

**Town of Goshen
Planning Board
Minutes of October 20, 2022
FINAL**

Planning Board members present (quorum = 3): Alicea Bursey (Chair), Kayla Frink (Vice-Chair), George Hebert and Steve Bursey (arrived at 7:31pm to sign the mylar, left at 7:32pm)

Guest (s): Sebastian Zyzdorz and Wayne McCutcheon

Meeting called to order at 7:01 p.m.

Chair Bursey, reminded the Board that this was her last meeting as Chair. Vice Chair Kayla Frink will serve as interim Chair starting on November 1st. During this meeting, Kayla Frink conducted the meeting. The Board members had no concerns.

Review of Minutes (10/6/2022)

Alicea Bursey motioned to accept the meeting minutes of October 6, 2022 “as is”; Kayla Frink seconded the motion. All were in favor. George Hebert abstained.

Annexation/Lot Line Adjustment/Subdivision (Greenhalgh)

Mr. Greenhalgh submitted all copies of the mylars, and the Board signed the mylars. Mr. McCutcheon mentioned that he believed that the mylar copy that goes to the Registry of Deeds must be submitted by the Board, not the surveyor. George Hebert will contact the Registry of Deeds for more information. The copies will be submitted to the Registry of Deeds and at the Town Hall, once submitted, the Board considers this annexation/lot line adjustment/subdivision complete. No further discussion was had.

Route 31 Subdivision (McCutcheon)

Mr. Wayne McCutcheon presented a proposed minor, 5.17 acre subdivision on the corner of Route 31. The subdivision is for Mr. Mike Bartlett, Porcupine Ridge Ventures, LLC. This was a preliminary review; no application has been submitted at this time. The Board reviewed the proposed plat, however, Mr. McCutcheon explained that a survey had not been done yet and that the map was just a draft.

Some concerns were had regarding the position of the driveway. The bottom of the driveway would be very close to the Route 10 and Route 31 corner stop sign and Chair Bursey voiced her concern about the safety of the intersection especially in the winter. Chair Bursey suggested that the Board discuss this with the Town’s Road Agent, Fire Chief, and Code Enforcer to discuss the safety of the driveway. Mr. McCutcheon mentioned that there really is not any other area on the lot where the driveway could go, but agreed that the EMS, Road Agent, and Code Enforcement Officer might want to look at the area. He suggested contacting Mr. Bartlett to see if he would like to have with a site visit for the Board, EMS, Road Agent, and Code Enforcement Officer.

George Hebert mentioned that he agreed that the driveway plans should be reviewed but the Board can’t fault the homeowner for the location of the driveway. Chair Bursey agreed, however, mentioned that the Road Agent might be able to suggest a better solution regarding the driveway. The Board will invite Ryan Hall, Shae Simino, Bruce Nadeau, and Mike Bartlett to the next meeting to discuss the safety of the driveway and the application of the subdivision.

Law and Regulation Changes

This discussion was tabled until a future meeting.

Member Discussion

If anyone else is interested in becoming an alternate member of the Planning Board they should stop by any of the Planning Board meetings at the first or third Thursday of the month at 7pm in the Goshen Town Hall. Applications for the alternate position can be found on the Planning Board webpage.

Other Business

- **Performance Review for Secretary:** The performance review for the secretary was reviewed. Overall, the Board feels that Melissa Salinardi has been doing a good job performing her role as recording secretary and gave her a high rating. Chair Bursey signed the performance review. There was some discussion regarding a wage increase for the secretary based on her performance review and COLA procedures. Chair Bursey mentioned that as long as there is enough money in the Planning Board budget, the Board can decide to increase wages after the budget has been set. She also mentioned that in previous years she has been asked to explain the proposed budget and that the Board should be prepared to do that if necessary. George Hebert agreed that the secretaries hourly wage should increase to at least meet the COLA minimum. No actions were taken.
- **Land Use Summary Spreadsheet:** The Recording Secretary will update this spreadsheet and present it to the Board at the next meeting.
- **Budget:** The Board reviewed the proposed 2023 budget and had no concerns. Chair Bursey proposed an increase to the secretary line, a decrease to the office supplies/postage, and a decrease in laptop/software/antivirus. The final suggested budget for the Planning Board is three thousand eight hundred and ninety dollars (\$3,890.00). The Board agreed with the changes. Chair Bursey has sent the proposed 2023 budget to the Board of Selectmen's Administrative Assistant.
- **Annual Report:** The annual report is due in February 2023 and the Board will review, make changes and revisions at a future meeting.
- **Projector/Computer:** Chair Bursey mentioned that the secretary computer which will be split with the Zoning Board has been ordered and she received the check from the Town to purchase. She hopes to have the computer within the week. She also suggested that the Board be mindful when lending out the projector and computer so that proper use of the equipment can be maintained, and no damage occurs. She suggested keeping both the computer and the projector with the secretary for safety.
- **Fee Schedule:** The Board will review the fee schedule at a future meeting. They discussed the possibility of adding a Registry of Deeds fee if the Board is required to submit mylars. Chair Bursey mentioned that Ms. Frink might want to contact NHMA to make sure the Town's fee schedule is compliant with the new HB 1661 law. No actions were made at this time.
- **Next Meeting:** The next meeting will be the first Thursday of the month – November 3, 2022.

Standing/Upcoming items

- Route 31 subdivision (McCutcheon)
- Master Plan Review - Pending

- Solar/alternative energy RSA and town regulation discussion - Pending
- Rand Pond Beach Discussion for inclusion in Master Plan - Standing Item
- Member Discussion - Standing Item
- *Budget due December 1, 2022*
- *Annual report due February 1, 2023*
- *Annual audit of CIP (May/June)*

Alicea Bursey made a motion to adjourn the meeting. George Hebert seconded the motion. All were in favor. Motion passes.

Meeting adjourned at 8:09 p.m.

Respectfully Submitted,
Melissa Salinardi
Recording Secretary