

**Town of Northwood
Planning Board
December 13, 2012**

Chairman Robert Strobel calls the meeting to order at 6:40 p.m.

PRESENT: Chairman Robert Strobel, Babette Morrill, Rick Wolf, Alternate Victoria Parmele, Town Planner Elaine Planchet, and Board Administrator Linda Smith. Selectmen's Representative Scott Bryer arrives at 6:42 p.m. *Vice-Chairman Tim Jandebour arrives at 7:10 p.m.*

VOTING DESIGNATION: Bob Strobel, Babette Morrill, Rick Wolf, Alternate Victoria Parmele; Scott Bryer at 6:42 and Tim Jandebour at 7:10.

ABSENT: Joe McCaffrey, Herb Johnson, and Alternate Adam Sprague.

MINUTES

November 15, 2012

Ms. Morrill makes a motion, second by Mr. Strobel, to approve the minutes of November 15, 2012.

Page 2: Add: *...on whether or not...*

Motion passes; 3/0/2. *Mr. Bryer and Ms. Parmele abstain.*

WORK SESSION

Master Plan Update (MPU)

Mr. Strobel states that Ms. Planchet has created a sheet for the board's benefit to assist with discussion and direction. Mr. Strobel states that *Ms. Planchet noticed that Agriculture* is the topic that is scheduled for discussion in January. He states that this topic was not assigned to a member nor did a member volunteer to address agriculture.

Ms. Planchet states that there has not been a lot of progress with the Master Plan Update (MPU). She states that it is necessary for the board to decide what the board would like to do. She states that she recognizes that members are volunteers and may not have a lot of time. However, she states, the board needs to determine the direction of the MPU and whether to do all of it, part of it, or not at all. She states that one way to approach this is to think about these questions on the sheet between now and next week's meeting and come to the meeting with answers to address them. She states that this could be a great time to do this as there are no new applications for December.

Ms. Planchet refers to the discussion sheet and states that there is a list of potential sections that could be included in a master plan. She states that the visioning and land use sections are required. She states that it would be helpful to update the visioning section as a lot has changed since the last update. She states that in 2004, growth was a big issue and now the state of the economy has had a major effect on the community since the 2004 update.

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Ms. Planchet states that the land use section could be updated with revised overlay district maps which could be done by reference. She states that if only the visioning section and land use section were updated that would be the minimum and could be considered an update. She states that the board can decide to do nothing but something needs to be decided even if it is just what is feasible to do.

Ms. Planchet states that if the board determines to update the visioning section, then the board must decide if there is enough public input on the record to do the update. She states that currently the board has information from the community survey and the visioning sessions held in May. She adds that it is important that all members of the board have an opportunity to participate in the decisions.

Ms. Planchet states that there are dedicated groups that could handle particular areas. Discussion ensues regarding water resources and economic development. Ms. Planchet explains that sometimes different groups could go in different directions that could contradict other sections of the master plan. Ms. Morrill states that she believes this is what happened with the previous water resources subcommittee.

Discussion ensues about the master plan update options. Ms. Planchet states that one approach would be to update data and tables for the master plan update and identify recommendations by subject area for future review and study. She states that proposed regulation changes wouldn't be in the update but could be suggested after the topic is further reviewed. Ms. Parmele asks if transportation could be handled in a similar manner. Ms. Planchet replies yes, updated data is available, and it could be gathered and presented in table form.

Ms. Morrill states that she thinks that January and February are typically slow times and would not be a good time to begin. Mr. Bryer suggests this would be a good time to complete this project as the board is not busy with applications. Mr. Strobel states he agrees. He states that he identifies transportation, economic development, natural resources including water, and recreation as hot topics. Further discussion is held regarding the different topics and which ones have been addressed. Mr. Strobel states that growth is no longer an issue and an update needs to be done before the board can fulfill other responsibilities.

Ms. Parmele states that taking the information from the visioning sessions and the public input to create a vision statement as an update of key issues that people have identified is important. She states that this may get the people to be involved.

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Tim Jandebaur arrives at 7:10 p.m. and is added to the voting designation.

Ms. Planchet asks if the board believes that the public input they currently have gathered is sufficient. A discussion is held regarding listening to the tapes from the visioning session meetings. Ms. Parmele offers to listen to the tapes and adds that the tapes could be helpful in drafting a visioning section. Ms. Planchet suggests drafting a visioning statement, putting it on the town's website, and ask for feedback on the website and at future work sessions.

Mr. Jandebaur asks about the next topic; agriculture. Mr. Strobel explains that no one has been selected for this section. Mr. Strobel suggests going through the list of possible master plan subjects and eliminating the items that the board does not want to address. Ms. Smith states that perhaps it would make more sense for the board to address the first questions on the discussion sheet before the board considers specific subjects to address. Ms. Planchet refers to the handout and suggests items (a) through (e) be discussed and decided if the board wants to proceed with the master plan update.

Mr. Jandebaur states that December is difficult; he will have more time after the first of the year. He states that the board really needs to continue on with this project. He states he believes that the board needs to get the topics out to the people that we are going to have these visioning sessions. He states that he believes that from January through March there will be enough time for the board to accomplish this.

Ms. Parmele states that she has time available if she has a sense of what is needed. She adds that in her experiences, for example, in Durham, the planning board is not the driving force for the master plan; it's done by advisory committees and sub-committees. Mr. Strobel states that this board decided to handle the MPU and Ms. Parmele replies that it is not working too well because it is hard to do this in addition to applications.

Mr. Strobel states that he has a vision of the update. He adds that he has had a difficult time getting an idea from other board members. He adds that he will make time for the update. Mr. Wolf states that he does have the time; however, he does not have much interest in the MPU. Ms. Morrill states that she has the time; however, her term expires in March.

Mr. Bryer states that he feels that this is something that should be done and he would be available to help. He states that he has another year as selectmen; however, he is not sure if he would be the selectmen representative after March. Ms. Planchet states that the terms for Ms. Parmele, Mr. Wolf, and Ms. Morrill are up in March.

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Mr. Jandebaur states that the other issue is the lack of interest from the town. He states that there are many boards that have lengthy meetings and there is no one in attendance. He states he wishes there were a game plan to create some interest in the town's people to participate and provide input. He states that without the input, it hurts the town.

Ms. Parmele states that she has spoken with Cynthia Copeland from Strafford Regional Planning Commission and that she is willing to provide data resources within our dues schedule.

Mr. Strobel asks if the board would like to do nothing to the master plan. There is no comment. Mr. Strobel refers to the discussion sheet and asks if the board wishes to address #'s 2, 3, 4, and 5 regarding the MPU or whether to address the visioning statement sections and land use section details. Discussion ensues about item "d": "Does Board wish to consider a partial update with only Visioning, Land Use and/or a section or two?" All members indicate agreement with this approach.

A discussion is held regarding the budget process. Ms. Smith explains that the department submits a budget; however, in the end it is the selectmen's recommended budget that is provided to the budget committee. She explains that the additional funding for the master plan update for the planner did not get approved by the selectmen and is not included in the planning board's proposed budget. She adds that additional funds were requested for the legal review of the master plan update and those are not included. Ms. Smith states that she does not have any information as to the selectmen's decisions to this. Ms. Smith states that she will assist the planner with applications, if necessary, so that the planner can continue to work on the MPU.

Ms. Planchet asks if the board intends her to write the master plan update or the visioning statement or will the board write it. She states that it needs to be clear how this will take place. Ms. Planchet states that she could pull statements from the survey summary report and could possibly draft something for next week's meeting.

Mr. Jandebaur states that to get the data collection done, he would want the planner to do this part and the board could review it once it is all put together. Ms. Planchet indicates that there is a lot of information that has been collected; the question is does the board want to include it.

Further discussion is held regarding the direction on the data collection. Mr. Jandebaur states that data is very important to many people and it is important to have the data included.

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Discussion ensues among members regarding their level of commitment available for the master plan update. Ms. Parmele states that if this is kept small then this board could manage it. Mr. Jandebour states that he does not feel that we can change the direction at this point. Mr. Bryer states that the board can complete it and Ms. Morrill states that the details need to be delegated out.

The consensus of the members is that the planner will begin to draft a vision statement based on pulling phrases and information from the survey responses.

Mr. Strobel directs members to determine which sections that they want to do and the section that they do not wish to include for the discussion at next week's meeting.

Motion to adjourn is made by Ms. Parmele, seconded by Mr. Bryer at 8:30 p.m. Motion passes unanimously; 6/0.

Respectfully submitted

Lisa Fellows-Weaver
Board Secretary