

**ATKINSON PLANNING BOARD MEETING
MINUTES
WEDNESDAY, JANUARY 3, 2024 – 10am**

Members Present:

Sue Killam, Chair

Vice Chair Turell

Paul Wainwright

John Ottow

Hannah Rizzo, Alternate

Sue Coppeta, Alternate

Others Present

Jennifer Rowden, Rockingham Planning
Commission

Ken Grant – RPC – Atkinson Commissioner

Karen McFadden, MPC Co-chair

Call to Order:

Chair Killam called the meeting to order at 10:00 am and started the meeting with introductions of Jennifer Rowden to the Planning Board members.

The purpose of this meeting was for the Planning Board to learn how RPC will be able to help to complete Atkinson's obligations related to the Housing Needs Assessment and Regulatory Audit grants.

Jennifer presented her ideas of how to approach the completion of the projects. Her analysis addressed the outstanding tasks to be completed, timeline and costs. She believes that in total Atkinson has enough grant funds remaining to complete the remaining tasks, but that some of the funds may need to be reallocated.

A formal meeting will need to occur with NH Housing (Sarah Wrightsman) to finalize the plan and reallocation of funds, but NH Housing has indicated that in theory this shouldn't be a problem.

The Master Plan draft will be presented to the Planning Board in February and this will be a tool available to use to complete the HOP Grant.

Jen walked the board through how she would approach completing the project. She identified that there are 3 things to accomplish – Needs assessment, Regulatory Audit and Outreach. The regulatory audit also requires outreach to staff (town employees & commissions) and local school. This outreach will likely be an anonymous survey. RPC's proposal will include a draft presentation of the results of the Needs Assessment and Regulatory audit to the Planning Board and also a final presentation to the public. Jen pointed out that there is no requirement for the Planning Board to adopt these reports, they can be advisory documents.

The next steps would be to formalize the contract with RPC and to meet with NH Housing. Jenn will coordinate both of these.

Motion – Vice Chair Turell made a motion to authorize Jennifer Rowden of RPC to create a contract to complete the NH Housing Needs Assessment and Regulatory Audit for the Atkinson Planning Board. Seconded by Member Rizzo. Vote 6/0/0 The motion passes.

Adjournment:

Vice Chair Turell made a motion to adjourn. Member Coppeta seconded the motion. Vote: 6/0/0. The motion passes.

Chair Killam adjourned the January 3, 2024 am meeting of the Atkinson Planning Board at 10:45 am.

The next Planning Board meeting will be January 3, 2024 at 6:30 pm at Atkinson Town Hall.