

**MASTER PLAN COMMITTEE MEETING**  
**March 10, 2016**  
**\*UNAPPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 6:55 pm.

**Roll Call:** Don Dubrule, Chris Demers, Don Vogt and Tara Bamford from North Country Council. Bob Long was present as a guest.

**Approval of Minutes – Feb. 4, 2016:** Tara Bamford noted the Call to Order and Adjournment times recorded in the minutes did not make sense. Chris Demers moved to approve the minutes with the adjournment time changed from 7:17 pm to 8:17 pm; Don Dubrule seconded and the motion passed.

**Questionnaire (Working Draft) Discussion:** The Committee reviewed an email received from Heather Long, Recreation Committee chair. She suggested using questions from a survey the Recreation Committee did several years ago. The Committee agreed to add all three questions to the working draft. Tara Bamford noted Questions 5 and 11 on the working draft came very close to asking for the same information. After discussion, it was decided to combine Question 5 and 11 into one, using Question 5's variations and Question 11's response chart. The Committee then discussed Question 12 which asked respondents to circle their age bracket. The Committee decided to ask respondents to enter the number of household members in each age group rather than circle one bracket. Tara Bamford will create the next working draft of the survey and put the questions in order so that they flow well from one question to the next.

**Review of General Notification/Distribution Process:** The Committee discussed how the surveys will be made available to respondents and decided the main method will be to mail them out. The District has a mailing list for water customers and Kristi Garofalo will check with Haverhill town offices to get a list of property owners in a format that could be easily used for mailing. Don Vogt recommended making the survey available online also and the Committee agreed to include a link to the online survey in the cover letter. The Committee also agreed to specially mark surveys sent to Bath residents to help correlate them separately; to ask for surveys to be returned within one month of the date sent out; and to request email addresses to create a database for future survey mailings. Budget costs were discussed; the Committee agreed responses would be better if prepaid return envelopes were used. The Committee discussed holding a public meeting and providing the survey results for discussion. The results may also be posted on the website and comments requested.

**Upcoming Master Plan Process and Expectations:** The Committee members reviewed the NCC proposal timeline and task responsibility. All agreed they had no issues with contributing to the process as required by the proposal. The Committee discussed the possibility of holding the public meeting after the Aug. 13 commissioners meeting.

Don Vogt moved to adjourn; Don Dubrule seconded. The meeting adjourned at 8:37 pm.

Respectfully Submitted,  
Kristi Garofalo