

**Lancaster Master Plan Committee
Minutes of Meeting**

Meeting held in Town Hall Auditorium

Thursday – August 08, 2019

Initial Business:

Roll Call:

Members:

Present: Selectmen's Representative Leo Enos, Zoning Board Representative Linda Ogle, Conservation Commission Representative Kim Votta, Racheal Stuart, Kathy Jean Lavoie, Nancy Southworth, Kate Griffin, Tim Books and John McCormick.

Absent: Planning Board Representative Don Doolan, Planning Board Representative Maggie Jones and Blair DeForge

Others Attending: Planning/Zoning Coordinator Benjamin S. Gaetjens-Oleson.

Introductions:

Benjamin Gaetjens-Oleson opened the meeting. He passed out copies of the current Master Plan and asked in attendance to introduce themselves to the group.

What is the Master Plan:

After introductions Mr. Gaetjens-Oleson began by explaining what a Master Plan is. He explained that in order for a community to have a Zoning Ordinance or Capital Improvement Plan it needed to adopt a Master Plan. He stated that there are only 2 requirements for a Master Plan-a Vision section and a Land Use chapter. The vision section should guide all the subsequent sections and chapters. There are also recommendations for additional chapters-some are already in Lancaster's current plan. He explained that the new Master Plan could use these chapters, add new ones and combine or split existing ones.

Process:

Mr. Gaetjens-Oleson explained that the last Master Plan was very basic. They utilized one community-wide survey which was distributed by mail as well as placed in the Town Hall and Library. The past Committee looked through the survey summary and reviewed each chapter, removing completed or irrelevant goals and objectives and keeping what was remaining. The only new chapter was an Energy chapter which was created with the help of an audit of the Town's Land Use Regulations.

He stated this plan would be created by the Committee and recommended to the Planning Board for adoption. The Planning Board will act to adopt the update after a Public Hearing. Kathy Jean Lavoie asked what happened if the Planning Board did not adopt the new Master Plan. Mr. Gaetjens-Oleson explained he felt this would not be an issue but encouraged each member to attend the public hearing to support the plan's adoption. He also stated that the Planning Board would be updated each month as to the committee's work so any concerns should be evident early.

He also explained that these meetings would be public and open for people to attend and observe. They would be noticed as any other public meeting and also may include Facebook and the Town's website. He stated the public had a right to be there and observe but not speak, however, giving them an opportunity to offer input at the end of each meeting would be

important for engaging the community. He assured the Committee that he would make certain all discussion was respectful and not disruptive. He also stated surveys would be created for different groups of people input was sought from. He hoped it would be more comprehensive than the last survey. These would be distributed in whatever ways were deemed most appropriate for the population groups engaged.

Mr. Gaetjens-Oleson explained that the previous update did not take advantage of available data or data analysis. He stated there is a lot of demographic data available as well as the capabilities to utilize GIS mapping software. He did not want to overwhelm anyone with too much data and asked if there were any thoughts on what they would like to see. The group felt that the already discussed data would be good as well as comparisons of Lancaster with other communities, the County and the State. They also felt that reviewing some other Master Plans as well as learning from others' mistakes would be good too.

Schedule:

Mr. Gaetjens-Oleson stated he did not have a definitive end time for this process but thought it would be as much as a year commitment and maybe more but assured members if they had to step off in the future or were unable to make all the meetings there would be no issues. He asked those present what days worked best for them-he stated that Thursdays are typically best for him and the second Thursday would put it close in schedule with the Planning Board meetings so updates to either group would be timely. With that the group felt that for now meetings should be held the second Thursday of the month at 5:30 PM. Mr. Gaetjens-Oleson expected meetings would not be more than 90 minutes.

Meetings:

Mr. Gaetjens-Oleson explained minutes would be kept to document the general discussion and decisions of the Committee. He also stated that topics for subsequent meetings would be decided before closing the prior meeting and he would be sure to forward information at least a week before the meeting so information can be reviewed prior to discussion. The Committee decided that the topic for the September meeting would be the Preamble/Vision and review of the Community Engagement data from the process recently completed with the help of the Northern Forest Center and UNH Cooperative Extension.

Noting that there was no further discussion the meeting was adjourned with the next scheduled for Thursday, 09/12/19, at 5:30 PM.

Respectfully,



Benjamin S. Gaetjens-Oleson
Planning/Zoning Coordinator