

MASTER PLAN STEERING COMMITTEE MEETING

Tuesday, November 1, 2022

2:00 p.m. – Rye Town Hall

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

Chair Wright led the Pledge of Allegiance and called the meeting to order at 2:03 p.m.

Chair Wright stated that the first item on the agenda is to review the RFP. He proposed first that the board prioritize editing for content over style, and secondly, to select an editor within the committee. The committee agreed on both items.

Chair Wright made a motion to assign the role of Editorial Scribe to Anne Fox. Seconded by Vice Chair Garcia. Member Fox accepted this role. All in favor.

Planning and Zoning Administrator Reed explained that she would be going before the Select Board to request a budget of \$90,000 for the first year of the Master Plan and \$22,000 for build-out analysis. She also summarized some key learnings from a recent conference she attended. The most notable takeaway was to specify a dollar amount or scope of work to a consultant up front and prioritize funds for an implementation plan.

Planning and Zoning Administrator Reed explained the budget approval process and asked for the committee's participation in the deliberative session. The committee continued to discuss the process of hiring and working alongside a consultant. Ms. Reed explained how the budget amounts were calculated.

Vice Chair Garcia asked how budgetary amounts would or could be adjusted in the event of an overage. Ms. Reed explained the negotiation process. Member Persechino noted that the more specific and prescriptive the committee can be in the RFP, the more accurate the estimated scope of work will be for a consultant.

The board continued to discuss the process of consultant selection. A two-step process (RFQ, RFP) was discussed. Chair Wright suggested that the committee table the discussion for another meeting when they were closer to the selection process.

Planning Administrator Reed asked if anyone on the committee needed clarification of the mission of the committee. Chair Wright welcomed questions and pointed out that there is substantial information on www.nh.gov explaining what a master plan is and its requirements. Chair Wright described the master plan as their constitution; it's a document that guides the Land Use Board in what can and can't be done.

Member Patten asked what the process would be if the budget is denied. Planning Administrator Reed and Chair Wright explained that if it were denied they could either try again next year, or choose to edit the master plan chapter-by-chapter instead of the complete rewrite they'd planned on. The only required updates were to "Vision" and "Innovative Land Use" sections.

The committee noted the importance of informing the citizens of Rye as to what the committee is working on. The benefits of a theme-based master plan were also discussed. The committee also discussed the importance of creating a document that's relevant, educational, and actionable. Planning Administrator Reed pointed out the importance of being thorough and precise in calculating a budget and scope of work within that estimated budget. Chair Wright explained the Long Range Planning Board's initial vision of creating a master plan that's user-friendly and accessible.

The committee discussed the RFP draft prior to its presentation at the Select Board meeting.

There was a suggestion to add explicitly stated costs of production.

Planning Administrator Reed pointed out that she will meet with the budget and selectmen in the month of November and would like to set a goal for December meetings. Chair Wright suggested that, in the case that the budget is approved, the next step would be to brainstorm and decide how to spread the word to the citizens of Rye. Planning Administrator Reed pointed out that she had funds leftover that could be used for flyers or posters, which could be a discussion item at the next meeting.

The process of presenting the budget to the selectman and budget committee was also discussed in detail.

Motion by Ann Fox to adjourn the meeting at 3:00 p.m. Seconded by Gregg Mikolaities. All in favor.

Respectfully Submitted,

Emilie Durgin