

**Planning Board
Meeting Minutes
March 10, 2022**

Board Members:

Mackenzie Brisson
Roland Simino
Roxanne Tufts-Keegan
Jill Brown
Janet Kalar

Public:

John Purrington
Joeseph Berry
Jason Proulx

Meeting called to order by Mackenzie Brisson (Chair) at 6:30 pm.

Pledge of allegiance

Acceptance of Meeting Minutes:

-November 18, 2021, do not have a quorum as members present that night were: Roxanne, Lee, Janet, and Tracy. Unable to accept. Mackenzie will investigate how we can accept the minutes with most of these members not being on the Board anymore.

-February 10, 2021, Roxanne makes a motion to accept the minutes as read, Roland 2nds, all in favor.

Old Business:

-Public Hearing for 231 New Durham Road-Subdivision.

Mackenzie states that before we start with the public hearing, she is at a bit of a dilemma. She says this because the planning board reached out to DES for clarification on the waivers that Joseph Berry and John Purrington are asking for, as she is new to waivers and has not had requests for waivers. With the waiver particularly being regarding wetlands delineation. She did get a call back from DES about 3:00pm today, and their answer was that, that request is not something the Planning Board has the authority to give, that is something that only the State, more particular DES can give. For clarification, I know that in our ordinances what was specifically.... Janet interrupts to make a correction, Planning Board cannot give a waiver on Wetland Delineation.

Joe states they are asking the Planning Board to grant the waiver

Janet says she talked to the state herself and they said no. If they have a stricter rule, we must go by the stricter rule. Specific to wetlands.

Mackenzie says in researching the confusion between our ordinances and the State answer/ordinance, she discovered RSA 676;14 "Determination of which Local ordinance takes precedence- Whenever a local land use ordinance is enacted or a regulation is adopted which differs from the authority of an existing ordinance or other regulation, the provisions which imposes the greater restriction or higher standard shall be controlling."

The other question was that DES was questioning why this subdivision was before us particularly in a Moratorium, so, there is a couple of questions. Part of this is on my part, I did not know about the waiver conflict, I guess you could say.

Janet stated the answer is in the hands of the State.

Joe states we do not need DES approval for this subdivision. We are asking the waiver to the Middleton Planning Board for subdivision regulations for that waiver. The state does not even need to be involved. Janet states with the moratorium we should not even hold a public hearing. This is unfamiliar territory to the whole board and there should not even be public hearings or waivers or anything until the moratorium ends in October.

Mackenzie: in terms of my bad, because I accepted the application without thinking, in terms of moving forward with the project. I understand you are not asking the State for it you are asking the town of Middleton Planning Board, but in terms of the shoreline's protection act and the wetlands the answer that DES gave me, in terms of the wetland's delineation, so to the Board...

Jill asks so according to the state the Planning Board may not consider the waiver.

Mackenzie states correct that is what DES said.

Joe asks who was spoken to in the DES offices, because he gets this waiver from several other towns all the time.

Janet says she spoke with Kristen, she did not give a last name.

Joe states we are not in the Shoreland zone, we are not impacting any wells, we are not crossing a wetland. All the construction is upfront. We show the wetlands in the front ten acres, and we are not in the shoreland zone, we do not have to go to DES for subdivision approval. He does not understand why the state is saying it cannot be granted by the board. He just got a waiver like this granted in Strafford just 2 months ago. It was a project that state did not have to see because it was over the five acres which is under the minimum subdivision for it to go to DES. If we were trying to cross through a wetland than yes, we would have to show all the wetlands. Janet says even going back to subdivision, which is in the moratorium, we cannot grant anything until the moratorium is over.

Joe states that during the November 4, 2021, meeting we told that this was not affected by the moratorium. Then last month.... we are not building this year.

Janet states that we did not exempt you, we wanted to look at it, But, once we give you the permits then you can do whatever you want and that is not what the moratorium is for. We cannot give any permits or any "ok's" to go forward with this until the moratorium ends. Even if we did it and it is stipulated in there.

Mackenzie says in terms of when we spoke you were not going to build until next year.

Joe states that is correct.

Mackenzie continues which would be after the moratorium. She says her concern is just with getting a different answer from DES. She is new to this and application process beyond the moratorium. We could do conditional: start by a certain date, but she personally cand if the rest of the Board chooses to move differently, she will entertain all motions brought forward.

Roxanne says to just throw this out there, we could potentially, I guess to have this move forward with the condition that there is no building this year. Have we clarified that we cannot do this because of the moratorium or is it that we cannot do it with conditions? We do not issue the building permit, which would come from next door. Can we look at that as an option, so this does not stop or slow down the process for potentially what he wants to do. She thinks the intent was all right there as far as yes, we are going to get it subdivided but not build until next year. Can that still happen, or can we say no because of the moratorium all together?

Jill asks is the condition clarification from DES, where we received one answer and it was conflicting?

Roxanne says this goes back to that this is not on shoreland.

Joe: new lot would be 13 acres with the remaining land being around 29.1 acres.

Jill asks Joe how far they are from the wetlands.

Joe explains the plans show all the Town setbacks on sheet #3, building meets the building setbacks, septic meets septic setbacks and per the town's wetland setbacks which are stricter than the State setbacks.

Roxanne: if that is the case, we spoke to DES, she is not privy to the conversation, she wonders if DES has the perception that this is on shoreland. That is her thought process.

Janet says that you need to understand that the minute you that and they decide to build on that and 10 years down the road the building starts to sink due to improper building, who are they are not going to come back on the homeowner, it will be the town.

Roxanne clarifies to Janet that they are going to build on this property.

Mackenzie asks Joe for clarification.

Joe: we have shown the buildable area and the delineation for the wetlands. We are asking for the waiver for the back half of the property, where nothing is getting done on. You can't even get to it. So, he sees what the boards thinking, that they are going to be messing up the wetlands. When we are asking for a waiver for all, but we are not, we are showing the delineation on both of these properties. We have gone through and shown all the delineations with the higher standard being the town standards over DES. Also, DES, we should not have been involved because we are over the ten acres. They should have nothing to do with the property whatsoever.

Roxanne guesses that is the question Mackenzie, to clarify if that is what it is.

Janet states that was her question to them.

Roxanne if it is over ten acres the town take precedence and then from there do, we, for my clarification, the waiver is for....

Joe says they are asking for the waiver for strictly the rear 25 acres. They are asking for 3 acres. That they have not shown on the plan. We show a building area on both lots, which meet the town and State requirements. Due to the financial impact of doing a full wetland survey on the remaining 25 acres is an extreme expense to the applicant so that is why we are asking for the waiver.

Jill says so in a normal situation you would have to get the entire piece of property, because it is not subdivided currently and assessed because of the wetlands on the property.

Joe: We did want to ask for the waivers, we would have to get a wetland and topographical survey of the whole 35 acres if we did not.

Jill wonders if part of the property can be done.

Joe says that they have done the front 10 acres of full wetland and topographical survey in 2021.

Wetland Scientist John Hayes flagged the wetlands as shown on the plans. They have located those flags and show the setbacks on the remaining land, and the proposed boundary lines and the other lines are the setbacks that the town has. We are showing that the land is buildable, and the new lot is buildable.

Roxanne says if we move forward could we say the exemption is granted excluding the back 25 acres? How does that work?

Joe asks Roxanne what she means by exclude the back 25 acres.

Mackenzie says it sounds like you have one the wetlands delineation in the front 10 acres, but it is worded to exempt the back.

Roxanne so we are not discussing the back 25 because you are not touching the back

Joe answers yes, we are asking for the waiver because we are not building in the back.

Janet asks what is going on the parcel. What are you looking to build? How many homes?

Joe answers it is just 1 home single family.

Janet says that herself and Ken with John Mammone walked this land. So, she is a little skeptical of this. John Mammone told her to stay away from this. (**ADDENDUM:** Mackenzie the Planning Board Chair wants to clarify that at the time Janet, Ken and John Mammone walked this property was when the land was for sale years ago.)

Joe asks who John Mammone is, Janet answers that he was the former Code Enforcement Officer.

Roxanne tells Janet that she understands this, but her question is if we grant the waiver what does that put the Board at fault for?

Joe says I do not want to answer that for you but there is no fault. It is a common waiver on a larger piece of property when we show it is buildable up front. We can always put more notes on the plans.

Roxanne if he goes for the building permit he must show where it is going to be built.

Joe says when he goes to build, he will need a DES approved septic design and most likely a plot plan showing the house location and all the setbacks, and the DES plan would show the well and septic system. So, it is not just getting a building permit and build.

Mackenzie has done her research and found a court case on the NH Municipal website and there was a case that there was a waiver that was granted by the Planning Board in terms of wetland delineation, and I believe it was for less than the 10 acres. So, I think that was the issue. Conflicting Shoreland protection things, and the State ended up coming back to the Planning Board and saying you should not have done this.

Jill asks what the financial burden/cost difference is

Joel says that to do the complete survey of the 25 acres would be approximately \$4-6,000 or possibly more. It is a lot of work for the Survey Company and the Wetland Scientist. Additional plans would have to be drafted as well.

Mackenzie asks if there are any other questions

Jill feels the board needs better clarification from the State

Janet says that they do not have to go to State

Jill still says that we need clarification in writing, she personally does not think the Board is ready to decide. She feels we still have some questions that are up in the air. She is not saying whether she would say yes or no what she is saying is we need this answered we need to know whether we can be doing the waiver or not.

Roxanne agrees with Jill just for clarification it may even be worth reaching out to that Planning Board and say hey we are in a similar situation.

Joel asks Janet if it was Kristen Duclose that she spoke to at the State Janet replies that she was not given a last name, but it was a Kristen from the Wetlands Bureau.

Mackenzie acknowledges that we are on the 65-day clock from the last meeting that started. That would be 28 days right now for the purpose of the public hearing. April 16th would be the 65th day from February 10th.

Jill also feels the Board needs to clarify the moratorium on whether we can or cannot grant because it does go to the Building Inspector. It must have a permit. Janet was saying that we cannot grant a subdivision in a moratorium, so she just wants clarification.

Joe suggests sending in a copy of the plans to DES, so they know what they are looking at before they provide answers and that they know that we are way beyond what they recommend and that the town's setbacks are greater than the State. The RSA Mackenzie mentioned in the beginning we are already above and beyond that and that yours is higher than what the state recommends.

Mackenzie will get the answers in writing

Roxanne makes a motion to continue this at the March 24, 2022, meeting the public hearing will go into recess until March 24, 2022, Mackenzie 2nds all in favor.

Joe adds that if we grant this, we can put on the plans that this cannot begin building until the moratorium ends on 10/04/2022 and that will get recorded at the registry of deeds as well.

Mackenzie appreciates the information and thanks them for their time.

New Business:

Merger Application for Janelle Guarino Map 4 Lot 239 & 240. The property does not have a mortgage and is owned outright. Each lot is .45 acres and will be just under 1 acre when merged. There is nothing built on it, and nothing will be built for a couple of years.

Roxanne makes a motion to accept the merger application for Maps 4 lots 239 & 240

Roland 2nds all in favor.

-Letter to Residents

Mackenzie has a letter to the residents of the Town of Middleton in reference to some rumors that are going around. Mackenzie reads the letter, and that letter is attached to these minutes. The letter is about the Planning Board not being legal with appointment of members. Which is not the case.

Jill asks what the concern was

Janet says well Mr. Varga...

Jill interrupts and says she does not want any negativity, just that she heard a selectman was saying all the members and three alternates needed to be appointed by the Selectmen.

Mackenzie explains that the question was raised during a BOS meeting and there was a question that was raised privately was that he ran across RSA 673 he could not remember the specific part but what she believes he read was if we were an elected board and we are not, we are an appointed board. Furthermore, there is a term of 3 years and at the end of three years if there is not someone to fill that position that person is entitled to stay in that position per the RSA, so this letter is just clarifying when everyone was brought on to the board, how and under what RSA.

Roxanne adds the Selectmen appoint the members and not the alternates.

-Internal Board Elections

Roxanne makes a motion for Mackenzie to be elected as Chair, Janet 2nds all are in favor.

Roxanne makes a motion for Roland to be elected Vice Chair, Janet 2nds all in favor.

Public comment: A question was asked to clarify what DES stands for
Janet: Department of Environmental Services

Board Comments:

Roxanne touches on the Strafford Regional Planning Commission and Jon Hotchkiss reached out to her and he and his wife Janet would be willing to continue as the representatives for Middleton. The Selectmen will appoint them, and this should happen at Monday night's meeting. Also, she will be resigning from the Planning Board as of tonight. She has been elected to Selectman, although she may (but not confirmed) by the ex officio to the Planning Board.

There was a discussion on what we have for members and alternate. There is one open full voting member seat open and anyone that we recommend will have to go before the BOS and they must approve it. We can put it on the Planning Board page that we are looking for members. Roxanne asks Jill if she would consider becoming a full voting member and she at this time right now is busy with a newer job and would prefer to network and see if there is anyone who would have the time to put in.

At the March 24, 2022, meeting the board will need to set up some work session to get the files in order for scanning in May.

Roxanne makes a motion to adjourn at 7:32pm Roland 2nds. All in favor
Meeting adjourned.

Respectfully submitted by:

Janelle Guarino
Planning Board Secretary

March 10, 2022

To the Residents of the Town of Middleton,

There have been rumors going around that the Middleton Planning Board is illegal because its members were not appointed by the current Board of Selectmen. The purpose of this letter is to address those rumors.

The Middleton Planning Board is an appointed board, not an elected board per RSA 673:11. Each member is appointed for a 3-year term per RSA 673:5 through the Board of Selectmen. Further, RSA 673:5, III states that "the term of office for an appointed local land use board member shall begin on a date established by the appointing authority, or as soon thereafter as the member is qualified, and shall end 3 years after the date so established. If no successor has been appointed and qualified at the expiration of an appointed member's term, the member shall be entitled to remain in office until a successor has been appointed and qualified." There can only be five members, with up to five alternate members. Planning boards are authorized to appoint up to five alternate members for each board, according to RSA 673:6. An ex-officio member is "any member of a board who holds office by virtue of an official position and who shall exercise all the powers of regular members of a local land use board," per RSA 672:5. The Planning Board Chair can only be internally elected from non-Ex-Officio members for a term of one year per RSA 673:8, 9.

Currently, there are 5 members of the Planning Board, with 2 alternate members. The Board is working on digitizing paper records, and there is a lot of meeting minutes that are not accessible through the Town website at the moment. However, the meeting minutes that could be found in regards to each member will be available upon request.

1. Mackenzie Brisson, Chair was brought onto the Board in June of 2017 with approval from the BOS at that time. She became Chair in March 2019 through internal board elections.

2. Roland Simino, Vice-Chair was brought onto the Board as an alternate in March of 2017. He became a full member in 2018 and was elected Vice-Chair in March 2019.
3. Lee Britton, Ex-Oficio was assigned to the Planning Board on September 27, 2021, as liaison from the Board of Selectmen.
4. Roxanne Tufts-Keegan, Member was brought onto the Board in July of 2020 per RSA 673:12 to fill a vacancy.
5. Janet Kalar, Sunrise Lake Village District Representative was brought onto the Board in April of 2021.
6. Steve DiGiovanni, Alternate Member effective October 2021.
7. Jill Brown, Alternate Member appointed by the Board in September 2021.

As an aside, Janelle Guarino was voted by the Planning Board to be the Planning Board secretary on January 10, 2019, under the previous Chair, Roger Mains. The Board of Selectmen approved her position on January 14, 2019.

In closing, I hope that this clarification lays these rumors to rest. If there are any further questions or clarification needed, please contact the Board at 603-473-5204 or email us at planboard@middletonnh.gov.

Respectfully Submitted,

Mackenzie Brisson, Town of Middleton Planning Board Chair

Planning Board Minutes

Thursday

January 10, 2019

Meeting called to order 6:30 pm

Attendance:

Roger Mains
Paul Beaudreau
Joe Bailey
Roland Simino
Mackenzie Brisson

Pledge of Allegiance

Roger raised a discussion to vote in Janelle Guarino as planning board Secretary
Mackenzie motioned
Paul seconded
Janelle was approved as planning board secretary.

Minutes handed in from last meeting and reviewed.

Reviewed warrant amendments

Joe questioned on the idea of remove "moving a temporary structure every 9 months" Does this make it a permanent structure?

Questioning temporary structures

Mackenzie questioning if this was tabled for later discussion

Board discussed tabling for later discussion

Roger and Roland: Strike temporary structure discussion to a later date

All in favor

Roger: Solar plan- needs more information

Would like to reference other towns on their ordinances

Board agreed to look into what other towns have for information and to gather information and bring it to the meeting when available

Roger: Need updated planning board books printed. Will check online for updated outlines/books.

Middleton Lumber Supply

Roger: books indicated 65 days from the town

State recommends 90 days in their letter

Mackenzie: the board has given 65 days, we do not need to give the 90 days it is a state recommendation. Recommending we stay with the 65 day original agreement.

All are in favor with this to stay with the original 65 day decision to Middleton Lumber Supply.

Add Middleton Lumber Supply to February 14, 2019 meeting agenda.

Therriault Property:

Reviewed DES decision

Permits were given a long time ago.

If he decides to go further he will need to start the process over

Joe: He has not met any criteria the last three times so he will need to start the process over.

Des gave him an amount of time, that time is no longer in effect.

All of the board agrees.

Roland brought up a discussion of tiny houses. He is investigating online for surrounding town ordinances. The board looks forward to his information for a further discussion at a later date.

Mackenzie offered to do solar panel research. The board also looks forward to this information for discussion at a later date.

Future Agendas:

Solar Panels

Tiny houses

Temporary structures

Code Enforcement and Selectmen will be included in these future discussions.

Roger reviewed the good work the board has been doing and has done. Acknowledged the board is still learning and appreciates the work of all the board members.

No public attendees at this meeting.

Adjourned 7:38 Pm

Joe

Roland seconded.

**Planning Board
Meeting Minutes
July 9, 2020**

Members Present:

Mackenzie Brisson
Steve Digiovani
Roland Simino
Jim Knapp

Public Present:

Roxanne Tufts-Keegan

Meeting called to order Thursday July 9, 2020 at 6:30 pm
Pledge of Allegiance

Approval of Meeting minutes from June 11, 2020

Mackenzie motion to accept the minutes as read, Jim moved, Roland 2nd. All in favor.

New Business:

Wetlands Permit Application was received for Steven and Kate Cameron for 82 Lakeshore Drive
Middleton NH

The plan is to remove rock retaining walls and create a natural slope toward the lake. Install a dock anchor and a seasonal lift up dock. A six (6) foot wide porous path to the lake. Build a perched beach within the existing beach area.

The board members reviewed the Application, both abutters (SLLS is one of them.) Everything looks in order. The planning board just gets notification there is no procedure for the board to follow. It will all be handled through DES.

Varney Engineering would send the Abutter notices.

DES will send the approved Permit when and if it is approved.

Mackenzie brought into discussion of Roxanne Tufts-Keegan wanting to become a member of the planning Board. It was discussed on how the procedure for becoming a member works. In between elections, a member can be appointed. The new member would have a swearing in by the Town Clerk and the BOS would just be made aware of the new member.

Per RSA 673;12

Filling a vacancy from an election the new member will be appointed by the remaining Board Members until the next Election.

Discussion:

Roxanne has been on the Budget Committee for 4 years. She has also lived in town her entire life. She opened to the board members to ask any questions if they would like.

Mackenzie stated she talked at length with Roxanne at the last meeting she attended.

She also explained the board is formal but can be informal as well. We go by the book. She also told Roxanne that she is new to the Chair Position and newer to the planning board. Feedback is welcomed. There is much RSA research that goes on, lots of mergers, minor site plan reviews and some major ones. Lots of consultation questions come up frequently. We are a Land Use Board/Planning Board. When nothing major is going on there is a lot of research to do. The biggest thing is to keep refreshing ourselves. Also, when a situation arises that may be a conflict of interest in a decision, you are asked to

recuse yourself. When a topic matter would ask doubt due to a personal feeling/effect (such as where you live) if you are in doubt recuse yourself, do not do it. Land use Board is clear and concise. When in doubt, sit out.

If you do recuse yourself, you are still able to be involved in the community commenting, so you will still be heard.

Roxanne asked if a warrant article had been put together saying that minimal acreage was required to be able to do some things, and was wondering if this supersedes a landlord.

Steve explained that the town would have to vote on the warrant in order for it to pass, just as the Selectmen do with their warrants. They would be put on the Ballot in March voting.

Jim stated as a Selectmen, we try to work with people. Not everything is black/white. That is the same with the planning board. There are State Regulations and Town Regulations and we do what is best for the town. Planning Board is here to help, not discourage.

Mackenzie entertained a motion for Roxanne Tufts-Keegan to join the Planning Board

Roland accepted the motion

Steve 2nd

All in favor.

Welcome aboard Roxanne!

The Board is still in need of members. At least 2 more, 1 member and 1 alternative. Mackenzie will be taking a leave of absence for a 3-4 month period and will need someone for coverage.

Old Business:

Internal Board Elections- Table to next meeting. Want Roxanne sworn in and able to vote.

Public Comments:

NONE

Board Comments:

Jim asked if anyone knew the details of a fence issue on Fox Road.

Mackenzie stated that the fencing ordinances are very clear and very strict. Zoning Board can give variances if that is what is needed. Any enforcement on fencing would be handled by Code Enforcement.

We as a Board do not have any enforcement power.

Permit is required for a fence. Reference the Planning Board book pages 102-103 zoning ordinances for enforcement. Fence requirements are also listed. Jim will reference the book for answers.

Mackenzie entertains a motion to adjourn the meeting at 7:23 pm.

Jim Moves and Roland 2nd.

Meeting Adjourned.



Planning Board Minutes

April 11, 2019



Attendance:
Mackenzie Brisson
Joe Bailey
Roland Simone
Roger Mains
John Mammone

Public Attendance:
Paul Taylor

Meeting called to order: 6:30 pm
Pledge of Allegiance

OLD BUSINESS

Approval of Meeting minutes March 14, 2019 Roger motion to approve minutes Roland 2nd all in favor.
Approval of public meeting minutes March 28, 2019 Middleton Building Supply Public hearing
Joe Bailey motion to approve, Roger 2nd all in favor.

Mackenzie: Letter to Middleton Building Supply on the board's conditional decision was mailed out. Conditional letter was brought back in with Jack from MBS stating that one of the conditions needed to be changed and addressed by the board. Planning board member who recommended condition is not present at tonight's meeting so he is unable to explain the condition. Presented to the board open for discussion to try and clarify the condition. (Condition in question is B. A. That the Board receives a letter of compliance upon the receipt of the letter of deficiency.)

Joe Bailey: This is how it was presented at the meeting. The letter of deficiency is ongoing throughout the project Joe wants to leave as is.

Roger: If there was a problem it should have been brought up at the meeting.

Roland: Agrees

Mackenzie: There was full disclosure at the meeting. Marcy had called and left a message regarding the draft for wording issues. Janelle was unable to reach Marcy to clarify. I also reached out by email being unable to reach. (Please print out the email and put into folder.)

Roger: Doesn't understand, all was approved at the meeting.

Mackenzie: It was a specific condition. Advised it is staying the same. If there are any concerns they are welcome to come to the May meeting. Reviewed DES letter/Permit letter.

New Business

Mackenzie: Gagnon application for Flea Market. Application not available at the moment.

Joe Bailey: motion to take 5 minute break to locate the Gagnon Application. 6:46 pm

Roger: 2nd

Joe Bailey: Motion out of recess 6:48

Roland: 2nd

Mackenzie: unable to locate application

Joe: call a meeting when application is available

Mackenzie: Potential lot line adjustment Access Road for Paul Taylor

Paul Taylor: Looking to build cluster housing. Has an engineer roughly look over the area and by merging two lots makes for more land to work with. This will allow a lot more greener space within the development and was looking for thoughts from the board.

Joe: How many acres? Nothing says you can't do it.

Paul Taylor: 6.8/5.1 map 22 lot 5 and 5.1

Roger: no reason why not. Tonight is a simple lot line adjustment. When ready to move forward with the project we can refer to the book.

Paul Taylor: when survey is done, gives certified plot plan

Mackenzie: Start with filling out an application

Roger: Development relations book page 26: reviewed what the surveyor would do.

Mackenzie: visit the planning board website there is a lot of information on there.

Paul Taylor: for cluster housing site, setbacks for wells, looks like 4 duplexes will fit.

Roger: Check regulations, may be able to fit more than 4 with green space/shrubs/gazebo.

Paul Taylor: space for wells/septic

John: well and septic designs determine the number of houses

Paul Taylor: each house to have one well

Roger: Pennechuck feeds multiple houses off a well will need to know the flow

Paul Taylor: better idea

Joe: up to your design

Paul Taylor: not very familiar with cluster housing, just developments

Joe: get the site plans done, reference website, and bring back

Paul Taylor: There is lots of money first want to know if the board is negative against it if it meets criteria, would we argue it.

Roger: we are not here to hurt you, we want to work with you, we want to approve.

Mackenzie: we are here to help and to be sure ordinances and regulations are followed. Zoning board may have to approve certain things. We want to come along side of you and help and get it done right.

Paul Taylor: would cluster housing be more with restrictions than a subdivision

Roger: we could ask for things

John: add as many as you can.

Mackenzie: reviewed definition of cluster housing to the group.

Joe: cluster housing seems to be a better course.

John: ideal location

Joe: subdivision would have to be 5 acre lots cluster housing does not.

Roger: leaves open space for animals, great for habitat

John: wooded area and is wet

Paul Taylor: wouldn't be touched only open lawn

Joe: drawings, surveys, get them and come back when agreed upon then DES and ALT permits as needed, If and when accepted we will be notified by DES

Mackenzie: State likes to know you're not crossing wetlands, State is great with working with you. They will have you most likely look for endangered species, water flow, and to be sure all t's are crossed and l's are dotted. This is a new project for us and we would like to take our time so it runs smoothly and the right way.

Paul Taylor: so willing to work with us, the land should be put to use.

Roger: lot line adjustment to start

Paul Taylor: will get it started

Mackenzie: the application can be accessed online

Paul Taylor: will you handle the deed filing

Mackenzie: follow instructions online and if ready can be put on next months agenda

Joe: have your engineer come to a meeting

Paul Taylor: Thank you for the time and excused himself.

Mackenzie: Asked everyone to look up cluster housing information to be prepared
Any updates from John Code Enforcer?

John: new list for fees for building permits

List of all businesses in town will be submitted so it can be decided on what to do, whether to issue permits or not or some kind of proposal for any business owner who comes in, registers and fill out a form, we need a form.

Mackenzie: this is new to me, should be up to selectmen board.

Joe: have the planning board/code enforcer write it up and bring it to the selectmen

John: my book is different than the other board members books. Need to all have the same book.

Mackenzie: what hasn't been updated online?

Joe: updated versions can be scanned in online; Laura is able to do this.

Mackenzie: should have a separate copy upstairs of the updated one.

Roger: John Mullen did all this. Development regulation pages do not match to where you are referred to in the book pages are missing, need to go through the book and update.

Mackenzie: review zoning regulations, cluster developments. Catch up on regulations and anything else pertinent to cluster housing. Think about what we want with the cluster housing and beyond, such as a wish list.

John: excused himself from meeting due to personal reasons.

Mackenzie: Need to discuss training session dates. Need consensus of what month.

Roger: Next month

Joe: Make decision and let him know. He is flexible.

Mackenzie: Preference is Thursday nights. Does everyone agree to a Thursday night in May?

All Agreed.

Upstairs needs to be cleaned and organized. Thinks things should be put in buckets and labeled to be easy to find if needed.

Joe: site plans and maps could be rolled up and put into trash cans, labeled to store by year or name, old books do not need copies they are obsolete and online now.

Group Consensus on organizing and cleaning upstairs:

Need a system that is recognized by all of us, Will need containers first and see how much is in the budget to purchase. Can always approach the selectmen to ask if they can help with purchasing. There is a lot that has not been filed, some don't know the system so will need to work on it. Should be separated by active projects and inactive projects. Get containers and start on site plans get them in order. Asking help from each member with this task. Suggest site plans be organized by site title project alphabetically by name.

Mackenzie: Discussion on alternate members. There are 5 voting members on the board.

Roger: The alternate member on the board is Roland.

Mackenzie: Need 5 voting members and a Selectman, also a voting member from the village district.

Roger: Do not need a village district member.

Mackenzie: Need to do Oath paperwork and terms need to be staggered, 3 year terms. Oath paperwork was handed out.

Duty designation: Who will write minutes if the secretary cannot be here?

Joe: can always audio record as well and post to the website

Mackenzie: would prefer a few more meeting under her belt before going live.

Public Comments: None

Board comments:

Roger: Therriault information was given to members

Mackenzie: Therriault application expired 3/16/2018 and a letter will be sent regarding extensions, and with minutes and needing new site plan review to cover our bases

Joe: Ms. Parker and Jim Knapp went to a right to know seminar due to information learned Joe requested his email be changed to his Board of Selectmen email. Janelle made the change.

Mackenzie: Laura is included in the emails within the board in case there are any changes needed or information that she needs to share with us. Right to know should be covered in training.

Joe: any discussion prior to the meeting opening is a NO.

Mackenzie: Criteria are available if needed for a non-public. Any other comments?

Joe: Motion to adjourn meeting at 7:48 pm **Roger:** 2nd All in favor
Meeting Adjourned.

Planning Board Meeting Minutes

September 28, 2021

Board Members:

Mackenzie Brisson
Roxanne Tufts-Keegan
Janet Kalar

Public:

Jill Brown
Kevin Bowdrige

Meeting called to order at 6:01pm

Pledge of Allegiance

The board discusses adding Jill Brown as an Alternate Member.

Roxanne makes a motion to appoint Jill Brown as an alternate member, Janet seconds, all in favor.

Roxanne makes a motion to adjourn at 6:10pm Janet seconds.

Meeting adjourned.

 Oct. 14th
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Public Sign in

Planning
Board

Thursday March 10, 2022

Joseph Berg, Berg Surveying
Jason J Proulx
Jon Rington