



# MADBURY PLANNING BOARD

13 Town Hall Road, Madbury, NH 03823

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## Approved

### OFFICIAL BUSINESS

**Minutes of:** June 21, 2023

**Meeting Convened:** 7:00 pm

**Members in Attendance:**

Douglas Hoff - Vice Chair

Tim Burt -Ex Officio

Michael Card - Secretary

Andrew Losee

Casey Jordan

Bill Courtemanche - Alternate

**Support Staff:**

Elizabeth Durfee - Contract Planner

Daphne Chevalier - Recording Secretary

**Meeting Attendees:**

**1. Call to Order**

Vice Chair Hoff called the meeting to order at 7:06 pm.

**2. Seating of Alternates**

Mr. Courtemanche was seated this evening in Chair Goodnow's place.

**3. Approval of Minutes**

**Motion** by Member Burt to accept the minutes for 7 June, 2023 as amended.

**Seconded** by Member Jordan. **Motion passed unanimously.**

**4. Correspondence**

No correspondences were entered into the record this evening.

Vice Chair Hoff provided an update on the Schwartz application; MBPM Construction wrote to ask how to address the utilities installation, as there are wetlands on the property. Vice Chair Hoff will send a letter to inform Ms. Schwartz that per Section 17 article 5 of the subdivision regulations, the utilities are required to be underground. If something different is desired, the applicant will need to come before the Board again for a waiver.

**5. Workshop Session - Master Plan Housing and Demographics Chapter**

Member Jordan shared some notes with the Board about what makes a good survey. He stated it is best to ask people their feelings rather than asking for specific numbers. He suggested measuring one dimension at a time and stressed every question needs to have a definitive purpose, as people generally don't like completing surveys. He also recommended that

prompted open-ended questions be tightly bound to answering one specific question rather than having a question that asks for “any other comments.”

Ms. Durfee expressed that this survey is longer than her usual survey. As only seven people from Madbury completed the Strafford Regional Housing Survey, she suggested the Board could include some of the questions from that survey on the Madbury survey if they would like. She said survey input will be used to write the Master Plan chapter; this information will allow the Board to understand the community better than some other demographic data sources. This data will also be a tool for making any changes to policy, zoning ordinances, or regulations related to housing; the survey data will guide recommendations based on who the community is and what they want.

Member Jordan said it’s best to put the most important questions first in case people begin the survey but do not complete it. Ms. Durfee explained that the purpose of the demographic questions is to be able to filter responses.

The Board discussed types of incentives to encourage the public to respond to the survey, including chocolate or a gift card raffle. Member Burt recommended the Town provide a pre-mailing to inform people that the survey is legitimate. The Board discussed which email list would include the most people; Ms. Durfee will ask Administrator Fiegenbaum if there is an email list he would recommend the Board use for the survey.

Vice Chair Hoff asked if there is a disclaimer that will go along with the survey indicating email addresses will be collected. Ms. Durfee explained that the information is aggregated; it wouldn’t really be feasible to follow someone’s specific response throughout the survey.

On recommendation from the Board, Ms. Durfee will add the following options to question one:

- I am not a resident of Madbury but would like to be.
- I am a UNH student.

Ms. Durfee will check the data from the American Communities Survey to see if she can identify how many UNH students currently live in Madbury.

The following additional edits were determined by the Board in discussion with Ms. Durfee:

- The Board recommends moving **questions 1 - 5** to the end of the survey.
- Ms. Durfee will work to revise **question 6** and will eliminate **question 7**.
- On recommendation from the Board, Ms. Durfee will adjust **question 8** to allow people to write in an answer.
- The Board recommends eliminating **questions 9 and 11**
- Regarding **question 12**, the Board recommends changing the language to something along the lines of “Do you run a business out of your home?”.
- Regarding **question 13**, the Board requests removing the tiny house option; adding in another category for multi-family home with more units; changing the ADU language to apartment; and changing multi-family home to apartment option, apartment, condo, or townhouse.

- Regarding **question 15**, change the language to accessory apartment and remove the “I don’t know” option. Member Jordan suggested only those who respond they live in a single family home should receive this question.
- Regarding **question 16**, Ms. Durfee said she can pull this information from other sources; however, this is the only question related to income on the survey. Member Card recommends revising the question to ask about how the respondent feels about the burden of the cost of housing.
- No changes were recommended for **question 17**.
- Regarding **question 18**, cut everything after “to all.”
- Amend **question 19** to mirror the language in question 13. The Board recommends moving this question so it comes immediately after question 13.
- Ms. Durfee will alter **question 20** to be a scale response.
- Eliminate **question 21**.

The Board will continue to workshop the survey questions at the 19 July, 2023 meeting.

#### **6. Other Business**

No other business was discussed.

#### **7. Adjournment**

**Motion** to adjourn by Member Card. **Seconded** by Member Courtemanche. **Motion passed unanimously.**

**Meeting adjourned:** 8:40 p.m.

Respectfully submitted by Daphne Chevalier.