

August 24, 2021

APPROVED

1 In attendance: Dwight Brew, Tom Gauthier, Chris Yates, Will Ludt, Jared Hardner, Tracie
2 Adams, and Joe Ilsley.

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 6:32pm.
8

9 **2. Existing Conditions Analysis:**

10 **-Review of Recreation Profile**

11 Zak Brohinsky, of Resilience Planning & Design, joined the group via Zoom. He reviewed the
12 profile and comments submitted from Nic Strong and Recreation Director, Craig Fraley.
13

14 Jared Hardner noted caution when using the heat maps as data points because these only
15 represent a small slice of the users for certain recreation areas in Town. For example, the heat
16 maps for the Baboosic Lake area probably mostly represent kayakers using the area, but there are
17 also a variety of other users.
18

19 Zak Brohinsky agreed that there can be a disclaimer added on this item.
20

21 Jared Hardner suggested that Zak Brohinsky reach out to Chris Buchanan, Chair of the Bicycle
22 & Pedestrian Advisory Committee, regarding route maps for the Town.
23

24 Natasha Kypfer suggested that the table on pages 4 & 5 be made into two columns, in order to
25 condense space.
26

27 In response to a question from Will Ludt regarding if this profile is supposed to make
28 recommendations for where the Town can go into 2030, Zak Brohinsky explained that this
29 profile determines the existing conditions in Town. This is not meant to include goals and
30 objectives, but an inventory of what currently exists. These profiles can be used to flag certain
31 items that the Committee wants to look at further in other chapters of the Master Plan, such as
32 increased indoor recreation facilities.
33

34 In response to a question from Will Ludt regarding how the Town will move towards the goals
35 it's interested in through this process, Dwight Brew explained that this baseline determination,
36 including the survey results, will help the Committee discuss where the Town wants to go, how it
37 can get there, and how to measure progress towards that.
38

39 Dwight Brew explained that these profiles will be put on the Master Plan website after this first
40 review so that people watching at home have access to the documents in order to comment on
41 them more easily in the future.
42

43 **-Review of Land Use and Zoning Profile**

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44 Zak Brohinsky reviewed comments made by Nic Strong on the document. He noted that he was
45 able to find the number of buildings in Town impacted by the floodplain; 345 structures out of
46 6,000 in Town, or approximately 5.6%.

47
48 Joe Ilsley asked if the document could note if any of these include recurring losses due to
49 flooding.

50
51 In response to a question from Dwight Brew, Nic Strong stated that she is unsure if the Town has
52 had any property losses due to flooding. This information could be determined by which
53 properties have insurance through FEMA.

54
55 Joe Ilsley stated that if there are not any reoccurring flood insurance claims, then no mitigation
56 strategy is really needed.

57
58 Dwight Brew stated that he is unaware of any losses from floods in Town. Town Administrator
59 Shankle stated that the Fire Chief has a system to note places in town that typically flood.

60
61 In regard to a comment from Zak Brohinsky regarding updating the ordinances and regulations
62 due to resident's concerns during the application process, Nic Strong explained that the Planning
63 Board itself may decide to make regulation changes, but there also needs to be an effort to
64 educate the public as to how regulations can be changed to enable development in a way they
65 would like to see it done.

66
67 Dwight Brew added that the Master Plan update highlights items that it makes sense to update
68 and/or change in the regulations, such as spelling mistakes, etc. The Planning Board might be
69 thinking that it is best to complete the Master Plan update first, to make sure that any regulation
70 changes are consistent.

71
72 Zak Brohinsky explained that many of his questions dealt with items like the Affordable Housing
73 Section being deleted and other items to update in the Master Plan. Nic Strong stated that the
74 Affordable Housing Section was updated to reflect the current Workforce Housing Section.

75
76 Tom Gauthier noted an inconsistency in the data regarding the Commercial Land Use
77 Distribution percentage from one page to another.

78
79 Tracie Adams stated that she appreciates both the charts and writing for the Existing Zoning
80 section, as some people learn better visually through maps and charts, and some learn better
81 through written word. She also likes the maps included in this section. She asked if there could
82 be Zoning Map for the Overlay District. Zak Brohinsky stated this should be possible as long as
83 there is data to support it.

84
85 Jared Hardner agreed with the map suggested by Tracie Adams but noted that this may be too
86 many maps. Jared Hardner suggested that, due to the number of maps being presented, these
87 could be better displayed using a map annex in the document.

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In response to a question from Dwight Brew regarding an interactive map with the ability to turn on/off different layers, Zak Brohinsky stated that part of this Master Plan update project involves an interactive online story map that will include this feature. He would also like to be able to link any other story maps that exist currently in the Town.

Natasha Kypfer suggested that the Zoning Overlays and Districts sections be alphabetized.

In response to a question from Dwight Brew, Nic Strong stated that the story map will be hosted under the Town's ArcGIS license.

-Updated Draft Profiles – Any additional edits or questions on these?

- Population and Housing Profile

- Natural Resources Profile

- Water Resources Profile

- Transportation Profile

The group did not have any other updates to these profiles.

Jared Hardner noted that he has some comments on these profiles because he was not at the last meeting. He will send these along to Nic Strong to be forwarded to Resilience.

-Existing Conditions Analysis Next Steps

- Historic and Cultural Profile needs further review

- Public Facilities and Services is in progress

- Economic Development is on hold until NRPC is underway with the Buildout Analysis

Zak Brohinsky stated that the remaining profiles should be completed by next month. The Public Facilities profile may take a little longer than the rest.

3. Update on Build Out Analysis – under contract – timeline going forward?

Sara Siskavich, Assistant Director, NRPC, joined the group via Zoom. She explained that NRPC is under contract for the Build Out Analysis as of last week. The first step in this process will be at a staff level. She and Ryan Friedman, Senior GIS Planner, NRPC, will meet to review the Town's land use ordinances and distill this information down into a modeling assumption to then program in. She will meet with Nic Strong and Natasha Kypfer to review these ordinances. This will allow a base scenario to be run, which will then be brought to the Committee for review. This baseline assumption needs to be as realistic as possible. This baseline scenario will be tested against other scenarios, so as to see what potential zoning ordinance or conservation regulation changes would elicit. The two scenarios will probably be modeled after the public input sessions in the fall. The intention is for the Build Out Analysis project to be completed by March 2022.

Jared Hardner asked if there can be an analysis of potential habitat fragmentation run for each scenario. Zak Brohinsky stated that the analysis can probably be run while working with NRPC on the data.

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Sara Siskavich explained that the baseline scenario does not show what will happen in Town but gives an expression of the Town's current land use ordinances. It will show, if the Town changes nothing, what could be the trend in certain areas. This will then show impact indicators. The fragmentation analysis is not at the core of this effort but could be run separately.

Sara Siskavich noted that NRPC has been doing GIS for over 20 years and has a lot of data that may be helpful as part of the Master Plan update project. The NRPC maintains a multitude of GIS layers and, as a public agency, the data is public domain, and is readily available to support this effort.

4. Update on Outreach and Engagement:

- Updates completed to the website and flyer

Nic Strong stated that the website and flyer have been published.

- Have the website and flyer been shared with other Boards or the public?

Nic Strong explained that the website and flyer were shared on Facebook, thanks to Chris Yates. She noted that she has sent an email to all the Town boards/commissions regarding the Master Plan Steering Committee's work.

- Setting a Public Forum Date, Format, and Location – late October or early November?

The Committee discussed if it believes the three remaining profiles should be created and reviewed before a public forum is set. Zak Brohinsky stated that Resilience would at least like to have a ballpark date for the first forum. He stated that he will have to check with Steve Whitman and Liz Kelly as to when the remaining profiles will be completed.

Natasha Kypfer suggested that the Committee discuss if the forum will be held on a weekday or a weekend. She will need to review the Town calendar as to other board/commission meetings already scheduled.

Nic Strong suggested that the Committee discuss what type of format the forum will be held in, either in-person, via Zoom, or a hybrid meeting.

Chris Yates suggested that the forum be a hybrid meeting held at the end of October.

Dwight Brew stated that the group could either allow Nic Strong, Natasha Kypfer, the Resilience team, and himself to review of the profiles before the next meeting or wait until the full group can review them before choosing a date.

Nic Strong stated that she envisions the first public forum event to be high level and show the public a snapshot of the existing community and statistics. This will allow the public to determine what items to focus on, which could then become the Themes for the Master Plan. Generally, in these forums, people break into groups depending on their interests.

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Joe Ilsley suggested that a summary of information could be put out to the public 30 days before the forum, to allow the public time to digest the information. Nic Strong agreed that all of the information will be available on the website prior to the meeting.

The group discussed how break out rooms will work when done in a hybrid method.

In response to a question from Joe Ilsley regarding if there will still need to be one physical location for people to meet in, Nic Strong agreed that this is correct. In the past, she has created one public notice for the Town for the meeting as a community event.

In response to a question from Dwight Brew, Nic Strong stated that minutes are not usually kept at these events. There will be a way to capture data to then format it into a report.

The group discussed possibly holding this forum at the Souhegan High School. Nic Strong stated that she would check the availability for the space.

Natasha Kypfer noted that the dates of October 18, and 28, and November 2, and 15, are currently open on the Town calendar. Nic Strong stated that she envisions this forum will take approximately four hours to complete and might need to be held on a weekend or on multiple evenings during the week.

Chris Yates suggested that Nic Strong and Natasha Kypfer meet with Resilience to discuss details of this forum directly and then report back to the committee. This was agreed upon.

5. Old/New Business

a. Approval of minutes of 7/19/21

**Joe Ilsley moved to approve the meeting minutes of July 19, 2021, as presented.
Seconded by Tom Gauthier.**

Voting: Dwight Brew - aye, Tom Gauthier - aye, Chris Yates - aye, Will Ludt - abstain, Jared Hardner - abstain, Tracie Adams - aye, and Joe Ilsley - aye; motion carried.

Tracie Adams moved to adjourn the meeting at 7:50pm PM. Joe Ilsley seconded.

Voting: Dwight Brew - aye, Tom Gauthier - aye, Chris Yates - aye, Will Ludt - aye, Jared Hardner - aye, Tracie Adams - aye, and Joe Ilsley - aye; motion carried unanimously.

*Respectfully submitted,
Kristan Patenaude*

Minutes approved: October 26, 2021