

# MASTER PLAN COMMITTEE MEETING

April 11, 2016

**\*UNAPPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 7:30 pm.

**Roll Call:** Don Dubrule, Don Vogt, Mike Roberts, Robert Roudebush and David Selent were present. Bob Long was present as a guest.

**Approval of Minutes – Mar. 10, 2016:** Don Vogt moved to approve the minutes. Don Dubrule seconded and the motion passed.

**Review of North Country Council Proposed Contract:** The Committee members discussed the contract proposed by North Country Council and agreed everything looked good. They also agreed the MLD tasks listed on the “Scope of Work” addendum to the contract were feasible and acceptable. Don Dubrule moved to recommend to the commissioners that the contract be signed; Robert Roudebush seconded and the motion passed. *Kristi Garofalo will put the contract recommendation on the agenda for the April 11 commissioners meeting.*

**Survey Discussion:** Don Vogt suggested that a question be added to the survey to gauge how respondents felt about the inclusion of out-of-district residents in District activities and use of District facilities. After discussion, Don Vogt said he would create a question and bring it to the next meeting for review and addition to the survey. Kristi Garofalo reported she was working with Jo Lacaillade from Haverhill to get a listing that could be sorted and used for the survey mailing. Jo Lacaillade sent the files in Excel format and said that if the Committee needed something different, she would have to contact the software company to find out how (and if) she could query to get the information in a useful format. Bob Long asked Kristi Garofalo to send him the Excel files and said he would see if he could work with them.

The Committee reviewed the latest draft of the survey questions and made the following changes:

Question 2 – Change choice “D” to read “Own property, but not a resident”.

Question 3 – Change choice “F” to read “N/A or Other \_\_\_\_\_”.

Question 7 – Remove choice “B”.

Question 9 – Remove choice “G” and change choice “F” to read “65 +”.

**Upcoming Master Plan Process and Expectations:** The Committee members agreed they would nail down the final draft of the survey by the next meeting on May 5. They also agreed to review the current draft and come prepared on May 5 with edits, additions, etc.

Mike Roberts moved to adjourn; David Selent seconded. The meeting adjourned at 8:25 pm.

Respectfully Submitted,  
Kristi Garofalo