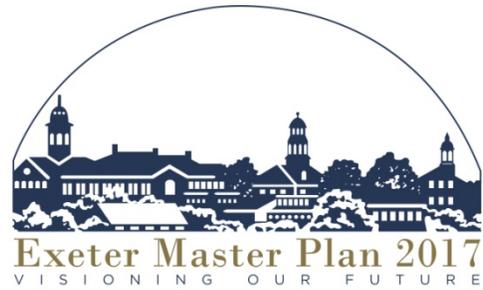


# Exeter Master Plan Update Steering Committee Meeting Meeting Summary



January 9, 2017

## Attendance

### *Steering Committee Members*

Kathy Corson (Co-Chair)	Julie Gilman	Gwen English	Ginny Raub
Lang Plumer (Co-Chair)	Barry Sandberg	Peter Cameron	Bill Campbell
Jen Martel	Kim Meyer		

Dave Sharples, Town Planner  
Kristen Murphy, Natural Resources Planner  
Doug Eastman - Building Code Enforcement Office  
Russell Dean, Town Manager  
Krista Moravec, Horsley Witten Group (HW)  
Ellie Baker, HW  
Nate Kelly, HW

### *Public*

Don Clement, Board of Selectmen, Resident  
Jonathon Ring, Exeter Area Chamber of Commerce

## Update of Interviews & Focus Groups

HW updated the group on the status of interviews. Interviews were schedule with

- Police and Fire Chiefs
- Parks and Recreation Director
- Town Planner
- Ellie from HW to speak with Peter Cameron about Riverwoods

### All Land Use Boards Meeting/Focus Group

All municipal boards and committees received the questions that will be the focus of the All Land Use Boards Meeting. They were asked to discuss the questions at their next meeting and submit one set of answers representing the board/committee. Since the email was sent to all boards, it is anticipated that some members of boards outside of the Planning Board, Conservation Commission, Heritage Commission, Historic District Commission, and Zoning Board of Appeals may attend. In light of this, a mix of board members at tables will be encouraged.

During the small group discussions, facilitators will also act as note takers, but volunteers from the Steering Committee are welcome.

- Boards that tackle these questions outside of the All Boards Meeting will deliver reports on their discussion.
- Conservation is meeting the evening before the All Boards Meeting, which may limit their attendance the following night. The Town will try to get rough documentation of their discussion to HW in advance of the All Boards Meeting.
- HW will develop clear Ground Rules for the All Boards and the Public Meeting.

## **Public Workshop**

### Promotion

- HW will provide Dave Sharples with a flier for elementary schools in next week's Friday packet. Kim Meyers will help with contacting the Superintendent and Principals.
- Saturday's Farmers Market – people are signed up. Will hand out promo cards about workshop. Nate from HW asked that pictures be taken of the Farmers' Market.
- Lang and Kathy have written a letter to the editor about the workshop for next Friday.
- There is a message on the electronic message board.
- HW will draft a press release for Dave this week.
- Those with access to local Facebook pages can link to the project website.

### Small Group Exercise/Facilitators and Note Takers

In addition to five staff from Horsley Witten, the Rockingham Planning Commission has kindly offered three staff to help facilitate the small group exercise. This will accommodate up to 70 to 85 people attending the workshop. Some Committee members were willing to be alternate facilitators if more people attend. A sign-up sheet was sent around for alternate facilitators and note takers. A request will also be sent to the Committee at large to reach those who were not in attendance and will include the Facilitator and Note Taker Guide.

The Committee was satisfied with the questions for the small group exercise with an edit to the third (provided below):

- What is something positive happening in Exeter? Why is it positive?
- What has potential but needs improvement? What are some of those improvements?
- How would you like to see Exeter in the future? What does that future look like?
  - What are the opportunities and challenges to making this happen?

### Logistics

- Child care/children's activities: Lang has secured eight students at SST. They are working on activities. He is now looking for a few supervising adults. A separate room is available for them during the workshop.
- Real time translation: Dave still needs to discuss the costs with the Town Manager. It is about \$80 an hour. In addition to this meeting, he is also considering at what other meetings this service would have to be provided.
- Food: SST will provide bite-size desserts. There will also be a veggie platter, pizza, drinks and coffee.

- HW will provide materials for the evening, including markers, name badges, sign in sheets, flip charts, posters of town data and trends, maps for exercise, agendas, etc.
- HW will send around PDF versions of materials for Committee members to have as well as a sign in sheet for alternate facilitators and/or note takers
- A postcard will be handed out that night promoting the open house on 2/1.
- A screen and projector are available at the school.

### Next Steps

Action	Who	By When
Develop flier for elementary schools' Friday packet and send to Dave	HW	ASAP
Press release	HW	ASAP
Follow up with full committee about volunteering as a note taker at public workshop; send Facilitator and Note Taker Guide (as revised)	HW/Town	By 1/13
Set up a call with note takers (including RPC)	HW	Prior to workshop, est. 1/23