

Town of Andover - Long Term Planning Committee

Monday, February 11th 2019 at 6pm

AES Library

MEETING MINUTES

1. **Call to Order:** Eric Anderson called the meeting to order at 6:04 P.M.

2. **Roll Call:**

Committee Members present: Eric Anderson (Chair) Amanda Gibson (Sec), Wendy Kopp, Ed Sarisley

Committee Members not present: Ken Marcia, Cathleen Desrosiers, Elaine Bucharadt

3. **Public Participation:**

Focus Group present (AES parents present including volunteer committees on which they serve)

Lucie Wilson (Cub Scouts & Farmers' Market), Lori Blake (PTA), Marianella Chalfant (Bike Walk Andover),

Daniel Foran, Kevin Reagan, Paula King (Cub Scouts, PTA, Talent Show)

4. **Additions/Changes to Agenda:**

Eric Anderson made a motion to add discussion of letter inviting Cusano & Green for transportation improvement on Route 316. Wendy seconded. Motion passed.

5. **New Business:**

A. Invited Focus Group guests discussed a 'Town Communication Plan':

- **Questions posed:**

- How can we better communicate pertinent town information to our residents'?
- How do we reach the younger demographic (under 50)&better engage this age group?

- **Overall responses from Focus Group attendees:**

- They voiced they want to attend town meetings but no one is going to outwardly seek this information, especially via Town's hard to navigate website, needs to be easier.
- They would like to be better informed before attending public meeting - this would alleviate "said chatter" and allow residents to enter these meetings with correct information.
- They voiced that Town needs use messaging platforms that pop up on smart phones, push notifications, emails, etc.
- They voiced they wanted to be involved but no one has the extra time:
 - Have rotating volunteers to attend town meetings, as all parents are busy
 - Have a means to submit a letter to be read at the meeting if you cannot attend

- **Suggestions to improve Town Communication:**

- **Town to seek new website provider** to make town website more navigable and interactive
 - **Calendar of events**(meetings, events, elections) - should be on front page for easy access (linking to meeting minutes)
 - **Town events should be shared** as well, Craft Fairs, Recreational, etc.
 - **Descriptions of each committee** should be listed along with volunteer openings so residents know where to go to look and consider getting involved
 - **Town Selectmen email addresses** should be added to the site
 - **Email blast capability**- which would include a town initiative to gather email addresses for push notifications which will then pop up on smart phone as in-your-face reminders
 - **Mass Communication Technology** – Town should look into what AES uses to mass correspond to parents (using phone message, text and email) about school delays and closings.
 - **Appointed webmaster** (town employee who will oversee the town website) -should have each committee representative submit meeting dates, minutes and agendas WEEKLY so website is consistently up-to-date
- **Town of Andover Facebook pages** should be created with messaging that corresponds with everything on new website

(Town Communication Plan ideas continued)

- **Information Sharing** – utilize and share existing messaging platforms
 - Paula: offered to share information on her Andover Support Network Facebook page reaching most parents in Andover.
 - Lori: offered to share town information through the PTA Facebook page and email blast to PTA members.
 - Wendy: offered info to share town information through the ALPOA Newsletter reaching all of Andover town residents (not just ALPOA members).
- **Marquee Sign**
 - Dan: Suggested the idea of having a marquee sign near the Library to promote meeting and event dates.
 - Kevin: What happened to the informational sign at Shoddy Mill?
- **This n' That Newsletter**
 - Amanda: Shared info about the This n That newsletter done by a volunteer Diane Grenier.
 - Amanda: How to retrieve TnT emails? Invite Diane to a future meeting.
 - Ed: Should This n That newsletter be connected to town website?
 - Group decided it was best to start a new e-newsletter instead of connecting town website to TnT
- **Town Branding and Amenities**
 - Group discussed fun ideas of how to market our town to new residents & beautify for current ones.
 - Amanda: Brought up ideas of how to brand our town (i.e. bike displays like the Hebron chairs)
 - Ed: How to represent our agricultural town and railroad history?
 - Dan: Dog Park would be nice to have in town. (Rec commission working on)
 - Wendy suggested using the fenced in area between the ball fields and senior housing
 - Paula: Mentioned that seniors have asked adults & students to leave this fenced in property area. (Eric confirmed that they are allowed)
 - Ed: Bike Walk Andover working to publish maps of trails & spaces in town.
 - Ed: Shared that Inlands Wetlands committee may close down a trail due to an endangered turtle population.

B. Review community center space ideas, progress & concerns *(Open forum in regards to community center space in wing of AES School).*

- **Group agreed that town wants a long term community center solution.**
 - How do we make town more desirable for younger populations to move here? How can it be more bikeable and walkable?
 - Eric: Spoke about the town wide survey which stated that a majority wanted a Community Ctr.
 - Dan: Why didn't town-wide survey go out to everyone? Committee explained reasoning, that survey was only included in home tax bill, not motor vehicle bill. And committee had printed copies available at various town locations.
 - Ed: POCD goes back 40 years with the need for a community center.
 - Eric: In 1990s, the town voted for new Fire Dept building to not have a CC space. Senior population will continue to increase and they need a space ASAP. The 3/4 Wing project still has to be approved by P&Z.
 - Lori: Said the 3/4 Wing is a Band-Aid solution for what the town really needs.
- **Group talked about how we can compromise and work on a shared solution.**
 - Eric: No results from school architects as of yet.
 - Paula: Does not know enough to be opposed or against. What will the community center space be used for?

- Eric: Town immediately needs a community space during the day for senior luncheons (8 days/month). Space would only be used at night besides that. Town needs for town meetings, yoga & activities.
- Ed shared that other school building are doing this: Hartford Library and Middle School on Asylum Street are both in a shared building
- **SAFETY** - Lori: Expressed concerns of student and staff safety.
 - Lori: Requested for outside door to be locked at all times except when in use. And door connecting CC to school be made into a wall.
 - Ed: Classrooms should be kept for when wing is converted to a school, be flexible for the future.
 - Amanda: Since LTPC meeting was in AES Library after hours, she pointed out that the meeting attendees currently had access to the entire school since doors are open (custodian is present during meetings). If meetings are held in CC wing, then no access would be allowed into rest of school for committees & groups.
 - Ed: Would you want resident trooper at the school? Town needs office space in town hall and would make school a safer place. Trooper wouldn't be on site during all school hours, only some.

C. Approval of the town's Connectivity Grant:

- Eric: Shared success of the grant and project as a whole
- Marian Ella: What is our town center?
- Ed: BWA installing 6 bike racks throughout town very soon.
- Eric: Describes sidewalks & crosswalks in front of library/church/down to field & hopefully post office, light signal changing from magnetic to motion censored, pathway up to trail with landing halfway for handicapped, Center St project with kiosk & parking.
- Eric & Ed: presented letter written to invite senators on 4/4 at 7pm to discuss transportation along with safety & accessibility of town.
- Lori: PTA science fair is same night at 6:30pm.
- Ed & Eric: Offered to make meeting at a later time so parents can attend meeting after the fair.

Next Steps: LTPC to process what we have been working on based off our meetings. (Short, medium & long term projects) There are 18 town boards & committees to have a voice on, anyone is welcome to attend. Amanda: Suggested all committees start working together to communicate better with one another.

6. Old Business

- a. Discuss / approve minutes from last meeting: postponed until next meeting

7. Meeting Adjournment:

- a. Motion to adjourn –Amanda Gibson at 8:45pm, Seconded by Ed Sarisley, Motion passed/Unanimous
- b. Submitted by Amanda Gibson, LTPC Secretary