

**ATKINSON PLANNING BOARD
MASTER PLAN TEAM
MINUTES
WEDNESDAY, JUNE 29, 2022**

eMembers:

Sue Killam, Chair (present)
Vice Chair Turell (present)

Ted Stewart (not present)

Paul Wainwright, Alternate (not present)

John Ottow (present)
(Master Plan Team)

Karen McFadden, Alternate (present)
(Master Plan Team)

Barbara Brown (present)

Paul DiMaggio (present)

Beth Cacciotti– Selectman Ex Officio
(present)

Others Present

Julie LaBranche, Planner (not present)
Karen Wemmelmann, Recorder
(present)
Sue Coppeta, Planning Administrator
(Master Plan Team) (not present)

Anne Brenton, Master Plan Team (by
telephone)

Kate Rochford, Master Plan Team
(present)

Ellyn Murphy, Master Plan Team
(present)

Ken Grant, Master Plan Team
(present)

Noriko Yoshida-Travers Master Plan
Team (present)

7:15 pm Master Plan Team – Election of Officers

The meeting was called to order at 7:19 PM

Member Ottow asked for a motion to nominate a chair. He suggested Co-Chairs, a Vice Chair and a Recording Secretary

Ellyn Murphy made a motion to nominate John Ottow and Karen McFadden Co-Chairs of the Master Plan Team. Ms. Noriko Yoshida-Travers seconded the motion. Vote: 5/0/1 with Master Plan Team Member Grant abstaining.

Master Plan Team Member Grant made a motion to reconsider in four months.

Discussion: He is concerned that both co-chairs are on the Planning Board. Master Plan Team Member McFadden suggested that the team should be able to reconsider at any time. All team members agreed.

Mr. Grant tabled his motion. There was no vote.

Co-Chair Ottow asked if there should be a Vice-Chair or other officers. The Team discussed who would take minutes. Ms. McFadden suggested that the task of taking minutes be rotated. There is no budget to hire a secretary.

Kate Rochford will take minutes at the next master plan team meeting. There was no vote.

Mr. Ottow stated that until a contractor is chosen, there is no work, but they can meet. The team agreed to meet at the Community Center. The day and time of the meeting was not decided. Mr. Grant suggested the team start looking at prior master plans. The Team agreed that more discussion is needed on community participation. Ms. Killam suggested reading RSA 674.

Ms. Rochford made a motion to adjourn. Ms. McFadden seconded the motion. All members present voted in favor. Vote: 7/0/0.

END OF MASTER PLAN TEAM MEETING

Planning Board Meeting -

Call to Order:

Chair Killam called the Atkinson Planning Board meeting to order Wednesday, June 29, 2022 at 7:40 PM.

Minutes: not reviewed

Correspondence: not reviewed

The Planning Board discussed which contractor to choose to draft a new Atkinson Master Plan.

Member Brown asked the Board if it wanted fresh eyes or if a contractor like the Rockingham Planning Commission ("RPC") who is familiar with all the data would be better. Vice Chair Turell stated that all data that RPC has is available to other contractors. He also believes that RPC has greater depth of staffing. Alternate McFadden stated she believes that RPC has a large turn over. She believes the master plan work will be contracted out.

Member Ottow made quite a few reference calls. Different towns are facing different issues. He learned about their successes and difficulties as well as the consultants. He reviewed the questions he asked each town.

He had three solid calls on Resilience, Plaistow, Wolfeboro and Littleton. Steve and Liz both got good references. Their preparation for engagement was excellent. They were fantastic at facilitating conversation. They were all happy with the plan they got. Resilience was very flexible. They did not get boiler plate or a cookie cutter approach. All three towns would hire them again.

There were some reference issues with RPC. The contact numbers for some of them were wrong or incomplete. He tried to find references for North Star Planning. Nick Cosito got good references and will probably participate in the process. He got several reference calls regarding RPC. One issue with all towns was turnover. He got several excellent references for Jen Rollins. One issue was she was stretched too thin and that put some towns behind. It was reported that public engagement was good and there was a good survey. If asked if they would hire again, they would be.

The budget is adequate. He was told that the Board may want to hold some parts back for later. They might want to have subcommittees for different parts. He also heard “trust the process”. And “don’t let it sit on the shelf”, make implementation plans.

Vice Chair Turell stated that staffing issues have set RPC behind on several projects. Ms. Murphy remarked that the RPC proposal was much more detailed. Chair Killam is concerned about RPC hiring a landscape architect in Maine. Member DiMaggio stated that the landscape architect is a bit out of the box. Vice Chair Turell stated he liked seeing them in there. Mr. Grant said it applies to land use and MS4. Member Brown feels that a landscape architect is more of a necessity for a larger municipality.

Chair Killam called for a vote:

Vice Chair Turell – RPC, Member Brown – Resilience, Chair Killam – Resilience, Member Ottow - Resilience, Member DiMaggio – Resilience, Alternate McFadden – Resilience. Vote 5 for Resilience, 1 for RPC. Selectperson Cacciotti not voting.

Vice Chair Turell made a motion to recommend Resilience Planning to the Selectmen so that a contract can be drawn up.. Member Brown seconded the motion. All in favor: 6/0/0. Selectperson Cacciotti not voting.

Discussion: Chair Killam asked if the Selectmen want to present the choice to the Selectmen now or wait until a contract is drawn up. Selectperson Ex Officio Cacciotti said she could present it, but she believes the Selectmen would prefer a contract. Mr. Grant suggested a two part contract.

Ms. Yoshiko-Travers also remarked that she agreed that the knowledge RPC has is important, also RPC had more detail in their timeline, but the references for Resilience helped her with her decision. Ms. Murphy would prefer Resilience after hearing the references. Ms. Rochford was leaning to Resilience. Ann liked Resilience because they have fresh eyes. Mr. Grant stated the Board did not need someone to decide what the Town wants. He would pick RPC because they have more historical material.

Vice Chair Turell, Member Ottow and Alternate McFadden will work on the contract. Chair Killam recommended both contractors be contacted. Member Ottow will contact them. The Board discussed whether to present something at the next Selectman meeting on July 18, 2022.

Adjournment:

Member Brown made a motion to adjourn. There was no vote.

Chair Killam adjourned the June 29, 2022 meeting of the Atkinson Planning Board at 9:15 pm.
The next meeting will be July 20, 2022 at Atkinson Town Hall.