

**Lancaster Master Plan Committee
Minutes of Meeting**

Meeting held in Town Hall Auditorium

Thursday – October 10, 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, Kate Griffin, Nancy Southworth and Tim Brooks.

Absent: Racheal Stuart, John McCormick, Kathy Jean Lavoie and Blair DeForge

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

Review Minutes from September 12, 2019 Meeting:

All present felt the notes from the September 12, 2019 meeting were accurate. No changes were recommended.

Survey:

Discussion on the creation of a new survey and strategy began. It was agreed that there was no need to capture extensive demographic information from respondents. The survey may include a question pertaining to whether the respondent was a resident of Lancaster or not. The committee decided the survey should be shorter than the previous one, have mainly closed ended questions and only one should be created with a narrow focus of information to be gathered. Once results were tabulated follow-up focus group meetings would be held to gather more expanded input. These meetings would be highly publicized and mainly held at the Town Hall but off-site sessions may be held to reach targeted groups.

Other information hoped to be gathered from the surveys are the social resources utilized by residents. Some examples pertain to housing including ownership, rental and if renting is it subsidized. Other examples are other community services utilized.

It was then decided the best way to begin crafting a new survey was to go over the past one and edit it. Each section was reviewed and items to remove were identified along with sections to add, edit and others to keep for further review. A copy of that edited survey is attached to this document. Items with strikethrough and red text are to be removed, items in green text are to be added and items highlighted yellow are to be reconsidered. Questions seeking ratings will have less options in the format-example: important, not important or no opinion.

Some new sections to be included will be Education, Main Street and Technology & Communications.

Examples of Other Community Master Plans:

The Committee discussed other community Master Plans in terms of format and information. Littleton and Wolfeboro were both cited as examples that were favorable.

Other Business:

Mr. Gaetjens-Oleson stated he has not done the press release yet but still plans to

complete one.

Noting that there was no further discussion the meeting was adjourned at 7:36 PM with the next scheduled for Thursday, 11/14/19, at 5:30 PM.

Respectfully, 11/14/19

A handwritten signature in blue ink, appearing to read 'BSG', with a long horizontal flourish extending to the right.

Benjamin S. Gaetjens-Oleson
Planning/Zoning Coordinator