



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

PLANNING BOARD MEETING MINUTES

Middleton Old Town Hall

200 Kings Highway

Middleton, NH 03887

May 9, 2024

These minutes serve as the legal record of the meeting and are in the form of an overview of the Planning Board meeting. It is neither intended nor is it represented that this is a full transcription. A recording of the meeting is available online at <https://www.youtube.com/@townofmiddleton9741/streams> for a limited time for reference purposes.

Meeting called to order by John Mullen at 6:33 PM

Pledge to the Flag

Roll Call

Members present: John Mullen (Chair), Christine Maynard (Vice Chair), John Quinn (SLVD Rep)

Members absent: Roxanne Tufts-Keegan (BOS Rep), Janet Kalar (Alternate)

Attachments

Building Permit Report 4/1/2024 to 5/8/2024

Opening Remarks

J. Mullen reviewed the agenda. He said he had some administrative items to discuss, including plans for the rest of the year, and would like to spend the rest of the meeting discussing zoning ordinance updates.

There was some discussion about the best night to have workshops. It was decided weeknights are better than weekends for board members.

New Business

Motion to accept the minutes from the April 11, 2024 Planning Board Meeting as transcribed.

Motioned by: J. Quinn

Seconded by: C. Maynard

Motion carried

J. Mullen talked about the recent Right to Know workshop he and the Administrative Clerk attended that was put on by the New Hampshire Municipal Association. He suggested board members attend workshops sponsored by this group - in person if possible. The material is informative and the interaction with other participants is also valuable.

J. Mullen said draft minutes need to be available to the public upon request within five business days, but the final version does not need to be completed until a future meeting. Minutes must include location, date and time, members present, others participating, a brief description of subjects discussed, and motions and votes.

J. Mullen said he was also reminded of the importance of properly handling discussions and sharing data amongst board members. He said board members cannot communicate about business matters outside of a public meeting. He said he will start using the planboard@middletonnh.gov email address and the bcc feature to communicate. This will avoid the risk of creating a meeting yet still ensure everyone gets the information.

J. Quinn added text messages are subject to the Right to Know Law also.

C. Maynard said attending the Right to Know and Newly Elected Officials workshops sponsored by NHMA and/or watching the videos more than once is helpful. They contain good information, even for seasoned board members.

J. Quinn said information such as the Right to Know booklet J. Mullen distributed at the meeting needs to be available to the public.

J. Mullen said he will investigate creating a centralized location such as an external drive to store Planning Board documents.

J. Mullen talked about the importance of the Rules of Procedure and the need to update them for the Town of Middleton Planning Board. He distributed a proposed draft and asked the members to review it so they can discuss any changes necessary at the next meeting.

J. Quinn said when the Rules of Procedure are finished and approved, they can put them on the website along with the meeting minutes and let people know they are there.

There was some discussion on the Oath of Office. All members need to be sure theirs are up to date with the Town Clerk.

There was discussion about ways to inform residents about the function of the Planning Board, the work they are doing, and how best to recruit new members.

J. Quinn talked about how difficult it is to gauge the effectiveness of different methods of communication. He said there are many ways to get information out; the challenge is how to get people to engage.

C. Maynard suggested sending out a postcard with upcoming meeting dates and directing people to the appropriate websites for more information.

J. Mullen suggested hosting an open house type meeting for the public so they can talk to members and learn what the boards do.

C. Maynard talked about having a garden area with a bulletin board, like the ones in state parks, near the beach for the Sunrise Lake Lands Association members.

C. Maynard said there is an official Middleton NH Facebook page. It is Middleton_NH, has the town seal as the profile picture and is administered by Selectboard Member Tim Cremmens.

There was discussion about remote meeting participation pros, cons and rules.

Old Business

2024 Zoning Ordinance Review and Additions

It was decided the ordinances below should receive priority and assignments were made as indicated:

Workforce Housing – J. Kalar
Family Compounds – C. Maynard
Seasonal Dwellings/Short Term Rentals – R. Tufts-Keegan
Campgrounds – C. Maynard
Septic – J. Mullen
Manufactured Home Parks – J. Quinn

J. Quinn said septic ordinances would be an unfunded mandate. There are most likely several in town that need repair and will not meet guidelines that may be established.

There was discussion about the effect of private septic systems on Sunrise Lake.

C. Maynard said there are things that need to be addressed even if they are difficult and/or costly. She said putting them off creates more problems in the future.

J. Mullen said state legislation is being created that addresses septic systems being up to date. He said 75% of the state's sewerage is septic and repairs can be expensive.

C. Maynard said there are grants available.

J. Quinn emphasized the importance of maintaining the rural character of the town and building quality homes.

C. Maynard said it would be helpful to have someone from New Hampshire Housing come to a Planning Board meeting to talk about Workforce Housing. She said they need to be sure the town's ordinance does not conflict with the state.

J. Mullen said Strafford Regional Planning charges \$75 per hour to write ordinances. However, they will review them at no cost prior to the town sending them to an attorney for final approval.

There was a discussion about Accessory Dwelling Units and recent legal activity.

J. Quinn said any ordinance that is adopted now would affect decisions in the future and not have any bearing on existing conditions.

There was discussion about the need to keep the future development of the town and the Master Plan in mind when changing the zoning ordinances.

It was decided the board will wait until June to start scheduling workshops.

Motion to adjourn the meeting at 7:47 PM

Motioned by: C. Maynard

Seconded by: J. Quinn

Motion carried

Respectfully submitted by:

Robin Willis

Approved 2024-06-13



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF THE PLANNING BOARD

AGENDA

Regular Meeting

Thursday, May 9, 2024, 6:30 PM

MIDDLETON OLD TOWN HALL
200 KINGS HIGHWAY

- 1) Call to Order
- 2) Pledge to the Flag
- 3) Roll Call
- 4) Opening Remarks:
- 5) Review of Minutes:
 - a) April 11, 2024
- 6) New Business
 - a) Right to Know
 - b) Planning Board Procedures
 - c) Oaths of Office
 - d) Member Recruiting
- 7) Old Business
 - a) 2024 Zoning Ordinance Review and Additions
 - b) Ordinance Assignments
- 8) Public Comment
- 9) Member Comment
- 10) Adjournment

TOWN OF MIDDLETON

Permits Issued

Permits Issued With Approved Date Between 04/01/2024 And 05/08/2024 Sorted by PID

PID	Project	Location	Proj. Date
PID: 000002 000001 000006	Project: ALTERATION -- REMODEL OF BATH MOVING	Location: 332 SILVER ST	Proj. Date: 04/18/24
Permit Type	Owner: PETERSON, CATHERINE	Owner Phone:	
	Permit Number	Added	Approved
		Expires	Fee
			Est. Cost
PLUMBING PERMIT	PB-24-02	04/18/24	04/18/24
	Applicant: EDDIE BADGER	Applicant Phone: 6032342424	\$ 50.00
	Contractor: EDDIE BADGER	Contractor Phone: 6032342424	\$ 0.00
PID: 000004 000003 000003	Project: ALTERATION -- GENERATOR	Location: 100 SILVER ST	Proj. Date: 04/17/24
Permit Type	Owner: DRAKE, TINA M	Owner Phone:	
	Permit Number	Added	Approved
		Expires	Fee
			Est. Cost
ELECTRICAL PERMIT	E-24-09	04/17/24	04/17/24
	Applicant: FRANCIS DRAKE	Applicant Phone: 6032529597	\$ 50.00
	Contractor: GENERATOR SUPERCENTER	Contractor Phone:	\$ 0.00
GAS PERMIT	P-235	04/17/24	04/17/24
	Applicant: FRANCIS DRAKE	Applicant Phone: 6032529597	\$ 50.00
	Contractor: GENERATOR SUPERCENTER	Contractor Phone:	\$ 0.00
PID: 000004 000025 000000	Project: ALTERATION -- REPLACE CUSTOMER OWNED	Location: 17 SPRUCE ROAD	Proj. Date: 04/18/24
Permit Type	Owner: ELLINGWOOD, HAROLD E & LYNDA P	Owner Phone: 7035549360	
	Permit Number	Added	Approved
		Expires	Fee
			Est. Cost
GAS PERMIT	P-236	04/18/24	04/18/24
	Applicant: PALMER OIL	Applicant Phone:	\$ 25.00
	Contractor: PALMER OIL	Contractor Phone:	\$ 0.00
PID: 000004 000181 000000	Project: ALTERATION -- 286 ADDITION ON BACK OF HOUSE	Location: 12 ELAINE ROAD	Proj. Date: 03/28/24
Permit Type	Owner: DUVAL, CODY L	Owner Phone: 6039733273	
	Permit Number	Added	Approved
		Expires	Fee
			Est. Cost
PLUMBING PERMIT	PL-24-04	05/01/24	05/01/24
	Applicant: JOHN SOUCIE	Applicant Phone: 6039884531	\$ 50.00
	Contractor: JOHN SOUCIE	Contractor Phone: 6039884531	\$ 0.00
ELECTRICAL PERMIT	E-24-12	05/01/24	05/01/24
	Applicant: CODY DUVAL	Applicant Phone: 6037676268	\$ 75.00
	Contractor: LOGAN WOODWORTH	Contractor Phone: 6037676268	\$ 0.00
PID: 000004 000293 000000	Project: DECK -- 453 SQ FT DECK	Location: 181 NICOLA ROAD	Proj. Date: 05/01/24
Permit Type	Owner: ROACH, DONALD F, TTEE	Owner Phone: 9785904124	
	Permit Number	Added	Approved
		Expires	Fee
			Est. Cost
BUILDING PERMIT	2920	05/01/24	05/01/24
	Applicant: DONALD ROACH	Applicant Phone:	\$ 172.48
	Contractor: K&M'S HOME SOLUTIONS	Contractor Phone: 6039733245	\$ 0.00

Permits Issued
Permits Issued With Approved Date Between 04/01/2024 And 05/08/2024 Sorted by PID

PID: 000014 000001 000000 **Project:** ALTERATION -- 267 SQ FT SOLAR ARRAY ROOF **Location:** 262 NH ROUTE 153 **Proj. Date:** 05/01/24

Permit Type	Owner:	Permit Number	Permit Status	Owner Phone:	Added	Approved	Expires	Fee	Est. Cost
BUILDING PERMIT	GRECO, MARK A.	2921		5022414699	05/01/24	05/01/24	05/01/25	\$ 99.76	\$ 0.00
	Applicant:								
	Contractor:		FREEDOM FOREVER LLC	Contractor Phone:	8434479000				
ELECTRICAL PERMIT	E-24-13			05/01/24	05/01/24	05/01/25		\$ 50.00	\$ 0.00
	Applicant:			Applicant Phone:					
	Contractor:		FREEDOM FOREVER LLC NH	Contractor Phone:	8434479000				

Summary of Permits: **Total of Estimated Costs:** **\$ 0.00**

Permit Type	Count	Fees Collected	Estimated Cost
BUILDING PERMIT	5	\$ 2,487.84	\$ 0.00
ELECTRICAL PERMIT	5	\$ 275.00	\$ 0.00
PLUMBING PERMIT	2	\$ 100.00	\$ 0.00
GAS PERMIT	3	\$ 100.00	\$ 0.00
Total	15	\$ 2,962.84	\$ 0.00