

**Master Plan Steering Committee
A Planning Board Subcommittee**

Minutes

Thursday, February 18, 2021 6 PM

Location: Town Hall and Zoom

Present: Annie Collyer, Chair

Edvin Crnolic, Planning Board Representative

Pat Masterson, Recreation Representative

Fire Chief Alcanhaido (arr 6:30)

Bob Marchand

Mark LaVoie

Coleman McDonough

Call to Order - Chairman Annie Collyer called the meeting to order at 6:15PM, with apologies for the delay due to a long line when she went for her COVID vaccine.

Pledge of Allegiance

Mr. Crnolic made a motion to accept the minutes of January 30, 2021, seconded by Ms. Collyer. With no further discussion, the minutes were accepted unanimously.

Old Business

- **Invitation from Board of Selectmen:** Ms. Collyer related that the Board sent out an invitation to all Newton Boards, Commissions, Committees and Departments, encouraging participation in the Master Plan Steering Committee (MPSC) work in 3 ways:
 - appoint a representative to coordinate and communicate with the MPSC
 - advocate for doing the survey, by members, friends and family
 - prepare a write-up on the Department, Commission, Board or Committee for inclusion in the Master Plan

Ms. Masterson suggested that the write-up could be similar to those for the Annual Reports, but broader as to time-frame since no writeup has been updated in the Master Plan since 1999. She suggested it begin with a Vision or Mission statement for the

Department, Commission, Board or Committee. And that a template or outline be developed.

Mr. Crnolic built on her statement, with the suggestion that a short history, recent updates and future challenges or needs be a part of it.

Chief Alcanhaido arrived a bit late to the meeting and contributed later that he compared it to Master Plans in MA, where they are under the responsibility of the governing body, not the Planning Board as in NH, and where the Departments include something similar to the EOC Plan now in effect in Newton.

Action: Ms. Collyer will follow up with the Chief and invited others to send ideas and thoughts for templates to her town email at acollyer@newtonnh.net. She will propose a template, ready for Planning Board review and distribution.

- **Visioning Survey** – Mr. Crnolic stated that Rockingham Planning Commission (RPC) has been retained by the Planning Board to develop a survey for the town, to drive the Vision Chapter of the Master Plan.

Ms. Collyer noted that the last townwide survey was in 1998, that the Vision Chapter was updated in 2006, and the Land Use Chapter updated in 2008. She also noted that the 1999 version of the Master Plan will soon be posted on the town website. Per NH RSA's, the Master Plan is the legal basis for all the town zoning ordinances, she reminded.

Mr. Crnolic noted that there was discussion at the Board of Selectmen who approved the requisition to pay RPC for the survey as to whether the town bidding policy was followed, affirming that there were in fact 4 bids, with one from RPC, two from UNH and one from the MPSC, with the Planning Board having accepted the RPC proposal with the recommendation of the MPSC.

Ms. Collyer invited any town resident to submit thoughts and ideas for the survey to her email. She noted that RPC has already been given some ideas by the MPSC. Mr. LaVoie said he is sending in some questions he would like to see included.

She will post a list of resources such as other recent Master Plans and surveys, and invited residents to email her ones they know of.

- **Proposed Master Plan Calendar:** Ms. Collyer reviewed the planned calendar, with the goal of completion of the first phase of the Master Plan update before the end of June. She noted the intent to adjourn for the summer, whether complete or not, resuming in the fall.

Discussion followed, with emphasis that the survey results will drive the Vision Chapter. Ms. Masterson asked whether the Department write-ups will properly reflect the survey if written prior to the tabulation of the results. Ms. Collyer noted that the Departments

are not responsible for the overall Vision of the town, but for revealing their own mission, history, needs and future challenges, to be incorporated into the Vision, Land Use and Implementation Chapters of the Master Plan.

New Business

- **Representatives to/from Town Groups:** The BOS invitation to participate will result in a representative to the MPSC being appointed from each Town Group. As follow-up, Mr. Crnolic and Ms. Collyer volunteered to contact the groups, attending meetings as needed. Other residents are invited to join in this effort.
- **2020 Census, NH Division of Economic Development, NH Employment Security Data crunching:** Ms. Collyer said the information is available online for all, and that Jordan Piper has already volunteered to help. She will coordinate with him, and any other Newton residents who are interested in gathering this data. The data will be used in the Land Use Chapter development, with the data in Master Plan appendices.

Next Meeting

Thursday, March 18 6:30 pm

- **Jenn Rowden, RPC, with draft survey**
- **Presentations of data**

The meeting was adjourned at 6:45 by motion of Mr. Crnolic, seconded by Chief Alcanhaido, passed unanimously.

Respectfully submitted,
Annie Collyer, Chair