

September 19, 2016

Minutes

HUBBARDSTON PLANNING BOARD
Working Meeting for Master Plan Subcommittee
Senior Center Building



Meeting called to order at 8:03pm by Tom Bratko
Other members present: Kendall Daly, and Tom Robinson
Guest: Richard Heaton
Staff: Janet Baczewski

Master Plan was the only item discussed at this meeting.

Dick Heaton, of H & H Associates, LLC, and members of the Master Plan subcommittee discussed the pros and cons of the Master Plan town-wide survey options;

- *Option #1: Non-binding ballot question
- *Option #2: Direct hard-mail copy of the survey to property owners
- *Option #3: Web-based survey for residents to do online

The subcommittee consensus was to use a combination of options 2 & 3, as follows;

First, insert a notice of the upcoming survey, and the different methods of taking the survey, in the town tax bills to be mailed out in Dec. 2016. (Dick will create a notice to be mailed.)

Those methods would be, as follows;

- 1) Residents could use the "Survey Monkey" website to take the survey online. (Tom Bratko will work on compiling the survey questions onto the website.)
- 2) The paper copy of the survey could be placed at strategic locations around town for the residents to pick up, complete, and return to the town office. (Tom Robinson will work on the draft copy of the paper version to be used.)

Dick outlined the general steps in facilitating the town departments and committees into the Master Plan process, as follows;

- *Identify the chapters of information that will be implemented in the updated Master Plan, and the corresponding chapter authors from the town departments and committees.
- *Inquire with those people as to whether they have any questions to add to the town survey.
- *Invite those people to write their selective chapters, using relevant survey data obtained.
- *The Planning Board will review the submitted data, and proofread the written chapters.

The remainder of the meeting consisted of reviewing the 25 survey questions from the August 2016 draft version of the revised questions from the 1988 Master Plan.

10:05pm Motion to Adjourn was presented.

Motion: Ken Daly

Second: Tom Robinson

All in favor.



Approved Vincent Ritchie, Planning Board Chair

12/2/16

Date