

Minutes

Planning Board Work Session

Location: Strafford Town Hall Conference Room

Date & Time: August 16, 2022 7:00PM

Voting Members Present:

Charlie Moreno – Chairman
Phil Auger – Vice Chairman
Terry Hyland
Tim Reed
Lynn Sweet – Selectman Representative

Non-Voting Members Present:

Donald Coker – Alternate

Others Present:

James Burdin, Strafford Regional Planning Commission, Senior Regional Planner
Autumn Scott, Strafford Regional Planning Commission, Regional Planner
Robert Fletcher, Minutes Recorder

The Chairman, Charlie Moreno, called the work session to order at 7:03PM and recognized Board members Phil Auger, Terry Hyland, Tim Reed, Lynn Sweet, and Donald Coker as present. He also recognized as present James Burdin, Autumn Scott and Robert Fletcher.

Work Session – Town Master Plan Update

The Chairman welcomed the nearly twenty community residents attending the Work Session and thanked them for their interest and participation in the Master Plan update process. The Strafford Regional Planning Commission (SRPC) is assisting the town with this update.

Community Survey

The SRPC completed a draft community survey, which will provide demographic information and a vision of Strafford’s future with respect to town services, commercial development, housing, and social/community activities. The Chairman asked James Burdin, Senior Regional Planner for SRPC, to present an overview of the draft survey and welcomed the attendees provide comments and ask questions.

Mr. Burdin indicated that the survey would be the first step in determining the community vision for the Master Plan. Data from the survey would provide a basis for community discussion at a workshop or forum to be held in late fall. Mr. Burdin proceeded with a line-by-line review of the draft survey. The attendees had many questions, comments and suggestions during this process, which resulted in modifications to the survey. Discussion also included the following:

- How is the survey presented? Both by online questionnaire using “Survey Monkey” and by printed questionnaire. Links to the online survey will be available on social media and the

Town's website. Printed surveys will be available at the Town office, the library and the Isinglass store, as well as regular community meetings/gatherings.

- Who will receive the survey? It is available to the public. The demographic questions will provide information about the respondent, such as resident/non-resident status.
- How do you verify survey integrity? The use of IP addresses and time stamps provide some indication of survey duplication. Conducting the community forum following the survey will provide an opportunity to identify any disconnects with the survey data.
- When will the survey be available? The survey will launch on August 24th and will close on September 30th.

Outreach Video

Terry Hyland indicated that a five-minute, promotional YouTube video is nearly finished, which will provide information about the Master Plan, survey and community forum. Following a review by Planning Board members, it will be available for viewing on August 24th through a link on the Town's website. The Planning Board will ask the Town Clerk to post an announcement on the Stafford Facebook page.

Master Plan Outline

Mr. Burdin reviewed the proposed overall format and content chapters of the Master Plan. The Board discussed the use of graphs in the Plan. They agreed that graphs would be most appropriate in the Community Profile chapter for historical data, while graphs in other chapters would depict projections. The Master Plan will also contain photographs that directly relate chapter content.

Community Forum

The Board confirmed the date of Saturday, November 5, 2022, 9:00AM-12:00PM for the community forum to be held at the Stafford School, pending facility availability. The forum date, when confirmed, will be indicated at the end of the community survey to increase forum awareness.

The Chairman indicated the remainder of the Work Session would involve Planning Board review of the 2002 Master Plan to determine what had been accomplished and what remains relevant today. This discussion was optional for the public participants. The Chairman thanked the attendees for their participation and announced that the next Work Session will be held on September 21, 2022 at 7:00PM. All attendees chose not to participate in this discussion and left the meeting.

Mr. Burdin presented the results of Board member responses with respect to 2002 Master Plan content completion, no progress, on-going, or not relevant. There were multiple areas to address and discuss, and after nearly an hour and a half, the Board decided to continue this review at the September 21st Work Session at 6:00PM in advance of the scheduled 7:00PM Work Session.

There being no further business before the Board, Phil Auger made a motion to adjourn the meeting, which was seconded by Tim Reed. The Board voted unanimously in favor, and the meeting adjourned at 9:42PM.