

**ATKINSON PLANNING BOARD MEETING
MINUTES
WEDNESDAY, FEBRUARY 1, 2023**

Members:

Sue Killam, Chair (present)
Vice Chair Turell (present)
Ted Stewart (present)
Paul Wainwright, Alternate (present)

John Ottow (present)
(Master Plan Team)
Paul DiMaggio (present)
Barbara Brown (present)
Beth Cacciotti– Selectman Ex Officio
(not present)

Others Present

Julie LaBranche, Planner (present by
telephone)
Karen Wemmelmann, Recorder (present)

Sue Coppeta, Planning & Zoning Administrator
(not present)

Call to Order:

Chair Killam called the Atkinson Planning Board meeting to order Wednesday, February 1, 2023 at 7:33 PM.

Minutes: December 21, 2022, January 4, 2023, January 18, 2023

December 21, 2022:

Vice Chair Turell made a motion to approve the minutes of the December 21, 2022 meeting as corrected. Member Brown seconded the motion. Vote: 4/0/2 with 2 abstaining.

January 4, 2023:

Vice Chair Turell made a motion to approve the minutes of the January 4, 2023 meeting as presented. Member Brown seconded the motion. Vote: 4/0/2 with 2 abstaining.

January 18, 2023:

Alternate Wainwright made a motion to approve the minutes of the January 18, 2023 meeting as corrected. Vice Chair Turell seconded the motion. Vote: 4/0/2 with 2 abstaining.

New/Old Business:

March Meeting Date:

Chair Killam requested to discuss a vote to move the March 15, 2023 meeting to March 22, 2023 with applications due March 1, 2022. The election takes place March 14, 2023 and the Planning Board would normally meet on March 15, 2023. The date will change to March 22,

2023 so that new members can be sworn in. Minutes and the grant applications will be discussed.

All members of the Atkinson Planning Board present voted to move the March 15, 2022 meeting to March 22, 2023. Vote: 6/0/0.

Master Plan Update: Team Report by John Ottow

There was a meeting on January 19, 2023. Kay Galloway, Jim Garrity from the Energy Commission, and Steve Whitman, the consultant, attended. The committee now has a Facebook page. In addition, 57 people signed up to be notified about meetings on the Town Website.

The public forum will be Tuesday, April 11, 2023. There will be 2 sessions one from 1-3 PM and one from 6-8 PM. The format may be a little different. There will be a short presentation at the beginning and tables will be set up. The tables will mostly be based on what will be found in the existing conditions report. There will be other tables. The Conservation Commission will have a table and there will be a table for the Housing Opportunity Grant. Ms. LaBranche will be there for advice and will be working with the master plan consultant.

The tables will be set up in such a way that they will not be manned. There will be a presentation on the table with four or five questions, probably relating to the existing conditions report. The questions will be answered by people going to the table. People from the master plan committee will be at the ready to answer questions and deal with things that may come up.

At the same time, an on-line option will be launched. There will be a paper version available also. Focus groups and more questions will be formed based on the answers to the questions. Most of the questions will come from the public forum. The master plan committee will also review questions from previous master plans at the next meeting. Some of the pertinent ones may be used at this forum. The idea is not to hit Town residents with a massive questionnaire after the forum and limit any questionnaire to the key issues.

There will be a table at the Deliberative Session to remind people and the moderator will announce the forum. Information about the forum will be posted on the Master Plan Facebook page. A mailer will also be sent out a couple of weeks before the forum to invite people to come.

The input from the people will drive everything. Ms. LaBranche will be there and have a table.

In addition, Jim Garrity from the Energy and Sustainability Committee was also at the last meeting. He discussed how much energy the town is saving on street lights.

The committee also talked about the economy and how the Town is part of different economies, the Merrimack Valley economy and the Rockingham County economy. Data access was also discussed.

The existing conditions report will be coming out and will be reviewed at the master plan committee meeting February 16, 2023. The Planning Board will have an opportunity to review it after the master plan committee meeting.

Member Ottow would like to have the Planning Board at the Forum. He informed the Planning Board that outreach will be through Facebook, a table at the deliberative session, also through flyers which will be put around town and a mailer a couple of weeks before.

The Committee will present to the Planning Board and the Selectmen before the forum.

Chair Killam advised that the Master Plan Committee get Ms. LaBranche involved in ways other than through the grant.

Ms. LaBranche informed the Board that she feels confident that Atkinson should get the grant. She requested a meeting with the co-chairs of the Master Plan Committee and the consultant to talk about how it all meshes together. Just a table at the forum will not be enough to meet the goals outlined in the grant. The housing needs survey should include more than people who come to the forum. There were almost 500 respondents to the housing needs survey done 10 years ago. She wants to reach as many people as possible and does not want to rely solely on responses from the forum. She is also concerned that there will be cross input from a forum and a survey.

A draft of the existing conditions report will be out in February for the Master Plan Committee meeting, which is on February 16, 2023, the day after the Planning Board meeting. Ms. LaBranche requested that a draft of the existing conditions report be provided to the Planning Board as soon as it comes out. Member Ottow said he would check to see if a draft could be provided for the Planning Board meeting on February 15, 2023.

Chair Killam informed the Board that she spoke to the Fire Chief and he will be making a presentation to the Selectmen on February 13, 2023 regarding a study of water supply for rural fire fighting. One of the Selectmen asked him to review a study of the fire department, and the Fire Chief will give a report on that as well.

Another issue is comments about hydrants. They get planned when new developments get put in. The location is very carefully planned. They are parts of site plans and once the site plan is approved, the hydrant must be installed. People have been asking if fire hydrants can be removed because of cost issues.

Member Stewart remarked that he was part of the study, in order for a dry hydrant to be NFPA approved, it must be able to hold water through a 100 year drought. According to the study, most of the dry hydrants in the older developments will not meet today's standards.

Member Ottow informed the Board that all members have been attending the committee meetings. Some guests have attended as well. Everyone is contributing.

Housing Grant Application: Julie LaBranche

Chair Killam informed the Board that the grant has been submitted and there was a question about training on housing. Ms. LaBranche requested three persons per grant and only three persons per town are allowed to take training on housing. Ms. LaBranche stated she made the adjustments and has received a favorable response. She is waiting for final approval.

Public Hearings: NONE

Chair Killam stated that the next meeting will be in two weeks. There will be no public hearings. Ms. LaBranche stated she hopes to have a contract for the Planning Board to review when the housing grant is received.

Ms. LaBranche suggested the Board discuss perambulation. Alternate Wainwright stated that it is the responsibility of the Selectmen. Ms. LaBranche informed him that prior data can be accessed from the State archives. The statute states perambulation should be done every seven years. She suggested the Town check to see when the last perambulation was done.

Ms. LaBranche stated that it is important if an application that crosses town boundaries is submitted. She explained that perambulation is the verification of Town boundaries through things like monuments, trees, stone walls, rods or other markings.

Member Stewart stated that a group of people go from monument to monument to make sure that the monuments are still there.

It can be done in cooperation with neighboring towns. RSA 51:2 is the statute. Member Ottow read the statute. The Board discussed perambulation.

Ms. LaBranche stated she would look at the State archives to see when the last perambulation was done and send the Board the information.

Member Stewart made a motion to adjourn. All in favor.

Discussion: None.

Adjournment:

Chair Killam adjourned the February 1, 2023 meeting of the Atkinson Planning Board at 8:27 pm. The next meeting will be February 15, 2023 at Atkinson Town Hall.