

# Minutes

## Planning Board Work Session

**Location:** Strafford Town Hall Conference Room

**Date & Time:** September 21, 2022 7:00PM

**Voting Members Present:**

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

**Non-Voting Members Present:**

**Others Present:**

James Burdin, Strafford Regional Planning Commission, Senior Regional Planner  
Autumn Scott, Strafford Regional Planning Commission, Regional Planner  
Dan Howard, Strafford Building Inspector  
Terri Marsh, Strafford Town Clerk  
Robert Fletcher, Minutes Recorder

The Chairman, Charlie Moreno, called the Work Session to order at 7:00PM and recognized Board members Phil Auger, Terry Hyland and Lynn Sweet as present. He also recognized as present James Burdin, Autumn Scott, and Robert Fletcher.

**Work Session – Town Master Plan Update**

The Chairman asked James Burdin of the Strafford Regional Planning Commission (SRPC) to provide an update.

**Community Survey**

Mr. Burdin indicated that 289 online surveys had been completed along with three printed surveys for a total of 292. This is an excellent response, and with the survey open through September 30<sup>th</sup>, he expects to receive additional surveys. An initial review of the online surveys indicates a valid sample with no multiple submissions from a single IP address other than a few that appear to be from large family households. Lynn Sweet asked Terri Marsh to put another “Take the survey” reminder on Facebook.

**Community Profile**

Mr. Burdin presented Town of Strafford data compiled from multiple decades of U.S. census data and regional information. He used the Goffstown Master Plan format, and included the following:

- Population projections.
- Housing density. Phil Auger requested Barnstead and Deerfield be added for comparison of similar communities.
- Population by race, education level, age, and employment.

- Household size, composition, educational needs, owner or renter occupied, and marital status. Phil Auger suggested the inclusion of regional data for comparison.
- Home purchase price and vacant units (mostly due to seasonal occupancy). Phil Auger suggested a regional comparison of home values.
- Employment location and household income. Lynn Sweet asked that a breakout of self-employed be included, and Phil Auger suggested a state-wide household income.
- Climate changes and projections.
- Land use. Phil Auger suggested more detail on land use, including land in current use.

### **Community Forum**

Mr. Burdin presented a draft of the community forum agenda planned for November 5, 2022, from 9:00AM to 12:00PM, which included the following:

- Sign-in and pre-meeting exercise (8:50-9:10AM). Proposed exercise would give attendees an opportunity to quickly prioritize important areas/concerns indicated in the surveys.
- Introduction and data presentation (9:10-9:40AM).
- Concurrent breakout sessions (9:40-11:45AM) to address 1) housing; 2) natural resources; 3) community services and infrastructure; 4) community character; and 5) land use.
- Thank you/Wrap up (11:45-12:00PM).
- Optional exit activity (12:00-12:10PM).

The Board discussed the proposed community forum agenda at length to include the following:

- Proposed length of each session is too short to allow adequate time for public input. All agreed to begin at 8:00AM (with school concurrence), start sessions at 8:30AM, and expand sessions to 40 minutes with a five-minute break between sessions.
- Concern about high public attendance in each session limiting opportunity for all attendees to participate. All agreed that pre-registration to determine number of attendees and session interest and limiting participants to a choice of three sessions would make sessions more productive.
- Proposed themes were determined to be adequate to address areas of interest for the community. They will be finalized based on survey results.
- The SRPC will document all input from session discussions, which will be made available to the public. It is important to have this information on record as it is used to develop Master Plan areas of importance and future consideration.
- Session facilitators (SRPC personnel and possibly Planning Board members) will require training prior to the forum. SRPC will conduct a training session during the week of October 30<sup>th</sup>.
- The school cafeteria will be available for childcare during the forum. Terri Marsh will help recruit volunteers to supervise the children and assist with activities.
- Light snacks and drinks should be provided for all attendees.

The Board agreed to conduct a final Work Session on October 20,2022, at 6:00PM. SRPC will provide the survey results, and the Board will finalize community forum themes and areas of discussion for each forum session.

### **2022 Master Plan Review**

The Board agreed to review the remaining results of Board member responses with respect to 2002 Master Plan content completion, no progress, on-going, or not relevant at the end of the next Planning Board Meeting on October 6, 2022.

There being no further business before the Board, Lynn Sweet made a motion to adjourn the meeting, which was seconded by Phil Auger. The Board voted unanimously in favor, and the meeting adjourned at 8:51PM.