

Hampstead Master Plan Subcommittee Meeting Minutes

**April 27, 2021
12:00 – 1:00 PM**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Alan Davis, Kathleen Wheeler, Timothy Lovell, Jennifer Rowden (Rockingham Planning Commission)

- **Welcome**
The Master Plan Committee members introduced themselves, which committees they are associated with, and why they were interested in the master plan process.
- **Review of Outreach Plan/Schedule**
Jenn provided a review of the proposed master plan outreach approach and preliminary schedule with Committee members providing. Committee members recommended that the schedule be amended to indicate when the full Planning Board check ins would occur.
- **Discussion about Master Plan Survey**
 - **Review of questions**
Jenn provided an overview of possible Master Plan survey questions with the Committee providing initial impressions. The intent would be to get the questions on the survey finalized for a survey launch in late spring.
 - **Publicity – What can the Committee do to help?**
Potential avenues for outreach were reviewed by Jenn, with the Committee providing additional suggestions for getting the word out about the survey and Master Plan update.
- **Wrap Up and Next Steps**
 - **Next committee meeting – setting regular meeting date.**

A regular meeting date of the first Thursday of the month at 6PM was established. All meetings to be held via zoom until further notice.

Jenn will be forwarding the draft master plan survey with tonight's review and providing initial options for outreach materials.

Hampstead Master Plan Subcommittee Meeting

May 6, 2021- 6:00 PM

NO PHYSICAL LOCATION FOR MEETING

MEETING TO BE ACCESSED THROUGH ELECTRONIC MEANS ONLY **

Minutes

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Master Plan Survey
 - Review of questions
Committee reviewed master plan survey design, questions, and logistics with Jenn. Proposed revisions will be made and the survey draft will be forwarded for the Committee. The plan for the survey is for have it up for all of June. The goal is to get approximately ten percent of Hampstead residents to take it. If the goal is not reached, then the survey will be extended for approximately two weeks.
 - Publicity
The Committee approved one of the logo design options and postcard/flyer design. The Committee reviewed the list of publicity outreach avenues and assigned names to the various venues and posting responsibilities. Jenn stated she would coordinate with Debbie Soucy and the library on having paper surveys available.
- Wrap Up and Next Steps
 - Next committee meeting – June 3, 2021 at 6:00 PM

Hampstead Master Plan Subcommittee Meeting

June 3, 2021- 6:00 PM

NO PHYSICAL LOCATION FOR MEETING

MEETING TO BE ACCESSED THROUGH ELECTRONIC MEANS ONLY **

Minutes

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, Alan Davis, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Master Plan Survey
 - Outreach

Jenn reviewed the survey launch results for the first three days it has been out and noted that paper surveys are available at the town hall and library. The Committee reviewed the schedule for follow-up survey outreach: email/social media announcements, the Hampstead Independence Day event where Kim and Mike volunteered to hand out flyers, Alan volunteering to take flyers to local businesses, Jenn will provide Debbie posters for putting up around town.
 - Benchmark for any extension.

The Committee decided that if the survey results were below 700 on June 30 to extend the survey for two weeks.
- Wrap Up and Next Steps
 - Next committee meeting –July 8, 2021 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

August 5, 2021- 6:00 PM

Hampstead Town Hall

**11 Main Street, Hampstead, NH
Minutes**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Timothy Lovell, Stephen Wentworth, Debbie Soucy, Matt Gillette and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Master Plan Survey Follow-up
Jenn reviewed the master plan survey follow-up that had gone out to those who had take the survey and the communication with the other Hampstead boards.
- Draft Vision Discussion
The Committee reviewed the draft vision statement and began to develop a set of goals based on the existing master plan, the results of the survey, and the results of the water resources survey.

Emphasis was the need to include a goal for looking at the Master Plan routinely as part of the implementation and the strong emphasis on community engagement.
- Wrap Up
 - Next committee meeting –September 2, 2021 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

September 2, 2021- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH
Minutes**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Timothy Lovell, Debbie Soucy, Randy Clark, Alan Davis, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome

- Vision/Goals Discussion

Jenn reviewed the vision and goals drafted to date, with the Committee added and refined several goals with emphasis on stated realistic, positive goals. Discussion continued about the need to add a strong introduction about why the master plan is important.

- StoryMap Framework

Jenn reviewed how the Master Plan framework can be format can be posted into an online tool to provide background information, the goal/action for Hampstead, and opportunities to for the public to provide feedback. As the Plan is developed including the implementation plan that can be tracked over time will also be built in.

- Wrap Up

- Next committee meeting –October 7, 2021 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

October 7, 2021- 5:30 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH
Minutes**

Attendance: Robert Weimar, Mike Hanides, Timothy Lovell, Randy Clark, Alan Davis, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome

- Review Objectives
The Board continued to review the master plan goals, with the decision to structure the master plan using themes based on the goals. Jenn discussed how the addition of more specific objectives and actions would start to put in the framework of the implementation plan. The implementation plan will spell out what actions should be done when, by whom, provide detail when available, and possible include a tracking metric.

- Wrap Up
 - Next committee meeting –November 10, 2021 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

November 10, 2021- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH
Minutes**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Timothy Lovell, Kathleen Wheeler, Alan Davis, John Picard(public), and Jennifer Rowden (Rockingham Planning Commission)

- Welcome

- Review Objectives
The Committee reviewed the actions and objectives per Bob's input. The Board also made modifications to add in agriculture more explicitly based on John Picard's comments. The intent was to meet again in December and then move the draft Vision Chapter to the Planning Board for their input. If the Planning Board at their December 20 meeting gives the okay, the draft Vision Chapter will be sent out to the other municipal boards and departments to get their feedback. The purpose will be to get feedback ahead of holding an all boards meeting to review the master plan goals and actions.

- Wrap Up
 - Next committee meeting –December 2, 2021 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

December 2, 2021- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH**

Attendance: Robert Weimar, Timothy Lovell, John Picard(public), and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Finalize Vision/Goals Document for Public Outreach
- - The Committee members present reviewed the final draft to go to the Planning Board on December 20. Jenn will be at the meeting to present the vision chapter, explain the request to send the draft to the other committees, and the proposed next steps to reach out to the town departments.
- Outreach Dates
 - Outreach event to town departments and boards
 - Public input events

The Committee discussed possible dates to for the outreach and public input events. Given the recent COVID surge there may be a need to adjust the timeline to meet the goal of offering some in person meeting. Jenn explained that the intention will be to allow for some virtual participation either way for individuals who cannot attend a meeting.

- Wrap Up
 - Next committee meeting – January 6 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

January 12, 2022- 6:00 PM

**NO PHYSICAL LOCATION FOR MEETING
MEETING TO BE ACCESSED THROUGH ELECTRONIC MEANS ONLY **

Minutes

Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell and Alan Davis, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Outreach
 - Feedback received to date
 - Outreach event to town departments and boards
 - Public input events



- Request committees/departments review on Goals and Actions by end of February; include offer of master plan liaison to attend regular meeting. (Can do the review online as a group or as individuals
 - Ask committee if they would be willing to participate in an all boards meeting
- Host All-Boards meeting – Suggest 2/23 (inquire if the middle school could be utilized.)
- Jenn to provide outline for the master plan committee liaison

Reaching Out for Master Plan Input Directly?	Board/Department	Master Plan Committee Liaison	Date of Upcoming Meetings	Notes
Y	Board of Selectmen	Bob		
Y	Budget Committee	Bob		
N	Cable Advisory Committee	-		
Y	Cemetery Trustees	Kim		
Y	Communication Committee	Kim		
Y	Conservation Committee	Tim		
N	Ethics Committee	-		
Y	Historic/Heritage Commission	Kim		Will contact Rob
Y	Ordway Park Committee	Kim		

N	Patriotic Purposes Committee	-		
Y	Planning Board	Jenn		
Y	Recreation Commission	Kim		
N	Recycling and Waste Disposal Committee	-		
Y	Senior Committee	Kim		
N	Supervisors of the Checklist	-		
N	Trustees of the Trustfunds	-		
Y	Stormwater Committee	Jenn		
Y	Water Resources Committee	Kathleen & Bob		Provided feedback on goal 8 (primary water goal) on 1/5.
Y	Zoning Board of Adjustments	Mike		
Y	Building Inspection/Zoning Enforcement	Mike		
Y	Tax Assessment	Bob		
Y	Tax Collection	Bob		
Y	Police Department	Bob		
Y	Fire Department/ EMS	Bob		
Y	Highway Department	Mike		
Y	Transfer Station	Mike		
Y	Clerk's Office	Bob		
Y	Public Library	Kathleen		Ask the Library Trustees (Nathalie Gallo, Chair)
Y	Hampstead School District - Principle/Superintendent & Board, PTA	Bob		Ask school board chair for guidance – Dave Smith

Incorporate feedback received

Host public input sessions in March after town meeting. Two events one weekday evening and one Saturday morning. Allow online comment submittal during two week period in between.

- Wrap Up
 - Next committee meeting – February 3 at 6:00 PM

Hampstead Master Plan Subcommittee Meeting

February 3, 2022- 6:00 PM

Minutes

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Outreach
 - Outreach to town departments and boards
Jenn will draft this to be sent to the Master Plan Committee to review and the list of liaisons in the list generated at the last meeting. The all-boards meeting will be tentatively pushed to March 17 (Thursday) meeting 7:00 PM
 - Public input events
The Committee discussed possible dates for the in person event. Jen gave a suggested outline of the program being a short presentation about the background and intent of the master plan, but then allowing attendees to provide reaction to the goals and actions. The goals and actions will be displayed on large boards where people can provide feedback and comments about them.
 - Weeknight: March 31 (Town Hall)
 - Saturday: Saturday April 2. (School – Bob to check)
- Wrap Up
 - Next committee meeting –March 3 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting Minutes**

March 24, 2022- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Committee reviewed feedback received from the Conservation Commission, and Water Resources Committee on the draft master plan goals and actions. Boards were requested to submit comments by April 8 to allow the Committee to have a final round of revisions
- Wrap Up

**Hampstead Master Plan
Subcommittee Meeting**

2/24/2022 - 6:00 PM

****NO PHYSICAL LOCATION FOR MEETING MEETING TO BE ACCESSED THROUGH ELECTRONIC MEANS**

ONLY ** Join Zoom Meeting

<https://us02web.zoom.us/j/86127923156?pwd=UFliVIBWYXMwKzJHd0gzc01zb05Odz09> Meeting ID:

861 2792 3156 Passcode: 951850

Minutes

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Jenn reviewed the master plan goals and action change since the last discussion and the preliminary plan for the outreach and all boards sessions

The Committee the began discussion about contacting all of the applicable boards and departments to explain the Master Plan update and why their input was being sought.

Jenn presented the draft out a letter to be sent to the various boards and department and will work with Debbie to get all the proper contacts.

- Wrap Up
 - Next committee meeting –March 3 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

4/14/2022 - 6:00 PM

****NO PHYSICAL LOCATION FOR MEETING MEETING TO BE ACCESSED THROUGH ELECTRONIC MEANS**

ONLY ** Join Zoom Meeting

<https://us02web.zoom.us/j/86127923156?pwd=UFliVIBWYXMwKzJHd0gzc01zb05Odz09> Meeting ID:

861 2792 3156 Passcode: 951850

Minutes

Attendance: Robert Weimar, Mike Hanides, Timothy Lovell, and Jennifer Rowden
(Rockingham Planning Commission)

- Welcome

The Committee discussed the feedback from the boards they had heard from – Water Resources Committee and Conservation Committee. No adjustments were made to the Master Plan Document, but the will be discussed at the all boards meeting.

- Wrap Up

- Next committee meeting –April 21 All Boards meeting at 6:00 PM

Hampstead Master Plan

All Boards Meeting Minutes

April 21, 2022- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH**

See attached attendance sheet.

Jenn Rowden provided an overview of Master Plan Update & Process

With Master Plan Committee members expressing why there was the desire to gather input from the boards and department in town. Why Gather the Boards & Departments?

Jenn Rowden review input received on the Master Plan Vision, Goals and Actions from the various boards and department. The group then provided feedback and concerns their boards and departments had expressed. There was follow-up discussion about how the master plan could work for each committee of department and the next steps in the process.

Hampstead Master Plan Committee

Meeting Minutes

May 26, 2022- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, Jennifer Rowden (Rockingham Planning Commission)

Review of feedback from the Public Input sessions held on May 5 and 7 which were well attended and modifications to the Master Plan goals and actions were made.

Committee continued discussion on next steps and refinement of the document.

Next committee meeting –June 13 at 6:00 PM

Hampstead Master Plan Committee

Meeting Minutes

June 13, 2022- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH**

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, and Jennifer Rowden (Rockingham Planning Commission)

The committee continued to review the implantation table for refinement and made minor adjustments to actions.

Committee continued discussion on next steps and refinement of the document.

Next committee meeting –June 13 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

May 20, 2021- 6:00 PM

NO PHYSICAL LOCATION FOR MEETING

MEETING TO BE ACCESSED THROUGH ELECTRONIC MEANS ONLY **

Minutes

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Master Plan Survey
 - Review of draft survey
The committee reviewed the final draft survey; Jenn provided overview of final adjustments prior to the launch.
 - Publicity
The Committee reviewed the final publicity outreach and added to the list of publicity outreach avenues and assigned names. Alan Davis had indicated being willing to distribute flyers to the local businesses. Jenn will be coordinating with Debbie about getting printed materials to everyone.
- Wrap Up and Next Steps
 - Next committee meeting – June 3, 2021 at 6:00 PM

**Hampstead Master Plan
Subcommittee Meeting**

July 15, 2021- 6:00 PM

**Hampstead Town Hall
11 Main Street, Hampstead, NH**

Minutes

Attendance: Robert Weimar, Kim Colbert, Mike Hanides, Kathleen Wheeler, Timothy Lovell, Alan Davis, Debbie Soucy, and Jennifer Rowden (Rockingham Planning Commission)

- Welcome
- Master Plan Survey: Review of Results and Summary Report

Jenn reviewed the master plan survey results (a total of 800 people responded) and the draft summary report. The Committee provided comments on the summary report. Jenn will be attending the Planning Board meeting on July 19 to review the survey results and summary report. The Planning Board will be asked to approve summary report, and approve having the results and report posted on the Planning Board website. Once that is done, the results and report will be forwarded to those who signed up for additional information on the Master Plan process.

- Draft Vision Discussion
The Committee the began discussion about what the vision section of the Master Plan would look like and developing the template of how the master plan would be framed.
- Next Outreach Steps
- Wrap Up
 - Planning Board meeting - July 19, 2021 at 7:00 PM
 - Next committee meeting – August 6, 2021 at 6:00 PM