

## MASTER PLAN STEERING COMMITTEE

TOWN OF PETERBOROUGH, New Hampshire

Minutes of August 13, 2018

**Members Present:** James Kelly, Ivy Vann, Cathy Lanigan, Karen Hatcher, Sarah Steinberg Heller and Ivy Vann. Guest/Potential Member: Valerie Jenkins

**Also Present:** Peter Throop, Laura Norton and Kristin Bixby, Office of Community Development

Co-Chair Steinberg-Heller (Ms. Heller) called the meeting to order at 1:03 p.m. and began with introductions.

In the audience was Valerie Jenkins, a new resident interested in joining the Master Plan Steering Committee. Ms. Jenkins and her husband moved to town from Groton, Massachusetts. After giving the Members a brief biography, she concluded by noting “we came here for many reasons, from outside music and arts to the Peterborough Players, we chose to live here. This is a wonderful town and I’d like to help keep it that way.”

A motion was made/seconded (Lanigan/Kelly) to recommend to the Board of Selectmen that they appoint Ms. Jenkins as a member of the Master Plan Steering Committee with all in favor.

### **Minutes:**

A motion was made/seconded (Vann/Lanigan) to approve the Minutes of June 25, 2018 as written with all in favor.

### **Vision Chapter Summary:**

Ms. Hatcher note she and Ms. Sakellariou worked on this chapter with the idea of creating mini paragraph summaries for the pages of the chapter “but there was so much more than a small paragraph could capture so we went with bullet points” she said. Ms. Hatcher went on to review the summary of the chapter (Ms. Sakellariou was not present). When finished, she asked for feedback. Ms. Heller interjected, “well I was struck by the purpose of the summaries” adding “are they better than the actual summary that is already there? Do they capture anything *not*

already there?” A brief discussion about converting a multipage document into an executive summary for ease in digesting it followed. Ms. Hatcher noted the summaries should give “a real sense of what the vision for the Town is, what the Town is looking for (for) it’s future while at the same time serving as a guidance document for policy making by other committees.” She also noted they had incorporated cooperative endeavors or collaboration opportunities with surrounding communities in light of the Regional Assets Chapter being written.

### **Chapter Summaries:**

Getting started, Ms. Lanigan noted “obviously some things have changed and some goals have been achieved” [since the last chapter update was made]. She asked, “can we add new information to the summaries?” Mr. Throop advised they could, noting, “we are using the summaries to update other Master Plan Chapters that will be inconsistently broader or more specific. They need to be coherent and accurate.” “But it is *not* a re-write, right?” asked Ms. Lanigan. Mr. Throop replied, “right. They are to be used as a guiding document for committee work and the Board of Selectmen.”

The members reviewed the language of the Vision Statement discussing several verbs and tenses that did not agree. Mr. Throop spoke briefly about the inconsistency of the format of the summaries, as they were being formulated by several different people. He updated the members on the progress the EDA [and Town staff] was making on their contributions to the Economic Vitality Chapter. “They went from three meetings a year to once a month with a whole new membership of engaged volunteers” he said.

The members then briefly discussed formatting with Ms. Hatcher suggesting all goals go at the top to be consistent throughout the summaries. Ms. Heller interjected, “I think they should be short.” Mr. Throop suggested each chapter have a three-line vision statement followed by the goals. Ms. Hatcher told the Members they needed to imagine who is reading the summaries and why. Ms. Lanigan agreed that “the target is for the outsider. We want to show highlights of growth and success.”

Ms. Vann suggested they split the Housing and Population Chapter into two separate chapters and take a lot of the section on the data demographics out of the Housing Chapter and put it into a data chapter. Ms. Heller recapped by noting the summaries should contain a short (three-line) vision or purpose statement and a goals statement with highlights and a visual (photo or chart) of some kind, then

added, “with new things brought in if applicable.” Ms. Hatcher noted, “I keep hearing this is a living document so that makes sense.” Mr. Kelly asked about problems or issues as well as progress being made with the other members agreeing that information would be captured in the chapter itself. “No issues, just progress! This is an advertising document” reiterated Ms. Lanigan. It was also noted that many of the issues being faced are challenges facing the whole region, nation, or world. These challenges included an aging population, limited work force and “affordable” housing, and low unemployment rates.

A motion was made/seconded (Lanigan/Kelly) to recommend Ms. Jenkins the Board of Selectmen appoint Ms. Jenkins as a member of the Master Plan Steering Committee with all in favor.

Ms. Hatcher told the Members she felt they had a better understanding of the overall process. They briefly discussed regional collaboration of services, which Mr. Throop noted was “a challenging phenomenon in New Hampshire... especially with workforce housing.” Mr. Kelly added that “there are many other things (social, cultural, and economic) to look at for collaboration.”

Ms. Lanigan reiterated that an image or chart included in the summary would be encouraged with Ms. Heller adding, “but it must be purposeful and have significance.”

The meeting adjourned at 1:45 p.m.

**Next Meeting:** September 10, 2018 at 1:00 p.m.

Respectfully submitted,

Laura Norton

Administrative Assistant