

# ATKINSON MASTER PLAN COMMITTEE

## Meeting Minutes

February 16, 2023

### Attendance:

Members	Consultants	Others Present
Anne Brenton	Crystal Kidd via Phone	Sue Killam
Sue Coppeta	<del>Liz Kelly</del>	Paul Wainwright
Ken Grant	Steven Whitman	Barbara Brown
Karen McFadden		
Ellyn Murphy		
Kate Rochford		
<del>John Ottow</del>		
Noriko Yoshida Travers		

### Call to Order:

Karen McFadden called the Atkinson Master Plan Committee meeting to order Thursday, February 16, 2023 at 4:36 pm.

**Correspondence: None**

**Old Business: None**

**New Business:**

#### ➤ Housing Grant Program

- Sue Killam described this grant from the state (\$44,250) that Atkinson recently received. Julie LaBranche, consultant to the Planning Board, is heading the project. She will be reaching out to residents with a very short survey (6-8 questions).

#### ➤ Existing Conditions Draft Report

- There was extensive discussion about the draft report. Some planning board members handed and/or emailed their initial thoughts to Steve.
- Steve and Crystal from Resilience explained the process moving forward.
  - There is still time to submit additional questions and requests.
  - Requests should be agreed by the entire committee and not be from just one person.
    - The extent of changes needs to be for priority items, or the entire Resilience budget could be used up on just this report.
  - With one exception, sections written from interviews with town employees have already been vetted by those employees.

- Sources used in the report which are not already in our DropBox will be added.
- Some sections are from regional/state/US Census data so may or may not be in line with MPC members' knowledge. If there are additional resources that Resilience should have, please send to them.
- Topics in the report will be the basis of posters for Community Forum.
- They will resend with each chapter of the report in a separate PDF file.
- Key questions and comments from the Committee
  - Please make it more prominent that a lot of the data are from the time of pandemic lock-down.
  - The key findings and sources at the beginning of each section are great.
  - Might some of the data be conflicting with Rockingham Planning Comm. data?
  - Some charts (bar graphs) are not easily digestible. Can there be better displays?
  - Schools: Should this include data on Timberlane as well as children in Atkinson who go to private schools?
    - Atkinson Academy employment is not listed with the large employers in town.
  - There were many questions about the Housing and Population section. It needs a closer look to be sure of accuracy.
  - Workplaces: MPC members are very skeptical that 47% of residents work in Atkinson. Is this of only people employed? Still seems high.
  - Natural Resources and Natural Hazards sections might be moved to the end as they are long and have a lot of general reference (non-Atkinson-specific) charts.
  - Natural Resources has data that seems not vetted at the local level and perhaps not accurate.
  - Land Use %s do not match the numbers known to the Town Land Use office.
  - Ken Grant gave an EPA soil map (which was not in the recent conservation report) to Steve.
  - The building is named Kimball House and not the Historical Society

➤ Community Forum Outreach

- Town-Wide mailer
  - Resilience will give ideas for content and will pay for the expense.
  - A link will be provided to the MPC town website page, where the link to Survey Monkey will be available right before the forum. So, people will be directed to the town's website for the "online" forum version.
  - MPC will take care of the camera-ready file. This needs to go to the printer on March 17 for delivery by USPS on/about March 27.

- Publicity at Town events: Candidates Night, Senior luncheon, Town Election (if permitted), other.
- Town website and emailed invitations to those signed-up for MPC Notify Me.
- Invitations to groups in town: Town officials, boards & committees; town civic groups; scouts; community HOAs; seniors; sports teams; students; others.
- Printed posters hung at Town Hall, Kimball Library, Community Center, etc.
- Social Media: MPC FB page, multiple Atkinson community FB pages.

➤ Community Forum Format

- Steve described:
  - We should expect the same number of people as attend Deliberative Session.
  - Short talk at the beginning with invitation/instruction to move around the room to each of the tables.
    - For participants arriving after the welcome talk an MPC member will describe the format to each individually.
  - There will be a sign-in sheet and people will be asked to opt in for receiving emails.
  - The tables will not be staffed as it is better for people to read the information and answer questions without additional guidance.
  - People can draw in addition to write their answers and vision.
    - The previous notion of having butcher paper will *not* be used for our forum.
  - Parents should bring their kids around with them so no need to have a kids activity area.
  - Food is not necessary, but we should feel free to have cookies or similar.

➤ Questions for Community Forum

- Steve passed out suggested questions.
  - We can add some questions, but then might need to omit some that are on this list.
  - Questions will be very open ended. Responses are typed into Survey Monkey by Resilience exactly as written (misspellings and all) and then are categorized based on key ideas.
    - Answers which are inappropriate language or personal attacks will not be included.
  - Residents will have opportunity to enter their answers directly into Survey Monkey – whether or not they have attended the Forum.
  - Julie LaBranche will have the opportunity to add some questions to ours. She will be provided the answers to all housing questions when ready.

**Adjournment:**

Ken Grant made a motion to adjourn. Noriko Yoshida-Travers seconded it. Meeting adjourned at 6:24 pm.

Next Master Plan Committee meeting will be a workshop held on Thursday, March 2, 2023 @ 4:30 at Town Hall. Agenda items are: 1) agree on requested edits to Existing Conditions report and 2) review draft Community Forum questions from Resilience.

**Submitted by Ellyn Murphy on February 19, 2023.**

DRAFT