

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

PRESENT: Brendan McNamara, Planning Board (MPIC Chair)
Ward Galanis, Planning Board (MPIC Vice Chair)
Erica DeVries, Zoning Board Representative
Anne Marie Galanis, Budget Committee Representative
Alex Loiseau, HBAC Representative
Jay Diener, Conservation Commission Representative
Rayann Dionne, Seabrook-Hamptons Estuary Alliance
John Nyhan, Hampton Area Chamber of Commerce
Danielle Albright, Resident-At-Large
Lily Cragg, Resident-At-Large
Jeffrey Grip, Resident-At-Large
Jim Waddell, Selectmen Alternate Representative
Jason Bachand, Town Planner

ABSENT: Rusty Bridle, Selectmen Representative
Frank DeLuca, SAU90 Representative
Donald Bliss, Resident-At-Large

I. CALL TO ORDER

• **Welcome and Introductions**

Chairman McNamara welcomed the members and asked them to introduce themselves and note their affiliation. He invited Ann Carnaby, Planning Board Chair to the podium to address the Committee.

Ms. Carnaby asked if she could share a few thoughts with the Committee before it gets started. She told the Committee that they are making history in Hampton. She was a part of the last three years of working on the Master Plan and toward this moment. The Committee members each bring to the table an important perspective. We want to know where everyone's opinions and expertise come from. She reminded the Committee that they are advisory. Participation in deliberations should be equal shares among members. Ms. Carnaby referred to an umbrella as an analogy – each member is like one of the spines; all are equal, represent a different perspective, are equidistant from each other, and converge at the center which is the Town. Ideas and expressions will come from individual backgrounds. When they land at the center of Town, they will need to fit with

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

other needs and ideas. Always be willing to seek a more equitable solution. She thanked the Committee members for their willingness to serve.

The Pledge of Allegiance was said.

Mr. McNamara turned the meeting over to Jason Bachand, Town Planner.

- **Overview of the Town of Hampton Master Plan**

Mr. Bachand gave a brief PowerPoint presentation about the Master Plan. He feels this presentation is an important kick-off item. Much of this evening meeting is an orientation for the Committee.

Mr. Bachand began with an overview of the presentation topics. He discussed Master Plan facts and figures. A Master Plan is required by statute, and those requirements were highlighted. Our previous Master Plan was adopted in 1985, with some subsequent chapter amendments since that time. It had been 38 years since the last comprehensive update. The Planning Board began holding Master Plan Sessions in June of 2019 with representatives from Town Boards, Committees, SAU 90, and residents. This group later evolved into a formal Master Plan Steering Committee. The funding sources were discussed. Phase I, Vision and Coastal Resilience, was grant-funded with \$45,000 from the NHDES Coastal Program. Phase II, the Comprehensive Update, was funded with \$125,000 via the passage of Article 10 at the March 2020 Town Meeting.

Mr. Bachand discussed that the previous Town Master Plan became unmanageable and outdated. The new Master Plan is a concise thematic document, was developed with citizen-driven direction for the decision-makers of the Town, and will be a living document. He noted that the Committee will be responsible for assisting the Planning Board to keep the Master Plan active.

Mr. Bachand discussed why we updated our entire Master Plan. Besides being outdated, there was interest in developing a thematic Master Plan. Consistency and relevance to today's issues are imperative qualities. It is an essential tool for meeting the recent challenges of the community and is needed to effectively plan for the future of Hampton. It will also preserve, protect, and enhance the quality of life of Hampton residents, stimulate local business and economic development, enable the Town to qualify for grants, and will be the foundation for future zoning ordinance and map amendments.

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

Mr. Bachand discussed that a Master Plan is a long-range planning document that helps guide the following: Where and how land is used, developed, redeveloped, or protected in the future; infrastructure investments and capital improvements; and land use regulations and policies over the next 10-20 years.

Mr. Bachand discussed the Master Plan project timeline. The Vision and the Coastal Resilience Chapter were prepared in 2020-2021. The full Master Plan Update occurred in 2021-2023, with a public hearing and adoption on February 15, 2023. The full process involved an Existing Conditions Analysis, which is provided in the appendix of the full plan document. There was also public outreach including a project website, a community forum, an online survey, and virtual community conversation events. Plan development followed.

Mr. Bachand discussed the “Our Town, Our Future” Master Plan, adopted on February 15, 2023. There are five central themes: Vibrant, Connected, Resilient, Innovative, and Collaborative. Each theme further branches into subthemes, and those were highlighted. The table of action items was also identified. This is what the Committee will utilize for prioritization. It is broken out by the central themes. The Master Plan web page was also mentioned.

II. PUBLIC COMMENT

There was no public comment.

Mr. Bachand said that these meetings will include a public comment portion, much like the Master Plan Steering Committee did. People are invited to come and speak about topics relating to the Master Plan.

III. APPOINTMENTS

Mr. Bachand discussed the purpose of this agenda item. We will invite guests. The Town Manager, DPW Director, and Recreation Director were noted as a few examples. We want to hear from them as to whether a given action item is a priority, whether it is financially feasible, and so forth. This information will help guide the Committee. We may have other speakers come in to talk about special topics as well.

IV. OLD BUSINESS

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

V. NEW BUSINESS

- **MPIC Administrative Procedure**

Mr. Bachand discussed the Administrative Procedure document. This was adopted by the Planning Board on May 3, 2023. He gave a brief overview. It was noted that the Master Plan Implementation Committee was established to assist the Planning Board with facilitating the implementation of the Town of Hampton Master Plan to ensure that the document remains an active tool for the long-range planning, conservation, and orderly growth of the community. The Committee is an advisory subcommittee of the Planning Board. It is not responsible for amendments to the Master Plan, which are solely within the purview of the Planning Board. It was noted that if there were something that a member would like to change, it could be discussed with the Planning Board.

The Hampton Beach Area Master Plan is incorporated into the Town’s Master Plan. The HBAC is wrapping up a Coastal Resilience and Environment Update. They will meet tomorrow evening for acceptance, and a public hearing on adoption by the Planning Board is anticipated in August.

The Town Planner provides professional and technical guidance to the Committee. The Planning Office will maintain a Master Plan web page. The Board of Selectmen will also be updated on the Committee’s progress, as appropriate, but at least once per year. There will also be an item in the Annual Report.

Mr. Bachand asked if there are any questions or concerns about the procedure.

Mr. Diener asked about Section IV – Members, item 5; page 4. What is a majority of members was asked. It is a majority of those members in attendance. A quorum is 8 members. Ms. Dionne noted that item 8 includes the words “consensus among a majority...”

Mr. Bachand said the Committee can reach out to him with any other questions about the Administrative Procedure.

- **Overview of Master Plan Action Items**

Mr. Bachand spoke about the table of Master Plan Action Items. Hard copies were provided. He noted the Planning Office will maintain this table as it is edited. The first item is “Implementation and Reporting”. These items are more general and underway.

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

The creation of the Master Plan Implementation Committee addresses the first item. From there, the table is organized by the central themes - Vibrant, Connected, Resilient, Innovative, and Collaborative. Mr. Bachand went over some of the action items under each of the themes. He gave an example of one item under ‘Resilient’ that is already well underway, it is item 4.13 in the table. We will go through all of these items during future meetings in the months ahead.

Mr. McNamara noted that some of the items will be semi-automatic, but others will be more complex and trigger other things. They are all interconnected, and it will all come together. Mr. Bachand noted there are a total of 149 action items. It doesn’t mean they will all get addressed, even after 10 years. There is an overlap in some areas.

Mr. Bachand will be discussing an assignment for the next meeting, but asked if there are any questions at this time.

Ms. DeVries asked if we will be working in sub-groups, or as one full group. Mr. Bachand envisions this would be done as one full group, but we can discuss that as it evolves. We are learning as we go. It is most important that everyone is heard and involved. We want to be sure that we are doing what is best for the Town.

Mr. McNamara will start with Mr. Bachand’s recommendations.

Mr. Galanis asked if a sub-group could get together on its own to discuss. It cannot be a quorum of members was noted. This is an advisory to the Planning Board and informational, it is not deciding on applications like the Planning Board does.

Mr. Waddell asked if there is a mechanism to track the action items being met. Mr. Bachand said the Planning Office is maintaining the action item table for that purpose. He explained the different columns in the table. Could it be placed on the website was asked.

Mr. McNamara thinks the header on page 1 of the table should be included on all pages. We will work on that.

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

- **Discussion of MPIC Member Topics of Interest**

Mr. Bachand said that he would like to hear from the Committee members as to what their individual topics of interest are, having looked at the Master Plan and its action items. It is early in the process, there is no commitment, but what would you initially like to see come forward was asked. We want everyone to be heard and contribute.

Ms. Dionne – Discussed the SHEA Estuary Management Plan and how it can be recategorized to align with our Master Plan.

Mr. Diener – How do the HBAC action items match against this Plan.

Mr. Galanis – Noted consistency between other documents; no contradictions. This is a very complex process.

Mr. Nyhan – Representing the business community, he noted that he is most interested in the action items under “Vibrant” (2.1 to 2.10) and Resilient (4.1 to 4.12).

Ms. DeVries – Noted housing and public transportation. Discussed the Housing Champions program.

Ms. Galanis – Noted a thriving downtown and coastal resilience.

Mr. Diener – Noted open space networks and coastal resilience.

Mr. Grip – Noted the downtown area and interconnections to make it more walkable and bikeable.

Ms. Albright – Noted parks and recreation and the downtown area from a more personal perspective, and coastal land use, zoning, and municipal services from a professional perspective.

Mr. Waddell – Noted pedestrian improvements, especially downtown.

Mr. Loiseau – Noted land use regulations and minimizing variances, along with economic development.

Ms. Cragg – Noted coastal resiliency and connectiveness.

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

- **Assignment for Next Meeting – Preliminary Action Item Evaluation and Prioritization**

Mr. Bachand discussed an assignment for the next meeting in July. He suggested using the action item table provided to look specifically at the items under the Vibrant and Connected themes, then complete an initial prioritization and timeframe for each theme. We want to start there so as not to be overwhelmed. Members can also say who they think is the responsible party for each but should leave that item blank for now if unsure. This will help to stimulate the discussion at the July meeting; we want to start to come to a consensus on some of these.

Mr. Nyhan asked if 4-5 people are interested in a topic, who takes the lead. Mr. McNamara said that he will keep his own notes on this. We are not sure at this point.

Mr. Bachand said that we essentially want to know how priority and timeframe will average out among the members. Are we learning that we need to talk to others, such as DPW. It is consensus building.

Ms. DeVries discussed involved parties after we get through this work – the Planning Board, DPW, Board of Selectmen, warrant article (voters), etc. Would representatives be selected to consult with these groups was asked. Mr. Bachand said there may be key action items that require more attention than others and consultation with others. He gave an example of Mr. Nyhan and himself perhaps meeting with the Selectmen on a certain economic development item to discuss where the Committee is going with it. He noted that it is still early; we will see how things evolve.

Ms. Dionne asked if placing this into a survey format would be helpful. Others agreed. Mr. Bachand wondered how quickly that could be turned around. People can still do their homework (manually on the printed table). Ms. DeVries has SurveyMonkey - it will provide a report at the end. The Planning Office does not have SurveyMonkey. Mr. Bachand will discuss with Ms. Dionne how to go about this. He will work with Ms. Dionne and Ms. DeVries on this before the next meeting.

- **Proposed 2023 Meeting Schedule**

Mr. Bachand discussed the schedule. A copy of a draft schedule was provided. He is proposing to meet the fourth Wednesday of each month at 7:00 PM until November. There would be no meeting in December. Starting in January, we would most likely go

TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MINUTES

June 28, 2023 – 7:00 p.m.

to every other month on the fourth Wednesday, unless the group wished to meet more often. There was a consensus among all members on the schedule.

It was noted that the fourth Wednesday in November is the day before Thanksgiving. We will look to hold that meeting on Wednesday, November 29th.

VI. CONSIDERATION OF MINUTES

VII. OTHER BUSINESS

Ms. DeVries thanked Ms. Dionne and everyone who submitted the Master Plan for Plan of the Year consideration, and congratulated Mr. Bachand and his team. She also thanked others (i.e. the Chamber, DPW, HBAC, NHDES Coastal Program, and SHEA) who submitted letters of support. She said it is a testament that ours was selected. Mr. Bachand said this was a group effort. We are thrilled about the award.

Mr. Nyhan noted that there are things we will work through such as housing, which is a major part of the endorsed and heavily supported Master Plan. His wish is that whatever governing body is looking at it sees it as an area of direction to follow rather than just advice. He hopes that we will work toward solutions and recommendations, and that this group will be taken seriously.

There was a general discussion about ordinances. Mr. Bachand said that there is a recommendation about rewriting the Zoning Ordinance. He said the current Zoning Ordinance is patchwork over decades and has the same problem that the old Master Plan did. This may not be done this year or next, it is an expensive and tedious process. It ultimately needs to be rewritten, and hopefully will be over the life of the Master Plan.

Ms. Dionne said she likes the public comment agenda item, but asked how people will know about these meetings if they are not video recorded or televised. Mr. Bachand hopes that can change. He said they will be audio recorded, just like this evening, at a minimum. He noted that Steve Whitman (Resilience Planning & Design - Master Plan consultant) is willing to participate in another informational video for this Committee like we did previously. It would be a great way to advertise. Other outreach options were discussed as well. Mr. McNamara said the agendas go out as alerts. Mr. Galanis suggested a note on the agenda as to whether the meeting will or will not be televised. Ms. DeVries thinks the televised nature of this and the ability to watch it back is an equity issue. There are people who are home-bound who cannot get out but want to be able to participate.

**TOWN OF HAMPTON
MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)**

MINUTES

June 28, 2023 – 7:00 p.m.

VIII. ADJOURNMENT

MOTION by Mr. Galanis to adjourn.

SECOND by Mr. Diener

VOTE: 12 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 8:24 p.m.

Respectfully submitted,
Jason Bachand, Town Planner

****PLEASE NOTE****

**ITEMS NOT CALLED OR IN PROGRESS BY 9:00 P.M.
MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING**