

TOWN OF THORNTON  
PLANNING BOARD

Approved on: 8/19/22  
PB Initials: DW  
Rec'd by Town Clerk on: 8/25/22  
Town Clerk Initials: ACK

**Master Plan Committee Meeting Minutes  
July 25, 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, Karen Walsh, Al Lewis,  
Secretary Cindy Schofield, Andrew White, Candy Andrews

Ms. O'Donnell shared that Joanne MacDonald has stepped down as co-chair and a new one needs to be appointed. After discussion, the following motion was made:

**MOTION: "To appoint Andrew White as co-chair."**

Motion: D. O'Donnell

Second: A. Lewis

Discussion: None

**Vote: 5 YES - 0 NO - 1 ABSTAIN**

**Motion passes**

**APPROVAL OF MINUTES:**

**MOTION: "To approve the July 11, 2022 meeting minutes as presented."**

Motion: D. O'Donnell

Second: A. Lewis

Discussion: None

**Vote: 4 YES - 0 NO - 2 ABSTAIN**

**Motion does not pass**

**ITEMS FOR DISCUSSION**

Survey

Ms. O'Donnell reviewed a memo that has been posted on the town website and Facebook page that lets residents know that the master plan town-wide survey will be sent out in August. The survey will be sent via USPS as well as posted online to complete electronically.

Ms. O'Donnell shared a draft paper copy with a proposed layout. Ms. Randall, Planning Board Assistant, has been working on this project and will facilitate the printing and preparing for mailing and online posting.

The Committee reviewed requested questions submitted from other town Boards and Committees, and a lengthy discussion continued. Discussion on data collection and what data is relevant to the Master Plan was had. Discussion on the layout and types of questions to be placed on the survey continued.

The Committee agreed to divide the questions into the following categories:

- Residency
- Development
- Land Use
- Other

51 Ms. O'Donnell thanked the Committee for their comments and will submit the questions discussed to  
52 Ms. Randall to prepare a draft survey. She will meet with Planner Menici and Ms. Randall to discuss  
53 survey distribution and collection of data options.  
54

**UPCOMING MEETING SCHEDULE:**

- Monday, August 8, 2022 at 6:00 p.m.

**ADJOURNMENT:**

**MOTION: "To adjourn at 7:00 p.m."**

Motion: D. O'Donnell

Second: A. White

Discussion: None.

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

**Motion passes.**

Respectfully Submitted,

Kerrin Randall, Planning Board Assistant