that Resilience's contract is underway.

In terms of the Existing Conditions Analysis, some of the topics identified to start with are Population, Housing, Historic/Cultural resources, and Transportation. Steve Whitman explained that Population and Housing could be one profile or two separate ones; this will become clearer as the data is pulled together.

Steve Whitman stated that, before each Steering Committee meeting, he is hoping for the Committee members to receive 2-3 Existing Conditions profiles for review. He showed the group an example of what one would look like.

Steve Whitman explained that for the Population topic, as it relates to housing, it might be helpful to have information from the schools. Energy was not addressed in the Town's last Master Plan. He noted that Resilience could do an Existing Conditions report on Energy as it relates to Land Use in Town. Another topic of interest for Existing Conditions is Water Resources.

In response to a question from Will Ludt, Steve Whitman stated that infrastructure planning will be called out clearly in the Utility Services section.

Dwight Brew suggested that there be a read-only copy of these documents circulated to the members. People can then send individual comments back to Nic Strong or Steve Whitman.

Steve Whitman stated that he would like to use Dropbox for the community to upload photos they have that can be included in the Master Plan.

3. Update on NRPC Collaboration: build out analysis

Steve Whitman explained that Resilience will meet with NRPC on May 25, 2021, at 9am to discuss a possible timeline for this item.

In terms of outreach and engagement planning, Liz Kelly will create a draft website to show to the Committee in June. The project website will explain what a Master Plan is, go into some detail on Resilience, give information on the old Master Plan, outline upcoming engagement opportunities, and provide draft materials for review.

Steve Whitman suggested that there be a project feedback form for the public that includes open ended questions. He also suggested the group think about flyers to circulate around Town.

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Resilience would create these flyers for the Committee to share with the community. He also noted that social media outlets can be used to create engagement as well.

Tom Quinn suggested a mass mailing to each citizen in Amherst.

Tom Gauthier noted that the Amherst Citizen, Union Leader and Milford Cabinet might be good places to include information.

Jared Hardner explained that he believes the surge in people responding to the earlier survey may have come from mailing lists and those in Town sending along the survey information to other groups along the way.

In response to a question from Tom Quinn, Steve Whitman stated that the survey questions will probably be run through the community during the fall.

Steve Whitman stated that thematic groups can be formed in the fall, after the Existing Conditions analyses are complete.

Steve Whitman explained that there will be a community forum at the end of the Existing Conditions analyses in order to share information on each topic. There will also be another forum in the late winter/early spring to discuss the future Vision and Land Use Plan.

The group discussed if hybrid meetings would be an option when it comes to hosting the community forums. This is still unclear at this time.

In response to a question from Tom Quinn, Steve Whitman stated that Resilience has a project schedule with the Town to which more detail can be added. There are no clear requests yet of any Committee members, but this will change in June.

Steve Whitman stated that the June meeting will review the first couple of Existing Conditions profiles, show the information gathered for them, and how this information can be presented to the public in the form of questions.

Will Ludt moved to adjourn the meeting at 7:40pm PM. Jared Hardner seconded. Roll call: Dwight Brew - aye, Tom Gauthier - aye, Will Ludt - aye, Tom Quinn - aye, Tracie Adams - aye, Jared Hardner – aye, and Tim Kachmar - aye. Motion carried unanimously.

*Respectfully submitted,
Kristan Patenaude*

Minutes approved: July 19, 2021