

**Town of Jackson Planning Board**  
**Minutes – March 9, 2023 Regular Meeting**  
**- UNOFFICIAL UNTIL APPROVED**

**Call to Order:** Chairman Bill Terry called the meeting to order at 7:12 P.M. Chairman Terry conducted the roll call of all members. In attendance were Members Sarah Kimball, David Campbell, Kathleen Dougherty; Alternates James Wasco, and Dick Bennett (via zoom). Selectmen's Representative John Allen, Members Scott Badger and Chris McAleer, and Alternates Deborah Hill and Huntley Allan were unable to attend. Chairman Terry moved to have Alternates Wasco and Bennett as voting members. Live quorum requirements were met. The sole Public attendee was Hank Benesh who recorded the meeting which will be made available on Jacksonflicks.com.

Chairman Terry made two announcements, first that Member Chris McAleer resigned from the Board effective immediately. If anyone is interested in filling the opening, they should notify the Board of Selectmen. Secondly, the Board Officers election will be on the agenda next month, so if anyone is interested in any of the roles, it will be discussed at the meeting next month. Member Badger has stated his interest to remain Vice Chairman.

**Approval of Minutes:** Minutes from the meeting on February 16, 2023, were reviewed. Alternate Wasco moved to approve the minutes and Member Dougherty seconded. The motion was approved unanimously.

**Public Comment:** No public comment.

**Lot Merger Application:**

Chairman Terry raised an issue that was brought to his attention regarding the Town's Lot Merger application. The issue is that our current application is missing some requirements of RSA 674:39-a. The section that is missing has to deal with mortgages on the properties being merged. Chairman Terry shared a copy of the application used by Meredith along with the comments he received from Jason Dennis, legal counsel, on the merits of Meredith's form. Legal counsel recommended that we add a statement to our application regarding mortgage holder notification as stated in the Meredith example. Member Dougherty raised the issue of the recommendation to not include a reference regarding owing back taxes. Chairman Terry reiterated that it is not required in the RSA and therefore not required to be on the application. After further discussion on what is required within the RSA, the Board agreed with the recommendations from legal counsel on the changes needed to our form.

Chairman Terry suggested that we draft a new form and vote on it at our next meeting. The Board agreed. Member Campbell offered to work with the Town's staff to create a draft for the Board to review. The draft will be shared with the Board prior to next month's meeting.

Chairman Terry indicated the other issue is the fees associated with the filing of the application. The current rate is \$36.00, based originally on one hour of administrative time, plus County filing fees. It was determined that the fees for the Town have not been adjusted in many years. The Board discussed the fee and after some discussion it was agreed that the new fee will be \$75.00 plus the actual cost at the time of any filing requirements.

**2023 Initiative – Capital Improvements Program (CIP):** Chairman Terry brought to the attention of the Board that according to RSA 674:5, that only the Town's Legislative body, the Town Meeting, can authorize the CIP to be amended/updated through a vote, normally a warrant article, at the town meeting. Therefore, the Board of Selectman cannot authorize the Planning Board to amend/update the CIP as they did at their last meeting. Since a warrant article was not submitted in a timely manner, it is possible that the CIP work we had planned to do this year might not be possible.

Member Kimball pointed out that Article 11 of the Town Meeting proceedings allows someone to raise new business at the Town Meeting and that we should be able to have a vote for authorization. Alternate Bennett added it should be permissible as long as no money is required or suggested. Chairman Terry clarified that the Planning Board's budget has been increased for this year and that is already in the Town budget. Member Campbell noted that the previous CIP was not authorized by the Legislative Body. The Board discussed this option as a way to get the approval for the CIP to be completed this year. The Board agreed to have Chairman Terry request a vote under Article 11 at the Town Meeting next week to authorize the Planning Board to conduct a CIP. If authorized, the Planning Board will be able to accomplish this project by using listening posts with residents, interviewing all department heads and obtaining support from state agencies such as the NHMA.

Chairman Terry wanted to proceed with discussion on what needs to be done as if the CIP is authorized. He wanted the Board to decide who on the Board should be involved in the CIP committee. Member Kimball feels all Board members should be on the committee, the Board agreed. Member Kimball explained the previous process by which the Planning Board updated the CIP through discussion with the various Department Heads and key stakeholders. Chairman Terry reminded the Board we need buy in from townspeople regarding the CIP, so how do we involve other individuals and get their input. Member Kimball suggested that town residents can be involved in data gathering during the initial phase. The Board discussed the use of subcommittees to assist in the work. Chairman Terry reminded the Board that we are updating the current CIP which has not been done since 2009, and this update will provide recommendation to the Board of Selectmen on a plan of expenditures over time. Member Kimball stated a place to start could be the grid on page 31 in the annual report, then include the needs and wants of the various departments we gather during the interviews. Chairman Terry stressed the need for the plan to focus on all elements of capital improvement expenditures, including education needs, and provide a plan for the future.

**Other Business:** Chairman Terry announced that next month's agenda will include a pre-application hearing for a subdivision that includes affordable housing.

Alternate Wasco motioned to adjourn the meeting; Member Kimball seconded. The motion was approved unanimously, and the meeting was adjourned at 8:30P.M.

Next Planning Board meeting is April 13, 2023.

Respectfully submitted by David L. Campbell, Secretary