

Dublin Master Plan Steering Committee

Draft Meeting Notes

July 9, 2026 | 7:00 p.m.

Call to Order and Attendance

Archie McIntyre called the meeting to order at 7:00 p.m.

Present: Archie McIntyre, Blake Minkler, Rob Sullivan, David Allen, Mary Loftis, Julie Rizzo, Frank Rizzo, June Brenning, Paul Roth, David Shonk, Sterling Abram, Jack Munn, and Sarah Bollinger.

Absent: Brie Morrissey, Traceymay Kalvaitis, Susan Phillips Hungerford and Katy Wardlaw.

Approval of Minutes

On a motion by Paul Roth, the minutes were approved.

1. Stakeholder Questions and Interview Planning

The Steering Committee reviewed the draft stakeholder interview questions and prompts. The Committee agreed with the general questions and discussed additions to the topic-specific interview sections.

David Allen expressed interest in participating in the interviews. SWRPC will attempt to schedule interviews through Microsoft Teams and will extend an open invitation to Steering Committee members who would like to participate or assist with note-taking.

The question concerning implementation of the previous master plan will be included in each stakeholder interview.

Town Administrator [Kate Fuller]

The following topics will be added:

- Land use considerations.
- An inventory of Town-owned properties and the Town's current or intended uses for those properties.
- How Dublin employee salaries compare with those of other municipalities in the region.
- Whether the Town is a competitive employer and the Town Administrator's perspective on staffing and compensation.

Municipal salary comparison information is available through the New Hampshire Municipal Association.

Some housing and community-needs questions will also be included in the Town Administrator interview because the Town Administrator serves as Dublin's health officer and welfare officer.

Road Agent and Public Works

Contact information was shared for Road Agent Roger Trempe. The following topics will be added:

- Projects or recommendations emerging from the hazard mitigation planning process that should be reflected in the master plan.
- A 10-year perspective on infrastructure trends, including the frequency of road washouts and similar events.
- Dams.
- Salt-reduction management and potential well contamination. Whether the Town's existing salt-management policy is current and how effectively it is working.
- The relationship between climate change, infrastructure needs, and future land-use decisions.

Schools and Youth

SWRPC clarified that the school interview is intended in part to strengthen communication and coordination between the Town and the public school system. A better understanding of school needs, available resources, and excess capacity may identify opportunities to share resources and improve municipal-school coordination.

The Committee discussed how private schools should be reflected in the process and agreed to add a broader question concerning what Dublin should be like for children in the future.

The discussion of childcare, after-school programs, recreation, and teen needs should include the homeschool community. Emmeline Bergeron at the library will be included in the conversation about youth programs and community needs.

Housing and Community Needs

Traceymay Kalvaitis' perspective will focus particularly on people who are unhoused or marginally housed. Mary Loftis agreed to participate in this conversation.

The Committee also discussed residents who have left Dublin to enter assisted-living facilities elsewhere because no such facility is available in town. Steering Committee members will

consider former residents they know who have moved for this reason and initiate conversations about what services, housing, or other conditions might have allowed them to remain in Dublin.

Local Business and Village Economy

The Committee maintained its preference to conduct a business-focused discussion after the public forum. The format and participants will be informed by forum attendance and outcomes.

Potential participants or organizations mentioned included:

- Yankee Magazine
- Peter Pap
- Chris Raymond
- Ken Wards
- Dublin School
- Dublin Christian Academy
- Monadnock Oil and Vinegar
- Dublin General Store
- Carr's Corner
- Del Rossi's
- Vogel's Garage

The Committee discussed a targeted mailing to business owners and agreed that members would conduct targeted outreach. Advertisements in the *Advocate* may help identify additional businesses that should be contacted.

In the interview prompts:

- "Broadband" will be replaced with "cell coverage."
- A general question about barriers to operating a business in Dublin will be added.

Police, Fire, and Emergency Services

No changes were made to this interview section.

Stakeholder Outreach Assignments

- Jack Munn will speak with Emmeline Bergeron about the survey, public forum, and stakeholder interview.
- Archie McIntyre will contact Roger Trempe, Traceymay, and Kate Fuller about stakeholder interviews.
- Blake Minkler will raise the interview process with the public-safety representatives.

2. Community Forum Design and Run of Show

Most Steering Committee members indicated that they could attend the August 8 public forum. The Committee reviewed the draft forum agenda and run of show.

Forum Purpose and Desired Outcomes

The forum should:

- Explain what a master plan can address and how it informs Planning Board work over approximately the next 10 years.
- Help participants understand how Dublin is organized from a zoning perspective.
- Share information from the community survey.
- Gather input about what Dublin could become and what residents want for its future.
- Discuss the previous master plan and its vision statements.

Questions the Committee hopes to explore include:

- Should the Village and Neighborhood Commercial districts be reevaluated?
- Are the existing districts achieving their intended purposes?
- Are residents satisfied with the current districts and boundaries?
- Should any districts be expanded?
- Should housing or mixed-use development be allowed in the Neighborhood Commercial or Village District?
- Does the community want additional affordable housing?
- Where should different types of housing be located?

Archie McIntyre and Sarah Bollinger will coordinate before the forum to determine how the opening presentation will be divided.

Entrance and Exit Exercises

Both the entrance and exit activities will include:

- Dot voting on community priorities.
- A map exercise concerning future growth and development.

Sarah Bollinger will review relevant survey questions and circulate a revised list of dot-voting themes before the forum.

Rob Sullivan will oversee the map exercise. Participants may use as many stickers as needed, with Rob monitoring the activity to prevent misuse.

Breakout Groups

All breakout groups will discuss the same central questions included in the draft agenda:

- What are Dublin's priorities moving forward?
- What is your vision or "dream town" for Dublin?
- What are the community's strengths and assets?
- What are its challenges?

The discussions will also incorporate the themes used in the dot-voting exercise.

Approximately 45 minutes will be allocated for breakout discussions, with the timing adjusted according to attendance. More time may be provided with strong attendance, while a smaller group may require less time.

Group leaders:

- David Allen
- Paul Roth
- Archie McIntyre
- Rob Sullivan

Proposed scribes:

- Brie Morrissey
- Susan Phillips Hungerford
- Traceymay Kalvaitis
- Mary Loftis

Archie will confirm the proposed scribes because several were not present at the meeting.

Sarah Bollinger and another SWRPC staff member will circulate among the breakout groups.

Presenters and Equipment

- Sarah Bollinger will lead the breakout-group report-out.
- Archie McIntyre will present the next steps.
- Frank Rizzo will obtain a microphone and speaker from the DubHub.

Materials

The materials list will be expanded to include:

- Paper copies of the community survey.
- A printed survey QR code.
- A large map showing Dublin's zoning districts, to be prepared by SWRPC.
- Name tags, to be provided by Blake Minkler.

Location and Logistics

Blake Minkler will confirm that the school is available on the morning of August 8. He will also speak with the Town Administrator, who will coordinate with the camp counselor to ensure that the forum will not conflict with camp activities or weekend room arrangements.

Forum and Survey Promotion

- Archie McIntyre and Mary Loftis will prepare another article for the *Advocate* by its July 15 deadline. The article will promote both the survey and the forum.
- The library newsletter will also be used to promote the survey and forum.
- Jack Munn will advertise the forum on the chalkboard at Yankee approximately one week before the event.
- Archie McIntyre will ask Brie Morrissey to assist with printed flyers and posters.
- June Brenning will distribute flyers, with Archie also assisting as needed.

3. Preliminary Survey Results and Supporting Data

Four survey responses had been received as of the meeting. The survey postcard was expected to reach Dublin mailboxes within the next several days, and additional responses were anticipated after its delivery.

Jack Munn requested background data that could be shared before the forum:

- Sarah Bollinger will prepare population-cohort information and distribute it to the Steering Committee.
- Blake Minkler will review Town reports from the past five to ten years to determine how many certificates of occupancy were issued. This information may provide a more accurate understanding of recent housing-unit growth.

Additional Survey Promotion

- Paper surveys will be made available in the clerk's room at Town Hall.
- Archie McIntyre will bring paper copies to the library and assist with distributing copies at other locations.
- Julie and Frank Rizzo will bring copies to the DubHub.
- Archie will ask Kate Fuller about placing a survey banner on the Town website.
- Rob Sullivan will share the survey through social media.
- Archie will ask his wife to announce the survey at the Dublin Garden Club.
- Mary Loftis will place a survey poster and QR code on the welcome table at Dublin Community Day.

4. Draft Master Plan Formatting

Sarah Bollinger asked for direction regarding the format of the forthcoming draft chapters. The Committee considered whether the updated plan should resemble the recently prepared Housing Opportunity Planning chapter, follow the format of the existing master plan, or use a new format developed by SWRPC.

The Committee agreed that SWRPC may develop and present a new format that will result in a useful and workable document.

5. Next Meeting

The next Steering Committee meeting will be held on September 10, 2026, at 7:00 p.m.

6. Homework

Committee members should:

- Continue sharing and promoting the community survey.
- Complete assigned public-forum outreach and logistical tasks.

- Follow up on stakeholder interview contacts and potential participants.

DRAFT