

MINUTES

Subject: Kickoff Meeting
Hampton Beach State Park Accessibility Feasibility Study
GEI Project No. 2403202

Date/Time: Wednesday, March 27, 2024; 2:30PM

Location: Microsoft Teams (*GEI/GPI*) / *Seashell (Committee)*

Attendees *Travis Pryor, PLA / LEED-AP – GEI Consultants, Inc., Project Manager*
Alison Brady, EI – GEI Consultants, Inc.
Carolyn Radisch, AICP – Greenman-Pedersen, Inc.
Robert White, R.L.A. – Greenman-Pedersen, Inc., Senior Landscape Architect

Johanna Lyons – NH DNCR, State Park Planning & Development Specialist
Meredith Collins – NH DNCR, State Park Seacoast Regional Supervisor
Brian Wilson – NH DNCR, State Parks Director
Paul Kelley – NH Governor’s Commission on Disability
Pat Bushway – Hampton Beach Area Commission
Julia Callahan – NE Passage, Accessibility Specialist
Jen Kennedy – Blue Ocean Society, Executive Director
Chuck Saia – NH Governor’s Commission on Disability, Executive Director

** Italicized text denotes minutes recorded*

Contact information and communication protocols:

- Travis Pryor – GEI/GPI Team / tpryor@geiconsultants.com / (207) 797-8901
- Johanna Lyons –NH DNCR Div. of Parks & Rec. / johanna.lyons@dn-cr.nh.gov / (603) 271-3935

Scope of Work:

The follow is a brief summary of scope of work tasks and associated schedule timeframes.

Project Management (Ongoing for duration of project)

This task will occur for the duration of the project.

- Travis Pryor will be the project manager for the GEI/GPI team.
- GEI will be responsible for all project deliverables.
- GEI will retain the services of Greenman-Pedersen, Inc.

Committee Meetings (Throughout project as noted below)

GEI will facilitate all committee meetings (MTG) and NH DNCR will provide meeting facilities.

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GPI will be leading the public outreach campaign and will record meeting minutes and provide summaries to NH DNCR.

GEI / GPI will be attending meetings indicated as “Virtual” by video call. NH DNCR will provide in-person meeting space for the Committee / Public.

Kickoff Meeting (MTG 1 - Virtual – March 27th)

- Confirm readily available data and reports:
 - a. Prior GEI / GPI / State Parks projects
 - b. Readily available local, state and federal resources (Town zoning ordinance, FEMA Flood Maps, NH DOT Route 1A improvement plans, prior NH DNCR Hampton Beach State improvements project plans, etc.)
- Additional plans / reports identified by NH DNCR / Committee?
 - a. *NH 2024-2028 Statewide Comprehensive Outdoor Recreation Management Plan (SCORP)* <https://blog.nhstateparks.org/new-hampshires-2024-2028-statewide-comprehensive-outdoor-recreation-management-plan-scorp/>
 - i. *There are goals and objectives regarding accessibility for all and resiliency planning.*
 - ii. *Demographics data.*
 - b. *NH Sea Grant Beach Profiling data* <https://seagrant.unh.edu/volunteer/coastal-research-volunteers/current-projects/beach-profiling/beach-profiling-data>
 - c. *Town of Hampton Master Plan* <https://www.hamptonnh.gov/516/Town-of-Hampton-Master-Plan>
 - d. *NH DOT Route 1A Improvements* <https://www.dot.nh.gov/projects-plans-and-programs/project-center/hampton-40797>
 - i. *HBSP / NH DNCR staff have been attending.*
 - ii. *People are generally happy with the design.*
 - iii. *Lorreta is NH DOT's lead engineer.*
 - iv. *Prioritization to do something to get improvements implemented is being considered based on available funding.*
 - v. *Concerns regarding the 18th street ramp have been noted by the public.*
 - vi. *Vehicular speeding and safe public access along Route 1A is a concern.*
 - vii. *There are anticipated changes to traffic, parking and pedestrian areas.*

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- viii. *There has been discussion regarding public safety concerns associated with speeding by vehicles.*
- e. *Reserve American data for HBSB campground use may be available. HBSP will check.*
- f. *Handicap license plate data collected? HBSP will check / monitor going forward.*
- g. *Governor's Commission on Aging – Architecture Barrier Free Design subcommittee.*
- h. *Special use permits by groups like Wounded Warriors, others? HBSP will check / monitor going forward.*

Public outreach campaign (Ongoing Throughout Project)

We are looking for public input as follows:

- (1) *At the outset of the study process to identify concerns and ideas that people have to improve accessibility at HBSP.*
- (2) *To provide input on proposed concepts to improve accessibility.*
- **Relevant public input collected by NH DNCR / Town of Hampton / HBAC / Village District / Others?**
 - a. *SCORP included UNH public input survey data.*
 - b. *HBSP staff observed the need for audio interpretation for events hosted at the Seashell pavilion. (Visual accessibility)*
 - c. *Council on Aging has given input regarding benches along the boardwalk and social gathering places that could improve accessibility for seniors and aging in place demographics.*
 - d. *State Parks accessibility webpage.*
- **What public outreach practices have been most effective during prior recent and concurrent planning initiatives by NH DNCR / Others?**
 - a. *In person meetings.*
 - b. *HBSP hosts an annual public meeting in coordination with the Hampton Beach Area Commission. This year it is tentatively planned for May 15th. Prior recent public comments (6 out of 10) at these meets have noted concerns related to accessibility. They have a community email list from prior events.*

GEI/GPI will plan to attend this meeting as part of the Open House project introduction scope of work.
 - c. *The Village District has done a lot of social outreach effectively.*

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- d. *Public notices using QR codes and website links (banners, business cards, post cards, signs, etc.) have been a good way to get the public to information.*
- e. *Email blasts and online surveys.*
- f. *Social media including accounts by:*
 - i. *NH State Parks*
 - ii. *Hampton Village District*
 - iii. *Hampton Beach Area Commission*
 - iv. *Hampton Chamber of Commerce*
 - v. *NH Commission on Aging*
 - vi. *Governor's Commission on Disabilities*
 - vii. *AARP NH*
 - viii. *Special Olympics*
 - ix. *Wounded Warriors*

HBSP does not have an official social media program.

- Who are the key community stakeholders and interest groups that we should focus on for general public input survey responses, and for focused interview input?
 - a. *Aging in place population is expanding.*
 - b. *Transient population. This has been challenging to engage with in the past.*
 - c. *HBSP is embedded in the community with established lines of communication locally. HBSP is of state-wide interest and attention beyond the local community should be considered.*
 - d. *Consider wildlife and environmental stakeholders as well (NH Inland Fisheries and Wildlife, etc.)*
 - e. *Hampton Beach Area Commission, Hampton Beach Chamber of Commerce, Hampton Beach Village District, Northeast Passage, local businesses, etc. GPI to coordinate a final list with the State.*
 - f. *Area operations and maintenance accessibility needs (i.e. police, fire and EMS, NH DOT, Hampton Public Works Department etc.).*

Site Visit (In-Person - April)

- Full day site visit by GEI / GPI staff.

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- a. Preferred week of April? *Monday April 22nd with Tuesday April 23rd as a backup date. GEI/GPI will perform site observations in the morning, then plan to meet with the committee at the Seashell midday and conduct site visits with the committee during the afternoon.*
 - b. Back up week? *TBD pending weather conditions on the 22nd or 23rd.*
- Start at Seashell Building followed by walks at North Beach, Main Beach, South Beach / Hampton Beach State Park campground.

GEI / GPI will have multiple staff present to conduct concurrent visits at each of these areas and record public input as needed.

HBSP has mobility equipment for review at the meeting / site walks.

- GEI would like assistance from NH DNCR / Committee to invite mobility impaired - access/visual/hear spectrum person(s) - to the site walks.

State / Committee will invite a few individuals to attend the site walks.

- GEI will also be documenting site conditions observed on the ground by photograph and limited field measurements to supplement readily available data and prior GEI 2022 drone imagery.

Community Open House (In-Person and Virtual - April)

- a. Preferred week of April? *This is tentatively schedule to be held as part of the HBSP and HBAC annual public input meeting at the Seashell on May 15th.*

Existing Conditions Assessment (March – May)

- Readily available data review.
- Summary list of relevant resources.
- Base mapping.
- In person GEI / GPI staff observations of facilities.
- Collection of input from organizers of events at Hampton Beach, and Hampton Beach Park Staff.
- Existing Conditions Assessment Review (MTG 2 - Virtual – May 2024)
 - a. Preferred week of May? *TBD*

Draft Recommendations (June – September)

- Improvement options brainstorming session and site tour (MTG 3 – In-Person – June 2024)

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- a. Preferred week of June? *TBD*
- b. Back up week? *TBD*
- c. Initial concepts will be presented by GEI / GPI to NH DNCR / Committee for prioritization during the brainstorming and site tour meeting.
- Draft improvement options review (MTG 4 – Virtual – July)
 - a. Preferred week of July? *TBD*

GEI / GPI will develop initial concept plans, elevations and illustrative renderings of the proposed improvements based on the NH DNCR / Committee prioritized selections.
- Improvement Options Pop-Up (In-Person and Virtual – July 2024)
 - a. Preferred week of July? *TBD*
 - d. Back up week? *TBD*
- GEI / GPI will include public outreach input and develop:
 - a. Refined concept plans, elevations and illustrative renderings of the proposed improvements.
 - b. Written narrative describing the need for the improvements, site constraints, opportunities and anticipated implementation steps.
 - c. Planning level construction cost estimates.
- Draft report review (MTG 5 – Virtual – August)
 - a. Preferred week of August? *TBD*

Final Feasibility Study Report (October 31st)

- GEI / GPI will refine the draft report materials based on NH DNCR / Committee input.
- GEI / GPI will present the final report for public input.
 - a. Preferred week of October? *TBD*
 - b. Public input on the final report will be included in an appendix to the final report.
- The final report will include:
 - a. Written narrative report describing the project approach, findings and recommendations.

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- b. Conceptual design materials.
- c. Planning level implementation costs.
- d. Summary of relevant data and information resources.
- e. A decision matrix with action items for consideration towards implementation of the accessibility improvements.
- f. A list of potential funding resources.

Other discussion / questions?

- *Questions to the public need to be reframed for those who may not perceive accessibility concerns currently / or see themselves having concerns in the future. Ask general questions, while not necessarily noting “accessibility”, such as “What would make your visit more comfortable?”. Identify values instead of highlighting deficits.*
- *Should consider state-wide outreach. Governor’s Commission on Disability may be a good support resource. UNH may be able to reach populations state-wide as well.*
- *Audio interpretation for events that occur at the Seashell Pavilion on stage are needed. Maybe signage that displays captions.*
- *The summertime is very busy and virtual meeting attendance by the public should remain an option for consideration.*
- *Assisted Living facilities are looking for presenters and may be willing to host a public input meeting.*
- *Hampton Chamber of Commerce hosts a Senior Citizen’s Day at the beach in June typically.*
- *Lots of visitors to the boardwalk for the sandcastle competition.*
- *Consideration of wildlife impacts, particularly at the south end of the Hampton Beach.*
- *Restoration work at the Hampton River jetty is anticipated soon.*
- *GEI / GPI public outreach information can be utilized by HBSP staff throughout the study period to solicit additional public input beyond the direct meeting involvement by GEI / GPI.*
- *Are there future anticipated improvement plans at HBSP that we should consider? Bathroom improvements at South Beach. ACOE jetty restoration. Others?*
- *Next Steps / Action Items*
 - a. *Project Website: Carolyn will meet with Johanna on 3/29 to discussion additions to the State’s project webpage.*

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- b. *Stakeholder Meetings: Carolyn will work with Johanna to identify a list of stakeholder groups for meetings.*
- c. *Site Visit: Tentatively planned for Monday April 22nd with Tuesday April 23rd as a backup date.*
 - i. *State to confirm availability of the Seashell Building for the start of the meeting.*
 - ii. *GEI to send out meeting agenda 1-2 weeks in advance.*
 - iii. *State to invite a few individuals who can join the site walk(s) and provide personal insights on their lived experience with accessibility needs / accommodations.*
 - iv. *Community Open House: State will provide a final decision to GEI / GPI regarding a brief presentation of the project to the public at the State's annual public input meeting tentatively scheduled for May 15th at the Seashell building.*

The foregoing reflects the writer's understanding of items discussed and conclusions reached. Any discrepancies or misunderstandings should be brought to the attention of the writer immediately. Please forward any comments, errors, or omissions to these meeting notes to Travis Pryor at tpryor@geiconsultants.com.

TJP/ACB