

Planning Board Meeting Minutes

Thursday December 9, 2021

Board Members:

Mackenzie Brisson
Jill Brown
Steve Digiovanni
Roxanne Tufts-Keegan
Tracy Donovan- Laviolette

Public Attendance:

Jen-Strafford Regional Planning Board

Jill Brown Alternate is appointed as a full voting member tonight to fill the Quorum.

Meeting called to order by Mackenzie Brisson at 6:30pm Thursday December 9, 2021.

Acceptance of Minutes tabled until next month due to absent member to make the quorum.

Mackenzie comments about our first community engagement night tonight. There were a lot of good questions and comments. We will have these nights moving forward.

New Business: Strafford Regional Planning Commission. Jen introduces herself. She starts with the explanation of the Commission. They are a regional Planning Commission. They are also Metropolitan Planning Board that have Transportation Planning Programs. Lastly, they are an Economic Development District, which helps communities as well. Towns have 2 commissioners who are appointed to the Board., usually by the Selectmen. Currently Jon and Janet Hotchkiss are the Commissioners for Middleton. The commissioners govern what they do and are an oversight to them. The other thing they are working on is helping communicates with Record Digitization. The scanners are ready to go and so are the volunteers. Lastly, Kyle has been working on the Watershed Plan for Sunrise Lake and that plan should be finalized by the end of the month.

No Board Comments.

Jen wraps up her presentation and the Board thanks her for coming in and supplying all this information. Jen excuses herself from the meeting.

New Business:

Mackenzie speaks on the Gary Road merger. Map 4 lot 17-000-001, 19 Gary Road. Abby Church Essence c/o Martha Muehe are listed as the owners. We need clarification on the application. Janelle will reach out by email for clarification. Roxanne says it is possible may be to be tax exempt. They must be small lots. Would like to know the intent of the land with the merger.

Moving onto 427 Silver Street. An email was received from Patrick Doherty looking for potential restrictions for this property and they are aware of the building moratorium. If they purchase the property, they are looking at building over a years' time. He also would like to know if 55 Jordan Drive can be divided into 5-acre parcels. He is looking for building requirements, information on Pennechuck, setbacks etc.

A discussion ensues with the Planning Board Members. We need map and lot numbers at this point we are basically assuming which properties he is asking about. If there are wetlands in there DES would need involvement. Covenants would need to be checked. With Pennechuck there are no private wells.

Mackenzie stated regardless, we are not accepting subdivision applications until after the moratorium. Roxanne states if the parcels are the ones we are looking at, there is a lot going on with them. Steve says we need numbers, so we are not just speculating. Mackenzie will reach out by email for more information for a more formal discussion.

-Legal Update for Budget Committee Members being on the Planning Board per RSA 673;7.

Tracy had been invited to be an alternate member on the planning board. We had looked at it from the perspective of it takes 5 members of the Budget Committee members to make a quorum, but we did not look at that fact that for the Planning Board it takes 3 members to make a quorum. Tracy did step down as an alternate making it easier for the Planning Board. We need to keep this in mind moving forward. From a budget standpoint there was no issue but for Planning Board our quorum being 3 it becomes an issue.

-Master Plan Update

Mackenzie stated we have someone to work with and need the approval of the Planning Board. The company is MRI. They work with Towns with updating Master plans. With the approval from the Board, we would move forward. Spoke with Carol at MRI and she was impressed that we had a building moratorium in place while we work on this. Her thoughts were to start putting things together in January. It is their thoughts that \$25,000.00 will be ok.

Roxanne expresses that the budget has not yet been approved and will not be until March. So she is a little concerned. The budget is presented to the town at the town meeting, and she is hesitant to say that we have already hired this person with the questions of us already spending the money. Can it be brought up before March to the Selectmen? Or can we take it out of this year's budget? How much is in our budget for this year? It was decided approximately \$2000.00. Maybe we can do a good faith payment with the money left in our budget from this year and then the remaining from next year's budget.

Jill states whether it is this year's budget or next year it needs to be done.

Tracy adds that what should be brought up is that our budgets are never finalized until June, and they put a lot of freezes on things.

Roxanne says that shouldn't happen this year. She thinks the money should be available by the end of March because we voted on it in March. If all the paperwork is appropriate and correct, money should be available by April 1st. It would be worth coming to the Selectmen's meeting on Monday night and go over it. Also see what we have left in our budget.

Mackenzie can reach out to Carol for a cost or invoice and say we are putting down XXX amount of dollars (whatever we have available) as a deposit.

Roxanne suggests getting an estimated invoice for the whole project and then we could say here is a good faith payment from this year's budget. That was we can spend from this year's budget, but also knowing the selectmen know the Master Plan must happen and that we have to hire someone to help,

so money has to be spent. If the Towns people do not approve it then we must get the money from somewhere else.

Jill brings up ARPA Funds. There are certain criteria that it needs to be used for, does this fit that criteria? Infrastructure she believes would count.

Roxanne says we would need to look it up online and Jill says she will look into this. She believes when she looked into this before that this may fall under it. It is very strict. At this point it has not been exposed as to what this money is being used for. It is on the agenda for the Selectmen's meeting for Monday night. Infrastructure is well suited for use of ARPA Funds.

Mackenzie will reach out to get put on the agenda for the Selectmen's meeting.

Roxanne makes a motion that we enter into a contract with MRI to complete the Master Plan for the Town of Middleton.

Jill seconds, all are in favor.

Old Business:

-Planning Strategies- no one has anything to add.

Public comments: None

Board Comments:

Roxanne adds the only thing with Stafford Regional Planning Board, is that she talked about the imaging, will we know when they are coming so we have time to set up?

Mackenzie says yes, she is going to verify when they are coming.

Roxanne looking over the handout from SRPB on the opportunities page it says 17% of housing in Middleton is considered low-income housing. She believes it is 15% so we would fall into the place of meeting requirements of this.

Jill adds she had to read it a couple times, because it says 17% of the homes in Middleton are considered low income. Does that mean....doesn't matter if its rental property or owned.

Mackenzie states it 2019 date and Roxanne says it is still recent data. Total housing market in Middleton, 17% is low income it does not say affordable housing.

MRI may know if we can use ARPA Funds for the Mater Plan. Jill feels this is a valid reason to use it. Jill will research this.

Mackenzie was glad that SRPB was able to come out tonight and give an update of their numbers that is going to help us. There is the big Sunrise Lake Watershed Management Plan and it is going to help us with the master Plan.

Also, Steve Digiovanni is stepping down as a full voting member to become an alternate member. We will address this at the next Planning Board Meeting to appoint a Full Voting Member.

Roxanne makes a motion to adjourn the meeting at 7:34 pm, Jill seconds, all in favor.

Meeting adjourned.

Respectfully submitted by:

Janelle Guarino

Planning Board Secretary

