

Planning Board

Meeting Minutes

Thursday September 9, 2021

Board Member Attendance:

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

Public Attendance:

Randy Stewart
Ryan Fowler
Jill Brown
Kevin Bowdridge
David Maier
Brian Coskie

Meeting called to order: 6:30 PM Thursday September 9, 2021

Pledge of Allegiance

Acceptance of Minutes from August 12, 2021 (Public Hearing) Motion to accept the minutes by Mackenzie, Second by Roland all in favor.

New Business:

-Anthony and Joann Coskie land application. Application is to subdivide some of the property. Ryan Fowler speaks on behalf of the Coskies. There are 2 parcels of land, one is a recent tax sale that is a ½ acre and 97 acres abuts it. They are looking to adjust the lot line for the ½ acre parcel to 5 acres with the road frontage required.

The planning Board members have reviewed the application and all the plans/surveys that have been submitted by Ryan Fowler from the Engineering Company on the Coskie's behalf. The Board has reviewed all paperwork, plans and application.

Janet Kalar speaks and explains that the Board needs a letter from the Engineering Company clarifying that this is not a subdivision per RSA 676;18-3. It needs to be written by the Surveyor, signed and stamped. Mackenzie reviewed the RSA.

Ryan states that the board still needs to approve the lot line adjustment and he will look into the RSA Law. Legally they are just going for a lot line adjustment.

Mackenzie explains the only reason this is required is because it has been merged in the past. The lot that she wants to break apart has been merged previously. We need to adhere to subdivision rules in order to break it apart.

No further board comments or questions.

Mackenzie entertains a formal consideration of the application. Roxanne makes a motion to accept the Coskie application being contingent on receiving the statement from the surveyor. Roland seconds all in favor.

Mackenzie: we have accepted the application as complete contingent on the letter 65 day clock starts to make a final decision on the application. The Board is in agreement to hold the public hearing on October 14, 2021 at 6:30pm. Letters will be sent out to abutters and required parties.

-Randy Stewart presents information on adding on to his home on the lake. Packets of the plans and information were printed and handed out to the board members. The Board reviews the plans and application. Randy explains they need to add on, they need to replace the foundation in order to add on the second story.

Mackenzie looks into regulations on not blocking the view of the lake. Randy states his contractors stated it will be within regulation.

Roxanne asks with the digging of the foundation, how far back is it from the lake?

Randy: around 250 ft. There is not a new foundation it is the same footprint of the existing house.

Mackenzie looks at Zoning Ordinance book page 43 article 13. Reviews RSA 438b Shoreland protection act. Site disturbance kept minimal, vegetation outside of the area is maintained, depicted on site plans as submitted, best management practices/techniques etc.

Grading regulations were asked. Mackenzie investigated but was only able to come up with a definition of grading.

Mackenzie asks for Randy to supply the dimensions. The next meeting is Thursday October 14, 2021, and the board will need those by then. Also requested abutter names and addresses for the public notices for the hearing to be sent out. Mackenzie reviewed Abutter definition.

Mackenzie entertains a motion to schedule the public hearing for the next Planning Board Meeting on Thursday October 14, 2021 at 6:30pm, Roxanne accepts and Roland seconds. All in favor.

-CIP Committee Warrant. When the Board called the emergency meeting in August on the list of goals was a CIP Committee. Per the RSA's that were revised the CIP does not have to be worked on by Planning Board members only.

There can be one or two representatives from the planning board and the remainder can be residents. Janet also commented that highway, police, fire and school reps should be involved. These are the ones who do the CIP research and then presents it to the Planning Board. Mackenzie continues that we need to put that together and see how many members are required. The deadline for this warrant is January sometime. We need to have this completed by the December planning Board Meeting.

Janet suggests to Mackenzie to go through the information John Mullen dropped off to her on the thumb drive. She will do this. Janet will be working with Mackenzie on the warrant.

-Stafford Regional Planning Board- An email was received regarding the board offering assistance with digitalizing records.

Mackenzie reads the email to the Planning Board. They are offering a free service for assistance on digitalizing records. The board discusses this and decides that the board should do this, but we need to know what they are looking for to digitalize and what their expectations are of us. The Planning Board does pay a fee every year to the Strafford Regional Planning Board. Mackenzie will reach back out to them and have an update on this at the next meeting.

-Strafford Regional Planning Board also sent an email regarding appointing a representative for the Town of Middleton to be on the SRPC Commission. With our town population we are entitled to have 2 town representatives on the Commission. Jon Hotchkiss was the representative but his term expired May 28, 2021. Either Jon Hotchkiss needs to be reappointed or another resident appointed. The role of SRPC commissioner is as follows: Offer insight and guidance regarding projects through discussions and

meetings. Reports an other planning documents. Adopting/amending by laws, annual budget, annual dues. Electing officers and executive commission members. Expected to attend quarterly meetings. The question is asked who actually appoints the Commissioner? The email was sent to the BOS and planning board was cc'd. At one point in time Mackenzie was a rep but had to step down because the commitment was too much. She just received a letter this week stating that she was still a rep and John Caliri was the other rep. So she does not believe it was taken off correctly. This needs to be brought up to the BOS at Monday September 13, 2021 meeting. It will be looked into on who appoints the Commissioners. Mackenzie will ask Janelle to resend this email to the BOS. (Janelle completed this while typing these minutes.) The SRPC was making the Planning Board aware as they work closely with us.

Old Business:

-Impact Fees. Steve is absent from tonight's meeting. He is working on this. The Board will wait until he is present to discuss this.

-Moratorium update. There are 62 signatures on the petition. The Board has been asked by Joe Vargo to re-present the petition at Monday September 13, 2021 BOS meeting. The Supervisors of the Checklist have posted their meeting for new voters to register for Saturday September 25, 2021 at 9:00am. Janet points out to Jim Knapp that the BOS are responsible for posting the special town meeting notice. Not the Planning Board.

The Town lawyer has set the date for the special town meeting for Saturday October 2, 2021.

In talking to Jack Savage, Town Moderator, the choices for voting options are:

Secret Ballot or Raised Hands. A letter with 5 signatures of registered voters will be presented to Jack the morning of the meeting requesting secret ballot voting. In that case voters will be given a blank piece of paper to write yes or no and put it in the ballot box. It is felt that there will be no question on the outcome as there would be with hand voting.

Public Comment: None

Board Comment: none

Roxanne makes a motion to adjourn the meeting at 7:35pm Roland seconds. All in favor.
Meeting adjourned.

Respectfully submitted by:
Janelle Guarino
Planning Board Secretary.

