

## Planning Board Work Session Minutes

**Location:** Strafford Town Hall Conference Room

**Date & Time:** June 20, 2023 6:30PM

**Voting Members Present:**

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

**Non-Voting Members Present:**

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 6:37PM and recognized Board members Charlie Moreno, Terry Hyland, and Susan Arnold as present. He also recognized as present Autumn Scott, Ashley Wright, and Robert Fletcher.

**Work Session – Draft Master Plan Review**

The Chairman asked Autumn Scott to lead the Work Session. Autumn asked for Board consensus of the following potential Responsible Parties to attend a Master Plan workshop in July:

- Planning Board.
- Conservation Commission.
- Strafford Recreation Sports.
- Library.
- Parent Teacher Organization.
- Bow Lake Community Club.
- Historical Society.
- Board of Selectmen.
- Town Clerk.
- Building Inspectors.
- Emergency Services.
- Welfare Department.
- Strafford School Board.

The Board confirmed the list and suggested the Bow Lake Camp Owners Association be included.

The Board reviewed the digital version of the Draft Master Plan as posted on the Town website. They were pleased with the overall presentation and direct links to additional information and Story Map and suggested a minor pictorial change and a few other minor edits. Autumn indicated that the final Master Plan would be available early next week. The Board supported marketing the Master Plan with

direct access on the Town website rather than being embedded in the Planning Board section, posting a link on the community facebook page, and providing a link in the Town Newsletter.

Autumn asked the Board to evaluate each Master Plan Action Item and indicate the responsible parties for each. Board member, Tim Reed, arrived, and the Board broke into two groups to complete the evaluation using the following criteria:

- Existing efforts toward action.
- Existing relationships to potential partners.
- Capital cost estimate.
- Requires labor, volunteers, or technical assistance outside the responsible parties.
- Consistent with existing policies and procedures.
- Impacts environmental or human health.
- Supports economic vibrancy.
- Requires ongoing maintenance or funding.
- Involves engaging the wider community.
- Mitigates hazard or builds resilience to climate impacts.
- Impacts vulnerable populations (youth, older adults, low-income).
- Advances state, regional, or partner objectives.
- Coordination level needed (i.e., few or many partners)?
- Timeline?

The Board discussed the next steps in the Master Plan process.

- Complete final Master Plan by June 26, 2023.
- Complete first draft of the Story Map by June 26, 2023. Board comments to be forwarded to Autumn by June 30, 2023.
- Schedule a community workshop to include responsible parties. The Board agreed to conduct the workshop on either July 18<sup>th</sup> or July 25<sup>th</sup> at 6:30PM.
- Planning Board adaptation of the Master Plan at the July 6, 2023, meeting.

The Board reviewed the minutes of the April 25, 2023, Work Session. Charlie Moreno made a motion to accept the minutes as written, which was seconded by Terry Hyland and voted upon verbally in the affirmative by all voting Board members present who attended the April 25<sup>th</sup> Work Session.

The Board reviewed the minutes of the May 9, 2023, Work Session. Charlie Moreno requested a minor amendment to the minutes, which was accepted. Charlie Moreno made a motion to accept the minutes as amended, which was seconded by Tim Reed and voted upon verbally in the affirmative by all voting Board members present who attended the May 9<sup>th</sup> Work Session.

There being no further business before the Board, the Chairman asked for a motion to adjourn the Work Session, which was so moved by Charlie Moreno and seconded by Terry Hyland. The Board voted unanimously in favor, and the Work Session adjourned at 8:47PM.