

**TOWN OF ALTON
MASTER PLAN COMMITTEE (MP)
MINUTES OF 2020
OCTOBER 28, 2020**

APPROVED

Members Present: Bob Regan, Planning Board, MP Chair
Russ Wilder, Planning Board
Paul LaRochelle, Selectmen's Rep.
Paul Monziona, ZBA

Others Present: Jessica A. Call, Town Planner
Amelia Cate, Recording Secretary

Other attending remotely: Tom Hoopes, Planning Board

Mr. Regan read the remote attendance instructions into the record.

“UNTIL FURTHER NOTICE: To keep our members and staff safe, and to comply with RSA 91-A, the COVID-19 State of Emergency, and the Governor's Orders on restrictions at public gatherings, the Town of Alton is holding "remote audio participation meetings". If you cannot attend remotely, please contact the Planning Department at (603) 875-2162 or planner@alton.nh.gov for further instructions. To remotely attend the meeting, visit our website: www.alton.nh.gov for telephone access and Zoom access instructions listed under News and Announcements on the home page the day of the meeting. If you are having difficulties accessing the remote meeting, please call (603) 507-1002.

**As a reminder, at the Master Plan Committee's October 7, 2020, meeting, the Committee voted to temporarily suspend in-person public attendance. If the public has any comments on anything discussed at the meeting, they can email their comments to the Planning Department at planner@alton.nh.gov, or mail them to: Town of Alton Master Plan Committee, PO Box 659, Alton NH 03809.”*

Roll Call Attendance

The meeting was called to order at 6:15 p.m. +/-

Approval of Agenda

Mr. Wilder MOVED to approve the agenda as presented.

Mr. LaRochelle seconded the motion.

Mr. Regan called for a roll call vote:

Russ Wilder, Aye; Paul LaRochelle, Aye; Bob Regan, Aye; Paul Monziona, Aye; Tom Hoopes, Aye

Mr. Regan noted that the Board of Selectmen were consulted about adding a Selectman to the Committee along with a ZBA member and an at-large member. Mr. Regan noted that the projected date to present an updated Master Plan was by the town vote in 2022. Ms. Call noted that she posted an ad in the Laconia Daily Sun for an at-large member and so far she had two application submitted. She wasn't sure if the Board wanted to talk about having more than the one member that was

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originally suggested. Mr. Wilder thought that the MP Committee could perform some preliminary interviews before the application went before the Planning Board at the November 17, 2020, meeting. Mr. Monzione asked if the MP Committee were the ones to decide if there could be more than one at-large member. Ms. Call thought that the MP Committee could recommend additional members. She distributed copies of the applications that she had received so far for the members to review, which were from Christy Painchaud and Rob Rubbico. Mr. Wilder thought that the Board of Selectmen should be the ones to decide who would sit on the MP Committee. Mr. Wilder and Mr. Monzione volunteered to perform the interviews. Ms. Call noted that there was a deadline for submitting applications and it was November 11, 2020. Mr. Regan thought that having more than one at-large member would be beneficial especially when the MP Committee breaks down into subcommittees.

Mr. Regan shared what was discussed with the Board of Selectmen, like the town's vision, ordinances, and areas of focus and activities for a ten year period. Mr. Regan thought that the current master plan had some good content. He noted that there was a warrant article for \$25,000 that was approved by the townspeople this year for a master plan consultant, and the Committee had until 2024 to use that money. The current goal is to get the RFP out by the end of this calendar year. Mr. Regan had also asked the Selectmen to have a representative to sit on the Committee.

Mr. Regan talked about the sample RFPs that Ms. Call had shared with the Committee that were from a rural community, an up and coming community, and of a tourist community. He noted that Liz Dionne, Town Administrator, would be the one to assist with drafting up the RFP. The Committee suggested that each member go through the RFPs and come up with some key items that they would like to see on the RFP for the master plan consultant and send them to Ms. Call to compile. Mr. Regan noted that the three RFPs referred to questionnaires and he didn't think that was needed again, due to the increased exposure with social media to get more community involvement, and the survey that was compiled in 2018 from the All in For Alton exercise.

Mr. Wilder noted that the consultant would be hired to provide the Committee with some input on how to produce the master plan. Mr. LaRoche thought that the consultant would be hired to help the Committee get started, go provide an outline, and to assist with how the Committee could proceed with the process and then be done. Mr. Wilder thought that the Committee may need more assistance from the consultant. Mr. Regan stated that if they did, then they could submit an additional warrant article. Mr. Wilder was referring to just the initial process. Mr. Regan thought that the current Land Use section of the master plan was pretty robust, it was the other section, Vision that needed more attention. He thought that the town's upcoming implementation of a GIS system could be tied in with the master plan. He also pointed out that this year was a good year to update the master plan because we could gather information from the 2020 Census.

Mr. Monzione noted that Wolfeboro did a nice job with their master plan update. It appeared that they had assistance with their update. Mr. Regan noted that Wolfeboro had 70 residents assisting with their update. Mr. Monzione noted that he liked how their RFP was written. He thought that the MP members could look at all three RFPs and then report back at their next meeting. He wondered if the Committee would like to include 12 chapters in the update. Mr. Regan thought that there

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could be some additional chapters, like telecommunication infrastructure because of the recent changes with so many people working from home. To make it clear, the Committee was asking the Consultant to help the Town set up the process of updating the Master Plan, and how to identify the demographics of the community and to get their input. Ms. Call noted that the Committee should keep in mind the Rationale that was written with the Warrant Article when thinking about what they were expecting from the Consultant. She would send out the Warrant Article to the Committee members for reference.

The next Committee meetings were scheduled for November 18th and December 9, 2020, and January 6, 2021. The goal was to get the RFP out by mid-January. A list of recipients would be put together to receive the RFP. Ms. Call stated she did have some people reach out to her already. The idea was to review all the submissions, but to cull them down to about two or three to interview.

The Committee agreed that if the Town does not prepare for the changes that are occurring naturally, then there could be problems down the line. The CIP and ZAC Committees were mentioned because those Committees relied heavily on what was written in the Master Plan.

Approval of minutes from October 7, 2020, was continued until the next meeting.

**At 7:00 p.m. +/- Mr. Regan MOVED to adjourn.
Mr. Wilder seconded the motion and it PASSED unanimously.**

**Mr. Regan asked for a call vote:
Russ Wilder, Aye; Paul Monziona, Aye; Paul LaRochelle, Aye; Tom Hoopes,
Aye; Bob Regan, Aye**

Respectfully submitted,

Jessica A. Call
Town Planner

Minutes approved as presented: March 31, 2021