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**MINUTES OF THE MASTER PLAN COMMITTEE MEETING  
THURSDAY, MAY 12, 2022  
5:00 PM IN THE MACOMBER ROOM**

**Members Present:** Lorne Jones, Kathy Richards (via phone), Rodney Rowland, Peter Schwab, Conni White

**Members Absent:** Pamela Yonkin, Jane Lannon

Darcy Horgan chaired the meeting in lieu of Ken McDonald. Ms. Horgan announced that Chair McDonald had resigned his position on the committee for personal reasons effective immediately. Discussion ensued as to who would step up as Chair. Pamela Yonkin had indicated previously that she would step in, so all agreed to name Pamela as Chair.

Ms. Horgan asked for approval of the minutes to the April 14, 2022 meeting of the MP Committee. *Mr. Rowland made a motion to approve the minutes as written to the April 14<sup>th</sup> meeting. Motion was seconded by Ms. White and carried unanimously.*

Committee members arrived with their homework assignments of their proposed Vision Statements and read each one aloud. Ms. Horgan then read notes she had taken from her conversation with Jenn Rowden of the Rockingham Planning Commission on what should be in a Vision Statement. It was agreed that Ms. Horgan would send all the materials to Ms. Richards who will assimilate all the new info into a proposed Vision Statement to present at the next meeting.

Ms. Horgan stated that Jenn Rowden had just, in the past day, sent all the raw data from the survey to the committee, which she forwarded to Ms. Lannon and Ms. Yonkin to put in a usable format with the assistance of Ms. Rowden.

The committee discussed the structure of the Master Plan. Should it be organized by topic or by theme? Examples of section titles if organized by topic could be:

- Transportation
- Natural Resources
- Community Services
- Historical Resources
- Housing

Examples of section titles if organized by theme could be:

- Sustainability
- Community Character (Historic topics fit here)
- Safety

The committee unanimously decided it should be organized by topic.

The committee then discussed the topics that should be in the Master Plan. The committee was reminded that we had come up with such a list at our November 11, 2021 meeting. Ms. Horgan agreed to redistribute that list to all committee members.

Committee members agreed to look at that original list. Then review the data from the survey that Ms. Yonkin and Ms. Lannon amassed, and as a homework assignment, come up with a list of chapter topics for our Master Plan. Under each major topic heading, committee members will brainstorm individually and list information that should be in that section as well as relevant historic data. In other words, at the next committee meeting, each member should arrive with a robust outline of topics and suggested info under each topic.

Mr. Jones presented a list that he developed of Potential Stakeholders who should probably be interviewed in preparation of writing our Master Plan. As committee members develop their MP topics list, these stakeholders can be included as action items.

Ms. Horgan reminded everyone that Ms. Rowden said early on in the process that we should include historical data to support our recommendations. Traffic counts? Population increase? FEMA statistics? Housing increase? The outlines that committee members submit should include historical data suggestions that would be relevant to that section.

The next meeting is scheduled on June 30, 2022 in the Macomber Room of the Rec Center.

*Lorne Jones made a motion to adjourn at 5:55pm. Peter Schwab seconded and motioned carried unanimously.*

Respectfully submitted,  
Darcy Horgan  
Recording Secretary