



## **Brentwood Community Design Charrette – Overview for Plan NH Team Members**

On May 12-13, 2023, Plan NH will be conducting a community design charrette in the Town of Brentwood.

*In terms of some background on what Brentwood is looking for, they would like to eventually evolve from being a pass-through town to one that has a vibrant village center-type of location for locals and visitors. This charrette will focus on their recreational area which is a focal point in the community. They are hoping to enhance this area for local residents in terms of use and amenities and to leverage it as a potential economic development driver for the community. A secondary focus will be greater connectivity to their trails and nearby businesses if possible.*

In their application, the Town wrote:

- *The Town of Brentwood is interested in Plan NH assistance through the Community Design Charrette Program to assist with a redesign of the centrally located “Brentwood Rec” located at 190 Rte. 125.*
- *The Recreation Committee, the Economic Development Committee and the Selectboard of Brentwood strongly believe that a redesign of “Brentwood Rec” will result in improved community quality of life as well as enhancing Brentwood as an attractive location for employers and their talented workers.*
- *We believe, as stated in the 2018 study Promoting Parks and Recreation’s Role in Economic Development, “Investments that strengthen quality of life can spur sustained economic growth that attracts talent, which in turn supports business attraction and development.”*
- *We collectively envision this centrally located area can be the site for large community gatherings, celebrations, events, concerts, Farmer’s Markets, sports tournaments, etc.*

As you may know, a *charrette* is a brainstorming session. For Plan NH, the focus is on the *built environment* and its effect on the community, usually around a downtown or other significant neighborhood.

For each Plan NH charrette, a Plan NH member *volunteers* to be the leader, and pulls together a team of other volunteers according to the project. These volunteers are all professionals within their industry – architects, landscape architects, planners, contractors, historic preservationists, engineers of all types, and more. They donate their time because they believe in the process, in the importance of community, and see this as a way to “give back” to the Granite State.

### **Plan NH Charrette Overview:**

#### **Friday, May 12, 2023:**

Between 10-10:30 AM, Plan NH team members will gather in Brentwood. The Team Leaders are Jamie Simchik (Simchik Planning & Development) and Sarah Wrightsman (New Hampshire Housing). Tiffany Tononi McNamara, Executive Director of Plan NH, will work with the Town regarding logistics before, during, and after the charrette. The final Team Roster (approximately 10-14) is currently being finalized and is included below.

At 10:45 AM, the team will meet at the Brentwood Recreation Center. The team will introduce themselves to each other and the local community leaders. From then until about 12:30 PM, there will be a walking

tour of the target areas, led by two or three community members who are knowledgeable about the Town and the challenges the target area faces.

From 12:30 – 1:30 PM, over lunch provided by the Town, the Plan NH Team will begin to discuss what they are learning, what they still need to know.

From 1:30 – 3:00 PM, the team will meet with stakeholders - key community and business leaders that have been specifically invited by the Town. During this time, the Team will gather information pertinent to the target areas that the general public may not necessarily know about. This may be more technical in nature or include rules and regulations that will be important to the final recommendations of the Plan NH Team.

There will then be two (2) public listening sessions, the first from 3:30 – 5:00 PM and the second from 6:30 – 8:00 PM. This is where the team learns what is important to the town, what its values are, and more. Each session will be conducted in a small group discussion format, with Plan NH Team members acting as facilitators and scribes. The small group format gives every citizen an opportunity to be heard and to listen to other ideas. One community member from each small group will then report out to the whole room on what their group discussed. If needed, one facilitator and scribe will work in a separate meeting room with those participating virtually.

At the end of each session, there is time allotted for general discussion.

Between the listening sessions, 5:15 – 6:15 PM the Team will have dinner/supper, provided by the Town. On Friday evening at 8 PM, the team will have a debrief and then be free to leave for the evening. All team members are invited to gather afterwards at a local establishment if they choose. *Anyone needing lodging needs to provide proper notice to Plan NH so that arrangements with the Town can be made.*

### **Saturday, May 13, 2023:**

- The Team will reconvene between 8 and 8:30 AM (breakfast and lunch provided by the Town) to review what has been seen and heard, and to begin formulating recommendations.
- At 3:00 PM, there will be a public presentation of what the Plan NH Team recommends. This is typically in PowerPoint format and may be streamed via Zoom or another medium if the Town chooses.
- A final report (which will not contain any new information, but will represent a more thorough and polished presentation of the concepts covered in the charrette) will be completed following the charrette and provided to the Town and team members 8-10 weeks after the charrette.

### **Expectations for team members:**

- We require a 2-day commitment, from 10:30 AM Friday to 4:30 PM on Saturday. (It will go quickly!)
- Please bring your own laptop (with power cord!)
- We will have markers, trace, maps, etc.; you are welcome to bring your own favorite tools as well.
- You will be asked to facilitate or scribe for small group discussions on Friday.
- During discussions, especially Saturday, we expect collaboration across disciplines.
- We will ask that you keep written notes of your recommendations (and supporting graphics) and submit, post-charrette, to the Team Leaders so that they can be included in the final report.
- You may be a presenter on Saturday afternoon.
- The Town will provide all meals, and, if needed, lodging on Friday night. Proper notice for accommodations or dietary restrictions is required.
- Most importantly, come to the charrette with an open mind! Team members should not bring or lead with solutions. Our job is to, first and foremost, *listen* to community members and then triangulate all that was seen and heard with our professional knowledge in order to craft carefully

thought out recommendations specific to the local community's situation and vision.

Charrette involvement does require a significant effort over the two days of the charrette, plus time for preparation and time for contributing to the report. That said, it is one of the more invigorating efforts you will experience. It is a great opportunity to meet like-minded people and to learn and grow professionally, while "giving back" to communities across New Hampshire.

There are also CEUs available for several professional certifications. AIA members can sign up on site to receive their CEUs; if you need anything related to self-reported CEUs (such as a signed attendance sheet), please let us know. If you would like to pursue previous Plan NH Charrette, you can find 60+ of our final reports on our [website here](#).

Please contact Jamie, Sarah, or myself if you have any questions or concerns.

Many thanks!



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### Brentwood Charrette Team Roster

	Name	Email	Role/Profession	Company
1	Jamie Simchik	<a href="mailto:jsimchik@simchikplandev.com">jsimchik@simchikplandev.com</a>	Co-Lead/Planner	Simchik Planning & Development
2	Sarah Wrightsman	<a href="mailto:swrightsman@nhhfa.org">swrightsman@nhhfa.org</a>	Co-Lead/Housing	New Hampshire Housing
3	Tiffany Tononi McNamara	<a href="mailto:tiffany@plannh.org">tiffany@plannh.org</a>	Staff Support	Plan NH
4	Kalle Maggio	<a href="mailto:kalle.maggio@wright-pierce.com">kalle.maggio@wright-pierce.com</a>	Landscape Architect	Wright-Pierce
5	Jeff Hyland	<a href="mailto:jhyland@fewood.com">jhyland@fewood.com</a>	Landscape Architect	Ironwood Design
6	David Bartsch	<a href="mailto:info@bartschla.com">info@bartschla.com</a>	Landscape Architect	Bartsch Landscape Architecture
7	Jenn Rowden	<a href="mailto:jrowden@therpc.org">jrowden@therpc.org</a>	Planner	Rockingham Planning Commission
8	Bob White	<a href="mailto:rwhite@gpinet.com">rwhite@gpinet.com</a>	Trails Focus/Landscape Architect	GPI
9	Lisa Burk-McCoy	<a href="mailto:lisa.m.burk-mccoy@dncr.nh.gov">lisa.m.burk-mccoy@dncr.nh.gov</a>	Art/Placemaking	NH State Council on the Arts
10	Makayla Edgecomb	<a href="mailto:Makayla.Edgecomb@unh.edu">Makayla.Edgecomb@unh.edu</a>	Report Writer	UNH Community and Environmental Planning Student
11	Nate Bernitz	<a href="mailto:nate.bernitz@unh.edu">nate.bernitz@unh.edu</a>	Field Specialist: Community and Economic Development	UNH Cooperative Extension
12	Alissa Del Tufo	<a href="mailto:alissa@plannh.org">alissa@plannh.org</a>	Staff Support	Plan NH