

MASTER PLAN STEERING COMMITTEE MEETING

**Tuesday, October 4, 2022
1:00 p.m. – Rye Town Hall**

***Present:* Planning and Zoning Administrator Kimberly Reed, Vice Chair Kathryn Garcia, Chair Rob Wright, Ann Fox, Howard Lazerowich, Gregg Mikolaities, Joe Persechino, Land Use Board Assistant Kara Campbell**

- I. Introductions**
- II. Swearing in of members**
- III. Select Chair, Vice-Chair, Clerk**

Chair: Member Garcia nominates Rob Wright, Member Lazeravich seconds nomination, Rob Wright accepts. All in favor.

Vice Chair: Chair Wright nominates Katheryn Garcia, Member Mikolaities seconds nomination, Katheryn Garcia accepts. All in favor.

Planning Administrator Reed explains that there will be no need for a clerk as she will be taking notes, with minutes to be approved at the following meeting.

IV. RFP draft and process

Chair Wright described the various processes of data collection over the past 20 months. This includes surveys of municipal employees and residents, and a visioning session held at RJH in 2020, which was open to residents and well attended with over 100 residents present.

Chair Wright explained necessary steps to take prior to engaging with a consulting firm, including Select Board budget endorsement, Budget Committee approval, and town approval.

Planning and Zoning Administrator Reed explained two budget items:

1. \$22,000 - Build Out Analysis
2. \$90,000 - Master Plan Consulting Firm

The process of budget approval and consulting firm selection could take between 18-24 months. The current goal of this committee is to become knowledgeable of the master plan and how the town can best be supported with the funds.

Chair Wright notes that the budget is well informed and estimates were based upon numbers taken from other towns similar to Rye. The Planning Board had deemed it best practice to hire consultants, which cannot be done without expense. Chair Wright opens to questions.

Questions:

- *Does the committee have common language to explain the necessity of a Master Plan?*

Chair Wright explains that it's required by state law that each town or municipality, "shall, from time to time" update their master plan. The master plan is the document from which derives the authority of the planning and zoning departments to arrive at land use regulations.

- *Is there a preliminary budget and what do line items consist of within the Master Plan budget?*

Planning Administrator Reed and Chair Wright explain budgets and Vice Chair Garcia provides a spreadsheet of costs provided by Julie LaBranche.

Chair Wright explains that the RFD is an intentionally bland document, it contains the major themes that have been identified and associated costs. The job of the committee is to carefully interview and hire a consultant, and to ensure that all constituencies are heard and represented.

The committee agrees to draft a mission statement which reflects the aims presented at this meeting.

Member Persecchino is currently working on the Rye Recreation Master Plan and reflects that in future meetings it will be beneficial to explore reference points collected to date, and the path forward with a timeline.

Planning Administrator Reed will provide a binder of information from the Long Range Planning Committee and examples of what other towns have done.

Chair Wright states that the committee's first step is to become familiar with the information until a "30-second elevator pitch" could be made to anyone who's curious about the Master Plan Steering Committee. It is the job of the Planning Board to write the master plan.

Planning Administrator Reed states the goal is to have the Planning Board adopt a master plan by January 1, 2025.

The committee discussed the merits and drawbacks of having a secondary plan, in the case that the budget for a consulting firm fails to pass on November 18th. Member Mikolaities noted the importance of budgeting enough to hire a capable consulting firm.

Chair Wright explained the shift from a chapter-based to a theme-based master plan.

The committee discussed themes that may be important to include within the master plan, such as land use regulations in anticipation of climate change, drought, etc. Member Lazerowich noted that in 2025 there may be approval of town, state and federal-level funding related to climate change. Chair Wright noted the possibility of grant funding.

Planning Administrator Reed noted that the recommendations made within the master plan give the planning board the authority to make concrete steps towards accomplishing those goals for the town.

Vice Chair Garcia points out that the RFP identifies resources needed for implementation. Chair Wright adds that it will be incumbent upon the consultant to stay on through the implementation phase.

The Committee reviewed the revised RFP draft and agreed to edit the second sentence under "Project Overview" for clarity. The word document will be circulated among committee members for review. Chair Wright reiterated the goal of the committee to be efficient, effective, and to have the RFP even further polished before being presented to the Budget Committee.

V. Other

- The committee discussed the standing meeting time, the first Tuesday of each month at 1:00 p.m., and agreed to keep the currently scheduled date and time.

Next meeting will be held on Tuesday, November 1st, 1:00 p.m.

- Planning Administrator Reed will provide binders, copies of the existing master plan, natural resource inventory, the RSA, and a list of related town committees.
- The working draft will be presented to the Select Board on November 8th, and to the Budget Committee on November 13th.
- The committee discussed questions related to budgeting for a consulting firm.
- The committee agreed to read through the RFP draft prior to November 1st, at which point editorial suggestions can be made.

Motion by Kathryn Garcia to adjourn the meeting at 1:55 p.m. Seconded by Howie Lazerowich. All in favor.