

## Planning Board Meeting Minutes

June 10, 2021

### Board Attendance:

Mackenzie Brisson  
Roland Simino  
Steve Digiovanni  
Roxanne Tufts-Keegan  
Jim Knapp  
Janet Kalar

### Public Attendance:

Roger Mains  
Joann & Anthony Coskie  
Robin Bouchard  
Ann Donahue

Mackenzie calls the meeting to order Thursday June 10, 2021 at 6:30 pm.

Pledge of Allegiance

Mackenzie makes a motion to accept the Meeting Minutes from May 13, 2021.

Roxanne motions, Jim seconds, all in favor.

Mackenzie requests the Board to start with Old Business first and the Board accepts the request.

### Old Business:

Mackenzie addresses the Coskie Consultation. She asks the Board Members is anyone has been able to look further into this.

Janet Kalar speaks up and states that is a property has been voluntarily merged, in order to take any of the parcels out, the subdivision rules need to be followed. So this all depends on how they were merged.

Joann answered that parcel 21-5 all one parcel that was merged over the years. 21-3 has not been merged. 21-5 is in current use recreational. The parcel being pulled out will not be in current use.

Janet states that per RSA 79(a) in order to take a parcel out it needs to be done in 10 acre increments.

Mackenzie Reviewed RSA 79(a) the taking out of current use paragraph.

Joann states that she wants this run by Legal before the Board makes any decision. If this is the case why were they allowed in the past to put into current use except for the house? Why were they allowed to take only the 5 acres?

The Board reviewed the RSA. Janet apologized as she gave misinformation...There needs to be 10 acres left in current use. 10 acres is not the minimum to take out.

Joann explained the surveyors are backed up at this time. They will wait for the surveyors to determine the lot lines and then they will do a formal application.

There were no more Board questions or comments on this. Mackenzie told them to get the survey done then we can move forward.

**-Welder merger application-** Mackenzie reached out to Mr. Welder again. She also spoke with the mortgage company. She is waiting for Mr. Welder to reach back out.

**New Merger Application for Middleton-** Janelle turned in a draft of the new merger application. Janet volunteered to review it, make changes as needed and will bring it back to the next meeting.

### **New Business:**

**-Zoning Board-** Mackenzie was made aware by the Zoning Board that there are some concerns with some of our Zoning Ordinances. They also stated that the Planning Board will get a letter stating these concerns, but as of now we have not received a letter and no one has reached out. The Board agreed to table this until the next meeting, hoping that in the meantime we will receive some information.

**-Workforce Housing-** Mackenzie explains the job of the Planning Board is to be well read and have information. Read up on the Town Zoning and Planning Board Ordinances. Also State RSA's 674, 58-61. This is your homework, research, read and become knowledgeable.

Janet stated that you cannot refuse workforce housing.

Mackenzie unless there is evidence to satisfy that there is enough workforce housing. There are many departments that would be involved in this process, such as Code Enforcement, State, DES, HHS etc.

Janet says it works a lot like section-8 housing. Although we cannot refuse we can make sure it is done so the Town can sustain, there will be a need for water studies, aquafor studies, Traffic studies. Emergency action plan is needed as well. There will need to be DES approval and all of this would need to be done by licensed engineers.

Please be aware and up to date. Also refrain from Social Media as a person representing the Planning Board.

**-Summer Research Projects-** Mackenzie explained that the Planning Board applications all need to be updated. Compare the RSA's to what is on our applications to be sure it is up to date. Mackenzie asked for volunteers for this, there was no answer so she will come back to this.

We need a template for the Planning Board CIP letter that will be sent out to all the departments/boards. Looking for input. Mackenzie wants this to be an entire board effort. Jim asked if one has ever been written, Mackenzie said in 2017 she believes there was one but she cannot locate it.

Janet also stated on lease payments for equipment the first payment on a lease cannot come out of the Capital Reserve Fund, only the last payment can.

Janelle tasks: Master plan- make 4 copies for next meeting.

Jim said he would try to find the CIP letter that was sent out before. Roger and Steve remember doing work on the CIP and Master Plan but do not remember the letter.

Roland will look at the board applications and help revise.

**New Business-** Roger Mains, a previous Planning Board member is here tonight because he would like to join the board again. Mackenzie explained the only position open on the board is for an Alternate member. The board is all in favor of having Roger come on Board. Mackenzie entertains a motion to bring Roger on, Roxanne motions to accept, Roland seconds. All in favor. Roger accepts the Alternate member position.

The Board now has 5 members and 2 alternate members.

Welcome back Roger.

OSI Land use regulation survey needs to be completed. Is anyone willing to volunteer? It is due by June 30<sup>th</sup>. Janet and Mackenzie will work on this.

Steve mentioned next month's meeting is the week of the 4<sup>th</sup> of July. The Board decided to move next month's meeting to July 15<sup>th</sup>. Mackenzie entertains a motion Roxanne motions Janet seconds all in favor for the meeting to be moved to July 15<sup>th</sup>.

Janet says she has been inundated with phone calls regarding the new recreation on 153. (Timbernook) With the land being in recreational current use you cannot restrict what it is used for. Janet wants to know if there are toilet facilities and water on this site. Roxanne stated there is a porta potty that was brought in. Jim said Hunters were discussed as well and Roxanne added they would be to close to homes to legally hunt. Mackenzie stated she was not here the night it was approved but thought there was not going to be a sign put out on the road. There is a sign on the road. Will need to make a phone call for more information and put it on next month's agenda. Jim asks if the sign is out of regulation Mackenzie said she is not looking for something out of regulation, but was told there would be no sign and now there is a sign.

Mackenzie asked that Janelle pull November/December meeting minutes for next meeting.

### **Public Comments-**

Ann Donahue spoke up and thanked the board for making arrangements to learn about workforce housing. She had some concerns and questions at the Zoning Meeting but didn't feel they were answered. All the power to the petitioner but she feels this has not been fully researched. She states she is a little nervous now because of the questions from Janet regarding Timbernook and how we did not have the answers immediately. She feels there

should be a study in the town for the need for a daycare, coffee shop, convenience store, is this what people are looking for in Town.

Steve stated that we do not even have a site plan, we are getting ahead of ourselves. Cannot jump to conclusions. We cannot go off of hearsay.

The process for this project is it needed to come to the Planning Board First.

It was made clear that the Planning Board has never received or has yet to receive any plans for this project. It will need lots of legal counsel and legal guidance and work with the other boards. It is wise for us to do preemptive research so we are ready if it comes before the planning board. We need to know our regulations and state regulations. Be prepared. We should look into talking to a land use law attorney. We can do our very best to be educated for the proprietor and the town. There will be many consults, meetings and public hearings. If we do not have an answer at a meeting we will get the correct answers. Mackenzie also states she has a lot of confidence in this board. This will be done correctly. It may not be pretty or quick but it will be done correctly.

Janet shifts the focus back to the CIP letter. She states there should be a deadline date on the letter. Jim says he can get some ideas from other towns. Mackenzie adds that she believes a 30-60 day response was discussed and Jim said its reasonable amount of time. Also it will make them aware what we are looking for. We may need some extra staffing or some extra help with this. Unfortunately we do not have the resources for that. Steve doesn't believe we have an impact fee in our town ordinances. This would be quite an impact we need to implement and impact fee. Roger states he has read the master plan and it has things like this such as cluster housing. Steve will need to read into it again. Janet says the proprietor can make a gift to the town but we cannot request it, if there are no impact fees. We are better off to do impact fees, roads will get ruined. If there is no impact fee it falls on to the tax payers. Steve will call John. Steve and Roger will do the research on impact fees and bring it to the board.

Mackenzie thanks the board for all the effort since the beginning of the year. It has not been easy. Knowing NH Right to know laws, Keeping Quorums, she thanks you and encourages to keep doing this. Do note that 3 or more members make a quorum.

Mackenzie entertains a motion to adjourn the meeting , Steve motions and Roxanne seconds.

Meeting adjourned at 7:40pm.

Respectfully Submitted by:

Janelle Guarino-Planning Board Secretary

Accepted July 15, 2021  
