

**Lancaster Master Plan Committee
Minutes of Meeting**

Meeting held in Town Hall Auditorium

Thursday – September 12, 2019

Initial Business:

Roll Call:

Members:

Present: Planning Board Representative Maggie Jones, Selectmen’s Representative Leo Enos, Zoning Board Representative Linda Ogle, Conservation Commission Representative Kim Votta, Racheal Stuart, Kathy Jean Lavoie, Kate Griffin, and John McCormick.

Absent: Planning Board Representative Don Doolan, Nancy Southworth, Tim Brooks and Blair DeForge

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

Review Minutes from August 8, 2019 Meeting:

All present felt the notes from the August 8, 2019 meeting were accurate. No changes were recommended.

Preamble/Vision:

It was explained the Preamble/Vision is an introduction to the full Master Plan. The statement is supposed to be the basis for the goals, objectives and action plan in the following chapters. Benjamin Gaetjens-Oleson explained that a full introduction to the community, describing the history, development and demographics of Lancaster should be included in a preceding chapter. He noted this has been done in other plans he has seen and would draft something for this update.

Rachel Stuart stated the vision should be set up so “quality of life” could be measured. Most of the items listed are related to ensuring a high quality of life. Kate Griffin felt the Town should have a cultural plan and the vision and whole plan should elaborate more on that. The survey will work to gain more information on arts and culture.

Survey:

The consensus of the Committee was the previous Master Plan survey was too long. Ms. Stuart explained as we develop a survey plan we should determine what data and information is desired and how we want to get it. Strategies discussed were targeted surveys, community engagement opportunities around town and topical listening sessions based on survey results.

Groups and locations to survey and engage community members were discussed and included business owners, youth and recent graduates, senior citizens, families, the McKee Inn, Church dinners, Town employees and people involved in the creative economy (arts and culture). The best format for the survey was also discussed with a forced ranking system believed to be better suited for the needs of the committee. Mr. Gaetjens-Oleson promised to compile a list of potential questions for the Committee to review for creation of a survey or surveys if more targeted ones are preferred. He will also investigate what data is available for individuals self-employed in the community so they can be engaged in the process.

Other Business:

Mr. Gaetjens-Oleson informed the Committee he would create a press release announcing the update to the Master Plan and the members on the Committee. He asked if the Committee would like to review it before he sent it to the papers. The Committee did not feel they needed to see it before publishing.

Mr. Gaetjens-Oleson also stated he looked a couple of other community Master Plans and liked the format and presentation of Littleton's.

Noting that there was no further discussion the meeting was adjourned with the next scheduled for Thursday, 10/10/19, at 5:30 PM.

Respectfully, 10/10/19



Benjamin S. Gaetjens-Oleson
Planning/Zoning Coordinator