

# Planning Board Work Session Minutes

**Location:** Strafford Town Hall Conference Room

**Date & Time:** April 25, 2023 6:30PM

**Voting Members Present:**

Phi Auger – Chairman  
Tim Reed – Vice Chairman  
Charlie Moreno  
Terry Hyland

**Non-Voting Members Present:**

Don Clifford – Alternate  
Donald Coker – Alternate  
Susan Arnold – Alternate

**Others Present:**

Autumn Scott, Strafford Regional Planning Commission, Regional Planner  
Ashley Wright, Strafford County Public Health Network Manager  
Robert Fletcher, Minutes Recorder

The Chairman, Phil Auger, called the Work Session to order at 6:39PM and recognized Board members Tim Reed, Charlie Moreno, Terry Hyland, and Susan Arnold as present. He also recognized as present Autumn Scott, Ashley Wright, and Robert Fletcher.

**Work Session – Master Plan Review**

The Chairman indicated that Board member review and editing of Master Plan Chapters addressed at previous Work Sessions had been forwarded to Susan Arnold. Susan incorporated these edits into a consolidated document, which she forwarded to Autumn Scott. However, Autumn was not able to finalize the edits prior to this Work Session. Susan Arnold suggested reordering the chapters so that community character and profile are presented at the beginning of the Master Plan. The Chairman indicated the need to modify any maps and charts to increase their size and ensure accuracy of their content. The Board also needs to determine which maps and charts should be included in the Master Plan. The Chairman suggested an income and population comparison to similar, nearby communities be included in the Community Profile chapter.

**Vision Statement**

Autumn addressed the need to finalize a vision statement, which sets the overall tone for the Master Plan. The Board reviewed the 2002 Master Plan vision statement and highlights of Strafford resident input at the November 2022 community forum. Susan Arnold provided a draft vision statement, which the Board felt could be used as a starting point.

**Implementation Plan**

Autumn presented a draft implementation guide that indicated possible responsible parties and timelines for short-term (2 years), medium-term (5 years), and long-term (10 years) action items. Both she and the Board agreed that separate committees to address specific actions would be the best way to accomplish Master Plan goals. The Board suggested the following committees:

- **Bow Lake:** Address improvements to water quality, accessibility, parking, beach, boat launch, and/or needed zoning/ordinances.

- Community Resources: Identify need for larger library and community/recreation center.
- Resource Connectivity: Identify need for walking/bike paths, sidewalks, and trails to connect separate community facilities.

The Board delayed assigning specific timelines for each action because the edits to Master Plan goals and actions had not been finalized.

#### Remaining Chapter Review

The Board suggested that the Land Use Chapter be integrated into either the Community Character or Natural Resources chapter. The Board reviewed the Infrastructure Chapter Introduction, Key Trends/Needs/Considerations, and suggested numerous modifications to the Goals and Actions.

Prior to the next Work Session, Autumn will finalize all submitted edits for the Master Plan, update maps and charts, and forward a completed copy to all Board members. The Board agreed to conduct the next Master Plan Work Session after the next Planning Board meeting on May 4<sup>th</sup>, if time allows, and a formal work session devoted entirely to the master Plan on Tuesday, May 23, 2023, at 6:30PM. Overall review of the Master Plan and finalizing action item timelines will be the primary focus for this meeting. A June Work Session should involve community representatives to establish Master Plan committee membership.

There being no further business before the Board, the Chairman asked for a motion to adjourn, which was made by Charlie Moreno. Tim Reed seconded the motion, and the Board voted unanimously in favor. The meeting adjourned at 8:46PM.