

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

**Call to Order:** Chair Bill Terry called the meeting to order at 7:05 P.M. Chair Terry conducted the roll call of all members. Attending were Members Sarah Kimball (via Zoom), Scott Badger (via Zoom, and late), David Campbell, Kathleen Dougherty, Dick Bennett, Alternate Jerry Dougherty, and Selectmen's Representative Bob Thompson. Absent was Alternate Jim Wasco. No public attendees. The meeting was not video recorded and will not be made available on Jacksonflicks.com.

Chair Terry conducted the roll call to determine voting members. Initially, Member Badger was absent and therefore was not a voting member. Chair Terry moved to have Alternate Dougherty as a voting member.

**Approval of Minutes:** Minutes from the meetings on October 12<sup>th</sup> and October 26<sup>th</sup>, were reviewed. Selectman Thompson moved to approve the minutes for October 12<sup>th</sup> and Member Bennett seconded. The motion was approved unanimously. Selectman Thompson moved to approve the minutes for October 26<sup>th</sup> and Alternate Dougherty seconded. The motion was approved unanimously.

**Public Comment:** Member Bennett requested that tonight the discussion on the Fire Station focus on data and not personal opinions. Chair Terry brought to the attention of the Board the possibility of considering regulating the use of ADUs as short-term rentals by second homeowners at our December meeting and possibly a public hearing at our January meeting. He mentioned that the New Hampshire Municipal Association had some ideas that we should consider, as a follow-up to questions raised by Kevin Bennett (Building Inspector) at a previous meeting.

**Short-term Rental Applications:**

- Saurabh Calla – 19-2 High Pastures Road: Member Campbell presented the application and requirements. The Board had no comment. Member Bennett motioned to accept the application and Alternate Dougherty seconded the motion. The motion was approved unanimously.
- Mark Synnott – 6 Iron Mountain Road: Member Campbell presented the application and indicated that the application and documentation were appropriate and met all requirements. Member Bennett raised the concern that this property is on a Class 6 road and not maintained by the Town. He feels that the owner should mention this on the property and on the ad for the rental. This will allow for any renter to understand the limitations of the road. The Board agreed to add this comment to the application. Member

Bennett motioned to accept the application with comments. Alternate Dougherty seconded the motion. The motion was approved unanimously.

- Amy Dines – 29 Hemlock Hill Road: Member Campbell presented the application and requirements. The Board had no comment. Member Dougherty motioned to accept the application and Alternate Dougherty seconded the motion. The motion was approved unanimously.
- Member Campbell presented a new owner application. The Board agreed that new owner's applications do not need to be presented to the Board, since the Conditional Use Permit goes with the property. These should be handled by the Board of Selectmen.

**Capital Improvement Program Update (CIP):** Member Campbell presented an updated CIP spreadsheet, that included capital reserve balance and expendable trust funds associated with some expenses on the CIP list. The spreadsheet also includes an alternative cost column. Chair Terry expressed concern on lack of alternative and contingency costs. The Board discussed that there is no plan for housing fire equipment during a refurbishment project and any of the cost associated. The Board agreed that a cost analysis is needed to be completed on each item. Selectman Thompson stated that there are no resources currently to complete a thorough cost analysis for the fire station but that the cost estimates in CIP are based on contractors cost estimates for both a new and refurbished fire station.

There was discussion on other areas like the Grammar School and the Library that have no real cost linked to their needs over the next ten years. The Board needs to work on getting specific project/items for them and put costs on those items. The Board discussed these two departments are further down the road and not ready to present estimated costs for their needs. Member Campbell stated that the money for the Grammar School was based on a previous request for funds to update the current building.

Chair Terry stated the role of the Board is to provide the Selectmen an overall need of the Town and the cost for doing them. Member Kimball explained that, in the past, the CIP was completed with the intention of maintaining a stable tax rate.

Member Campbell asked for clarification on the highway department's reserve rate of \$150,000 per mile, as we currently have \$95,000 in reserve; the request is to restore the \$95,000 to an annual reserve rate of \$150,000 in the future. Member Campbell said there are block grant funds available for the work on culverts. Member Campbell also pointed out that highway equipment costs have already been approved to be spent over the next few years.

Member Campbell explained some items have been removed since they are not capital expenses. He updated the Board that some Town office improvements and equipment have already been budgeted for next year, so the amount for Town Office upgrades needs to be reevaluated. Solar

power has funds available now, so those will be factored into the CIP overall cost for solar at the two locations identified in the CIP.

Selectman Thompson and Chair Terry both suggest that if any Planning Board member talks with a Department Head that they should include the Selectman liaison, so everyone is getting the same information.

In the CIP report the Board will explain the various items in the report and if any cost has already been approved for those items. This allows us to distinguish between future costs and budgeted costs. The Board needs to decide items/costs in the CIP and determine if recurring items and their associated costs should be in the CIP. Selectman Thompson suggested that items that would require a bond or warrant article for funding be included in the CIP.

The Planning Board suggested that the Planning Board and Board of Selectmen hold another working meeting to discuss the Capital Improvement Program. The suggested meeting date was November 28, 2023, from 4:30 – 6:30pm at the Town Office. Selectman Thompson will present this to the other Selectmen. Chair Terry indicated that this meeting would follow the same format as the previous meeting.

Member Dougherty motioned to adjourn the meeting and Selectman Thompson seconded. The motion was approved unanimously, and the meeting was adjourned at 8:47 PM.

The next regularly scheduled Planning Board meeting is December 14, 2023.

Respectfully submitted by David L. Campbell, Secretary