

# ATKINSON MASTER PLAN COMMITTEE

## Meeting Minutes

August 17, 2023

### Attendance:

#### Members

~~Anne Brenton~~  
Sue Coppeta  
Ken Grant  
Karen McFadden  
Kate Rochford  
John Ottow  
~~Noriko Yoshida-Travers~~

#### Consultants:

Liz Kelly  
Crystal Kidd via zoom

#### Others Present

John Ottow called the Atkinson Master Plan Committee meeting to order 4:35 pm

- Master Plan Committee recognized Fire Chief Brian Murray's contribution to Atkinson's Master Plan: Chief Murry gave his time, efforts, and expertise into developing a robust Existing Conditions report for Atkinson's Fire Services. The committee is grateful for his contribution.
- Project Timeline:
  - Liz Kelly presented an updated suggested timeline
  - MPC delivery of draft Master Plan has now been moved out to January from December
  - Timing of focus groups cited for the main driver for the pushout.
  - Team would still like a path to a December "final" draft, but not at the expense of the quality of the final product. Will continue to review for optimization
- Focus Groups:
  - John Ottow gave an update on the Recreation Focus Group
  - Group discussion on how "Recreation" is beyond just the Recreation Department and crosses over to many other: Library, Historical Society, Local Organizations and Conservation: trail. Etc.
  - John Ottow shared that the Planning Board has not yet received a report on the Housing Needs Assessment grant activities and at this time is not aware of any plans to further engage the community on this subject
  - The Planning Board has approved \$800 for Resilience Planning & Design to facilitate a focus group on the topic of Housing. Targeting for late September. Liz Kelly to contact co-chairs directly for planning

- Discussion and agreement by vote of 4-1, Mr. Grant dissenting, not to continue with MPC members facilitating a focus group on Natural Resources/Water. Timing, funding, and subject knowledge were reasons cited.
  - Team acknowledged that this is an important topic for the town in many aspects. Given the results of the Outreach & Engagement report, the committee anticipates that this will be included in the master plan most likely through recommended actions. Will reach out to the Water Committee for further discussion, review of the Outreach & Engagement report.

- Goals & Objectives

- Review of updates from July meeting
- Goals 1-4 accepted with minor changes
- Goal 5 Agreement for water and sewer to be separated from other facilities and infrastructure. Water & Sewer goals TBD as process progresses
- Agreement to add a goal for Conservation. RPD to add.
- Motion by Mr. Grant to include his submitted “pre-amble” Mr. Grant read into the minutes the following:

- *“Atkinson adopted this master plan in 1980 and Atkinson has adopted three updates to this plan dated 1990, 1998 and 2015.*

*Each of these separate documents, 1980 Master Plan and updates titled 1990, 1998 and 2015 shall be included by reference as part of this 2024 Atkinson master plan update. \**

*The contents of master plan and updates referenced shall remain valid for proper or appropriate usage of this master plan.*

*Should referenced information become conflicting. An appendix to this document shall reference that information , and state the reasoning for such exclusion.*

*From all available information the vision of this master plan shall be accomplished.*

*\* footnote;*

*(1980 mp, 1990, 1998 & 2015 mp updates including link to document)”*

- After further discussion, Mr. Grant revised his motion to allow for edits, Sue Coppeta seconded. Conversation tabled to allow for edits and for Mr. Grant to provide an example of an “audit trail”

- Future Land Use Map:

- Request from RPD for better nomenclature for the “maze” and surrounding older neighborhoods. Still TBD. No other changes made.

- Emerging Themes and Plan Outline:

- Reviewed themes provided by RPD. They are aligned to current thinking vision and outreach & engagement results. These may continue to be amended as the process progresses
- Next Steps
  - RPD to contact co-chairs on plans for the Housing discussion group
  - Interim MPC meeting scheduled for September 11<sup>th</sup> at 4:30 in the Land Use office.
- Meeting adjourned at 6:16pm

**The next Master Plan Committee meeting will be held on September 11th at 4:30pm in the Land Use office**

**Submitted by Karen McFadden on August 18, 2023**