

TOWN OF THORNTON
PLANNING BOARD

Approved on: 9/19/22
PB Initials: [Signature]
Rec'd by Town Clerk on: 9/20/22
Town Clerk Initials: [Signature]

**Master Plan Committee Meeting Minutes
Monday, August 29, 2022**

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

Chairman O'Donnell called the meeting to order at 6:00 p.m.

ROLL CALL:

Members present at Town Hall: Chairman Donna O'Donnell, Secretary Cindy Schofield, Vice-Chairman Andrew White, Candy Andrews, Al Lewis

Members absent: Karen Walsh

ITEMS FOR DISCUSSION

Update on Survey Information

Ms. O'Donnell reviewed that she and Mr. White met with Ms. Randall to discuss distribution of the paper copies of the town wide survey, and quotes for the printing, folding, and mailing were obtained. Copies of the quote from Minuteman Press in Plymouth was reviewed.

Ms. O'Donnell explained that there will be three (3) different ways that the print surveys are going to be distributed based on cost, timeliness, and property owner addresses.

1. Every Door Delivery Mail to mailboxes in Thornton
2. Every PO Box Customer at the Campton post office
3. Postcards with the QR code to the online survey will be sent to all property owners with a mailing address outside of Thornton.

The addresses were obtained from the property owner database from the tax department, and extra printed copies will be available at Town Hall as well as printable pages on the Planning Board webpage.

The Committee reviewed the print quotes for the mailed surveys and postcards and authorized Ms. O'Donnell to approve it in order to begin the printing process. Discussion on the Committee's budget and what needs to be covered by it continued.

Ms. O'Donnell stated she will investigate if posting survey results on the website will be an additional cost to the Committee. She commented that staff time may be an additional cost as the paper survey results will need to be entered by hand.

The Board discussed the layout of the online survey and made notes to pass along to Ms. Randall that will make the online survey clearer and easier to complete. Ms. Schofield asked how paper surveys are returned, and Ms. O'Donnell reviewed that they would need to be mailed back, with a stamp provided by the resident, or there is a drop box at Town Hall.

Current Master Plan

Ms. O'Donnell asked the Committee to review the format of the document. A lengthy discussion continued on whether references to outside information could be noted in the plan, rather than listing the entirety of a document; web links could be used in the document that is posted online. Ms. Schofield reviewed that there are certain pieces of information that will need to be included in their entirety per the State.

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52 Ms. O'Donnell reviewed the survey results from the last master plan and suggested that the updated
53 results be formatted in an eye catching, easy to read format, rather than a table of numbers.
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55 Ms. O'Donnell commented that goals, objectives, and a vision statement will need to be developed, and
56 the goal is to have substantial information to bring forward to the appropriate boards to make growth
57 happen in town. Ms. Schofield commented that the public oftentimes doesn't know what functions
58 certain boards or committees do in Thornton. Ms. O'Donnell asked if small descriptions from the
59 boards and committees should be included in the Master Plan that illustrate what that group can do to
60 help with the growth of Thornton. A lengthy discussion continued.
61

62 Ms. O'Donnell reviewed that the history of Thornton will need to be updated with information from the
63 pandemic and suggested that each member draft a vision statement to be reviewed together to create one
64 collaborative statement. She also commented that the plan could be divided into sections and each
65 member of the committee can update one. Mr. White asked if a file sharing platform could be created
66 for the Committee to share their drafts, like Google Docs. Ms. O'Donnell stated she will check with
67 Planner Menici to see if this is permissible.
68

69 Ms. Schofield asked if the results of the town audit could be included in the master plan, as it may be an
70 indication that the number of staff in a certain area needs to be altered, or that additional funding is
71 required for certain areas. Discussion continued, and the Committee agreed to revisit the topic once the
72 survey results were in.
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74 Ms. O'Donnell reviewed that the next step in the process was to have the survey printed and distributed.
75 At the next meeting, members were asked to bring notes on what items they feel could be streamlined in
76 the master plan document.
77

78 **UPCOMING MEETING SCHEDULE:**

- 79 • Monday, September 19, 2022 at 6:00 p.m.
- 80

81 **ADJOURNMENT:**

82 **MOTION: "To adjourn at 7:09 p.m."**

83 Motion: D. O'Donnell

84 Second: A. Lewis

85 Discussion: None

86 **Roll Call Vote: 6 YES - 0 NO - 0 ABSTAIN**

87 **Motion passes.**
88

89 Respectfully Submitted,

90 Kerrin Randall, Planning Board Assistant