

MASTER PLAN SUBCOMMITTEE MEETING
FEBRUARY 6, 2014

Note: Draft Minutes are subject to review, correction and approval by the Sub-Committee. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Sub-Committee.

The February 6, 2014 meeting of the Swanzey Master Plan Subcommittee commenced at 5:00 p.m. at Swanzey Town Hall. Present were: Glenn Page, Scott Self, and Don Skiba. Sara Carbonneau, Director of Planning and Community Development, was also present.

Carbonneau provided copies of the following:

- 2003 Master Plan
- 2003 Master Plan Executive Summary
- RSA 674:2 and 674:3
- Selected pages from the November 2013 OEP Handbook for Planning Board Officials
- Draft Utilities section as discussed by the Planning Board in 2013

Carbonneau noted that there have been some additions to the 2003 Master Plan - notably the inclusion of the Open Space Plan and updates regarding the Ashuelot River Corridor Management Plan. Copies of these documents were not provided.

Carbonneau stated that after the 2003 Master Plan was prepared and adopted, RSA 674:2 was amended. Minimum sections now required in a Master Plan are a "Vision Section" and a "Land Use Section." However, the Town can adopt additional sections (as set forth in the statute).

Based on the statutory requirements, Sub-Committee members felt that updating the Land Use Section and creating a Vision Section should be the Sub-Committee's first priority.

Sub-Committee members felt that a portion of the existing Master Plan (pages 1 through 6 in the full plan) could be updated and re-worked into the Vision Section. It was noted that the section should also address the vision of the town within the context of the region and state.

Members felt that the Community Facilities section should wait until the report from Scully & Associates is completed (projected completion date – late fall).

Carbonneau stated that there are sections of the Master Plan that could easily be updated (such as the Economic Development Plan) or that have some information already assembled (the information from the PlanNH Charrette, the Main Street Advisory Committee, and the West Swanzey Water Company Study could be used to create a West Swanzey Neighborhood Plan).

Homework for the next meeting is to review this information and make edits/suggestions for developing the Vision Section. It was noted that if additional input is needed, Sub-Committee members should note how this information could be obtained. It was mentioned that survey questions (short and to the point) could be put up on the Town's website; feedback could be obtained by speaking with residents at the Recycling Center or at coffee/discussion events at the Town Hall on the weekends; or by meeting with particular residents, businesses and/or department heads with expertise in particular areas. Also, the possibility of sending out a survey was also suggested.

In order to obtain additional input and to alert residents to the fact that the master plan update is in process, it was recommended that information be publicized as follows:

- Letter to the Editor.
- Notice on website.
- Information on front sign (as needed)

Reminder – Next meeting is scheduled for Thursday, March 6, 2014 at 5 p.m.

Submitted by,

Sara H. Carbonneau
Secretary to the Committee