

TOWN OF AMHERST  
Master Plan Steering Committee

September 24, 2020

**APPROVED**

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

**1. Roll Call to Order**

Dwight Brew called the meeting to order at 6:30 pm +/-, 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 835 4946 7969, or by clicking on the following website address: <https://us02web.zoom.us/j/83549467969> 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](http://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.

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**Roll call attendance: Dwight Brew, Chris Yates, Tom Quinn, Will Ludt, Tom Gauthier, Jared Hardner, Tim Kachmar, and Joe Ilsley – all present and alone.**

Survey Presentation:

Chris Yates stated that the subcommittee rewrote the survey, using an example from Lee, NH.

Tom Quinn mentioned a concern regarding non-residents being able to access this survey if it's distributed online. The group also discussed adding a question to the survey about owning a business in Town. The group went through the survey and updated it in live time.

*Tracie Adams joined the meeting.*

The group discussed a slogan for the Master Plan process. The group agreed on "Envision Amherst." The group also agreed to use the new slogan to create a logo that wraps the slogan around the Town seal.

The Steering Committee approved the draft survey questions. The group agreed to formulate items to educate the public on what a Master Plan is and the process moving forward, prior to the survey being sent out. The group agreed to use Survey Monkey to distribute the survey online. The group discussed going live with the survey from November 1 – November 24<sup>th</sup>. The group agreed to look into sending out a mass mailing postcard to alert the community where to go to take the survey.

The group agreed to meet on October 27<sup>th</sup> at 6:30pm in order to get and review feedback from other Boards/Commissions on the draft survey. The group will also meet November 5, 2020, and December 1, 2020.

**Jared Harder moved to adjourn the meeting at 9:20 PM+/-.** Will Ludt seconded.  
**Roll call: Chris Yates – aye; Dwight Brew – aye; Tom Gauthier – aye; Tom Quinn – aye; Tracie Adams – aye; Jared Hardner – aye; Will Ludt – aye; Tim Kachmar – aye; and Joe Ilsley – aye. Motion carried unanimously.**

*Respectfully submitted,  
Kristan Patenaude*

Minutes approved: July 19, 2021