

Town of Jackson Planning Board
Minutes – May 11, 2023 Regular Meeting
- UNOFFICIAL UNTIL APPROVED

Call to Order: Chairman Bill Terry called the meeting to order at 7:05 P.M. Chairman Terry conducted the roll call of all members. In attendance were Members Scott Badger, Sarah Kimball, David Campbell, Kathleen Dougherty, Dick Bennett, Alternate Jerry Dougherty, and Selectmen's Representative Frank DiFruscio. Absent were Alternates James Wasco and Deborah Hill. Chairman Terry stated that since all members were present, no Alternate would be a voting member. Public attendees included Jay Henry (Fire Chief) and Hank Benesh who recorded the meeting which will be made available on Jacksonflicks.com. Chairman Terry welcomed Selectman DiFruscio as the new Board of Selectmen Representative.

Approval of Minutes: Minutes from the meeting on April 13, 2023, were reviewed. Chairman Terry requested there be a change to the minutes to consistently refer to Nick Aceto by his correct name and remove any reference to Peter. Member Badger moved to approve the minutes along with the recommended change and Member Dougherty seconded. The motion was approved unanimously.

Public Comment: Jay Henry (Fire Chief Henry) brought to the attention of the board a new bill (HB296) related to regulating driveway permits. The HB being proposed in the State legislature will limit the Fire Chief's authority in regulating driveway access. The Fire Chief would not be able to supersede the authority of the Planning Board to regulate or permit driveway access. In effect, Chief Henry could not enforce current fire codes (NFP1) when reviewing driveway plans. The HB is only for 1-2 household dwellings. HB states that the Planning Board should take into consideration the Fire Chief's comments when approving a driveway. Chairman Terry stated that the current zoning ordinance could be reviewed to enable the change in process. Chief Henry requested that we look at modifying the driveway ordinance to allow him to use the NFP1 codes.

In the discussion that followed, Member Kimball stated that currently we do reference building codes and general fire codes in the zoning ordinance and that could be a possibility to handle the change. Member Badger raised the issue that driveways do not always reach the house and how is that defined. This type of detail is not addressed in the zoning ordinance. Chief Henry indicated that current codes he uses address these issues but that the HB296 change would eliminate his authority to enforce them. Chairman Terry pointed out that various issues are addressed in the zoning ordinance, and we may need to modify the zoning ordinance to reference the fire code. Chairman Terry ended the discussion by stating that we will wait until HB 296 is passed before we consider any changes to the Zoning Ordinance.

Second issue: Chief Henry raised his concern about the need for a fire hydrant to be installed in the site development plan that was discussed at our meeting last month. Member Badger advised him that a hydrant installation was addressed during our discussion.

Short-term Rental Applications:

Selectman DiFruscio brought to the attention of the Board that the Board of Selectmen are looking to send letters to owners who own STR under the new limit of 30 rentals per year requesting that they submit to the Town a listing of their rentals. He said the letter will be sent requesting rental information for calendar year 2023. Board of Selectman decided not to look at any previous years for enforcement. Selectman DiFruscio said the Board of Selectmen will be applying the penalties outlined in the ordinance for any violation. Selectman DiFruscio stated that the 30 rental limit is difficult to enforce, otherwise the ordinance the Board developed is great. Member Badger explained the purpose of the limit was to place some deterrent on buying a property for short-term rental only. Alternate Dougherty questioned that we view an owner ad regarding their rental, Chairman Terry stated we only review ads to verify occupancy limits. Chairman Terry raised that there might be some potential changes to the Zoning Ordinance considering the recent NH Supreme Court ruling in the Town of Conway vs. Kudrick case. The Board will review and evaluate to determine what if any changes need to be made to the Zoning Ordinance.

Secretary Campbell presented one application to the Board:

1. Daniel & Deborah Kimball – 13 Tucker Lane. The Board reviewed the application which was complete. No comments were made on the application. Member Badger moved to accept the application and Member Kimball seconded. The motion was approved unanimously.

Capital Improvements Program (CIP):

Chairman Terry reminded the members that various departments were assigned to each member. He now requested that individuals report on their assigned departments.

Chairman Terry, Library – The Library Board met and determined that there are several areas for short term needs, but they do not have a long term strategic plan as they have a new director starting and they are waiting for that person to come on board. They are likely looking at sometime in September to initiate that effort. The short-term needs they identified include removing the glass enclosure at the front desk, new meeting space, more storage, additional space for the children's library section and changing the shelving system as the current shelves are fixed. They do not have any costs associated with these changes.

Member Dougherty, School – The School Board has not worked on any capital improvements as they are waiting for a new principal and a major project is the evaluation of where Jackson will send the high school students. They are working on changes to the playground which the town funded this year. The Board is working on major staffing issues, along with managing additional students. Chairman Terry questioned how we can proceed to get information to help them. Member Dougherty said they know that expansion is needed. Alternate Dougherty mentioned that there are two classrooms that are sub-standard. Member Kimball asked if the funding that was requested two years ago was still on the table. Member Bennett stated that we are looking

for projections on cost and to think ahead of potential cost. Member Dougherty informed the Board that the School Board will consider the capital improvement issue in the fall.

Member Badger felt that if cost is not included in the plan, then it will not happen, since we do not review the CIP each year. Member Kimball suggested that we look at the way we did it before, by talking with the departments and developing a needs versus wants list. We should ask the departments what is lacking to meet their needs today and what improvements would help future needs, then prioritize them.

Alternate Dougherty, Highway Department: The department's need is to put a roof on the sand pit. This would save time and staffing. The current sand pit is designed to have a roof added. The cost is about \$170K.

The Board then proceeded to discuss the conceptional components of the CIP, what and how these should be presented in the CIP and if there is need for costs to be associated with all items. Chairman Terry agreed we would have many more conversations in that regard. Member Bennett pushed for more reports on various departments.

Member Campbell, Fire and Police Departments – Member Campbell stated that he has not met with the Police Department yet. His report will be on the Fire Department improvements. The major need is the Fire Station.

Fire Station - Chief Henry has three options for the Fire Station, which are: 1. New station on the current location, that has been discussed last year at a cost of \$5-6M. The new space gives the life of the station 50-60 years. 2. New station at a new location, that is where the current parking (old tennis courts) lot next to the library is located. The advantage of a new location creates savings of \$1-1.5 million since a lot of prep work would not need to be done. It would be the same design as the other proposed building. Some outstanding issues with the location still stand. The other advantages of an alternate location are no need to relocate the equipment during the building and the current location could be reused for a different purpose later. Cost of about \$4-5M 3. Upgrade/repair to the current location. This would include adding space, relocating the chief's office, and meeting room, but does not meet all the requirements/needs. It would add about 15 years to the current location. Cost \$1.5 – 2M. Chairman Terry suggested that two options be presented to the Board of Selectman. Selectman DiFruscio expressed that it is possible to refurbish the current station and knows something must be done. Selectman DiFruscio's larger concern however is the staffing of the fire station since current volunteers average age is 62, so do we need to talk about operational costs. Chairman Terry reminded everyone that operational costs would be an issue regardless of the facility choices being considered and are not a focus of the capital improvement program.

Radio Tower – Need to replace the tower in Jackson and add 2 new towers in Bartlett. The estimated cost is \$300K. The Town's cost for this request should be 1/3 of the cost since they are shared with other towns.

Equipment – 1. Fire Truck – Current budget has this replaced in 2036 at a cost of about \$1M, 2. Forestry Truck – Replacement in 5 years, at a cost of \$100K, 3. Pick-up truck in 2028 at a cost of \$100K, 4. Air Packs in the 4 years, at a cost of \$100K, 5. Handheld/truck radios in the next 3-4 years at a cost of \$200K.

Chairman Terry suggested the final department reports be presented at the next meeting.

Member Bennett mentioned that the Town office was not listed on the initial assignments. Member Dougherty stated she took the initiative to speak with the Town's staff about the needs for the Town office. Those needs include the expansion of the Police office, window and carpeting replacement, and improvements to the kitchen area. The future of the Fire Station could impact the expansion of the Police department space. Chairman Terry suggested that Selectman DiFruscio take on the assignment of getting more specific estimates of associated costs.

Other Business: No other business

Member Bennett motioned to adjourn the meeting; Member Dougherty seconded. The motion was approved unanimously, and the meeting was adjourned at 8:45 P.M.

Next Planning Board meeting is June 8, 2023.

Respectfully submitted by David L. Campbell, Secretary