

CITIZEN PLANNING COMMITTEE

November 28, 2017 Minutes

Meeting Called to Order: 6:33 pm

Present: Pamela Hamel, Bernard Dauphinais, Michele Lacroix, Vickie Kimball, Bonnie Lane, Steve Lindsey, Tony Tavares, Deborah Johnson (Planning Board Liaison)

Town Residents Attending: Ray Blake, Elizabeth Jespersen

Waived reading of Nov 14 Minutes. Following review by Committee Members, the Minutes were approved as presented.

Planning Consultant, Steve Whitman, helped set a direction for community engagement by leading a Q & A process to stimulate committee member thoughts -

Groton, NH Town Planning Committee

- Last time - scope of project, role of master plans and growth/development planning, different types of planning and how best to involve the community
- Tonight-plan for outreach and education
 - o Ultimately, you will have the best ideas for what will work in Groton;
 - o We should aim for multiple feedback opportunities throughout the entire project;
 - o People should have multiple ways to provide their thoughts and feedback (in writing, in person, online through a feedback form, etc.)
- Some approaches to consider:
 - o Establish a project webpage on Town Website
 - Explain the scope and timeline of project
 - Name those involved
 - Provide contact information
 - Provide ways to submit thoughts and feedback
 - Post drafts here when ready
 - o Host a public meeting in January or February: Overview of master plan, explain the intent of this project, and gather input from public
 - Could be structured as an interactive "World Cafe" format and conclude with a conversation
 - Could be fairly informal and include a potluck
 - Or, could be structured as an "Open House" and host several scheduled

"briefings" the same day to attract a broader number of citizens

- Could use Facebook Live to broadcast meeting
 - o Newsletter or newspaper articles about project?
 - o How do we get the word out otherwise?
 - Direct mail invitations, flyers, etc.
- Questions for Public Meeting - Small group breakout stations to explore questions such as:
 - o What are the benefits of developing new growth/development planning for Groton?
 - o What are the consequences of developing new growth/development planning for Groton?
 - o Is there a need for more than one zone? If so, what are the possible zones in town? (use map)
 - o What is the most important thing for the town to consider when engaging in growth/development planning?
 - o What characteristics, problems, or other factors related to land use do you think regulations should address?
 - o What is most important outcome of this new ordinance for you, as a property owner?
 - o What is the most important outcome of this new ordinance for the community?
 - o What are the most important attributes of the application process for using the ordinance?

Timeline:

- Initial advertising - Early January?
- January/February community meeting
- March Town at meeting time: Tabling on voting day?
- Quick overview during town meeting
- Refine goals for new growth/development planning after Town Meeting
- Create standards for each goal
- Solicit feedback on goals and standard
- Draft zoning document
- Solicit feedback on draft

The committee agreed that any planning must be supported by the community.

The committee unanimously agreed that to extend outreach and keep Groton citizens informed, able to ask questions and make suggestions during the planning process many opportunities for engagement needed to be available, including:

- ❖ A committee website
- ❖ A committee email address
- ❖ Surveys
- ❖ Direct mailings, with active calls from committee members and others who become engaged
- ❖ Ask Ruth to publish updates and information in the “Talk of Town” column in the Enterprise
- ❖ A poster Board at the Town Offices and
- ❖ Forum, scheduled for a Friday and Saturday in February that allows for Q&A, a presentation and “World Café” approach (a structured conversational process for knowledge sharing in which groups of people discuss a topic at several tables, with individuals switching tables periodically).

The committee discussed if mailings should go to voters, only residents or all property owners and decided it was important that all property owners should have an opportunity to engage in the planning process. While it will increase mailing expense they do pay taxes, spend time in the town and may become residents at a point in the future. It is also a positive way to inform non-residents on any planning/zoning changes which they will have to adhere to.

The committee also decided to place guidelines for citizen feedback on all formats so comments stay focused and help guide the committee’s work.

Michelle volunteered to do the research regarding upcoming budget meetings/hearings and school vacation time so the committee can choose when to have our public meeting.

Assignments to Members – review Article 8 Implementation Section of the Master Plan and select several planning tasks that should be explained on Fact Sheets for our forums and placed on mailings.

Next scheduled meeting is set for 6:30 on December 21, 2017 at the Groton Town House.

Motion for adjournment at 7:58 PM.