

# ATKINSON MASTER PLAN COMMITTEE

## Workshop Meeting Minutes

December 1, 2022

### Attendance:

#### Members

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

#### Consultants:

#### Others Present

Debra DeSimone

### Call to Order:

John Ottow called the Atkinson Master Plan Committee meeting to order Thursday, December 1, 2022 at 6:37pm

#### ➤ Reviewed Project Timeline:

- Review order/timing of Forum, focus groups & survey with Resilience at December meeting. Updated timeline different from last discussion?
- Discuss Forum format with Resilience at December meeting
- December existing conditions meeting will include more discussion on Natural Resources. Members or the Water Resource Committee are planning to attend
- Schedule Workshop for January 10, 2023, 6:30pm @ Community Center to initiate discussion of survey; review previous surveys, review other NH town master plan surveys, identify questions to bring forward to Resilience. Previous action item
- Sue Coppeta to find previous surveys prior to 2015

#### ➤ Reviewed “mini minutes” and their use

- Rename to **Recap**
- Anne Brenton & John Ottow to collaborate on future write-ups before publication

#### ➤ Reviewed latest Flyer

- Anne Brenton will take the lead in coordinating suggested changes with Crystal: Atkinson seal missing, fonts, change “your input.....”
- All committee members should review the website and make any suggestions before Flyer is made public in January

- Alternative free resources are available for graphic/layout design for flyers. Content would come from MPC and or Resilience
- Sue Coppeta can have flyer printed on 11x17 paper
- Reviewed Status of MPC FB Page
  - FB page will be modeled after the Atkinson 411 FB page whereas the administrators need to approve any posting, comments will be open
  - Kate Rochford will update with same photo (photo#3) on flyer
  - FB page will launch when flyer is finalized. Anne Brenton to advise.
- Annual Report
  - Due by December 31<sup>st</sup> to Town Administration
  - John Ottow will write first draft and send to all committee members for review, comments and or suggested edits
- Other
  - Anne Brenton to check with Jim Garrity to see if the MPC can have an informational table at the deliberative session.

### **Adjournment:**

John Ottow made a motion to adjourn. Meeting adjourned at 8:12pm

**The next Master Plan Committee meeting will be held on December 15, 2022 at 4:30pm at the Town Hall**

**Submitted by Karen McFadden on December 1, 2022**