

**Town of Goshen
Planning Board
Minutes of November 2, 2023
FINAL APPROVED**

Planning Board members present (quorum = 3): Kayla Frink (Chair), Sebastian Zyzdorf (Vice-Chair), Philip Stasulli, Derek Tremblay (ex-officio to the Select Board)

Guest (s): None

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

Budget Discussion

The budget was due to the Board of Selectmen by November 1st. The Board discussed the possibility of increasing the budget due to costs incurred by the Master Plan. Chair Frink stated that she reached out to the Upper Valley Lake Sunapee Planning Commission and is waiting for a price list of services for the Master Plan, however, the UVLSPC gave a suggested estimate for the cost of a survey service for the Master Plan. The Board determined that increasing the budget to be able to facilitate the services needed to hire an outside party to assist in the Master Plan was necessary. The Board reviewed the other lines in the budget to determine if cuts could be made in order to allow for the increase.

Chair Frink also explained that the recording secretary salary line of the budget would remain the same and that an increase to the recording secretary's salary was already proposed in the 2023 budget. She added that although the recording secretary's pay was approved to increase, the increase never became official and the raise was not given at the beginning of the year. She asked the Board to consider correcting the issue by retro paying the secretary for the hours she worked starting in January 2023 and additionally increasing the salary to the approved rate. The Board agreed to increase the recording secretary's salary based on the approved rate and retro pay her for her time worked beginning in January 2023.

Sebastian Zyzdorf motioned to retro pay the Recording Secretary going back to January 2023 and increase her pay going forward to the approved rate. Philip Stasulli seconded the motion. All were in favor-yes; motion carried (4-0).

Philip Stasulli motioned to increase the budget by \$2,110 with a final total of \$6,000 in order to facilitate the hiring of a third party to assist in the Master Plan. Derek Tremblay seconded the motion. All were in favor-yes; motion carried (4-0).

Property Runoff (Pheasant Runn Development)

Chair Frink mentioned that she had a conversation with an attorney from the NHMA. The NHMA attorney advised the Board to not allow any more construction in the area of concern until a new site plan has been brought forward. The attorney voiced additional concerns regarding the fire pond and the Planning Board's responsibility to monitor any further developments in the Town and specifically in that area.

After some discussion, the Board made edits to the letter to be sent to the contractor of the Pheasant Runn Development, Mr. Mark Brunelle, and determined to send the letter requesting Mr. Brunelle attend a future meeting and speak with the Planning Board directly regarding this matter.

Derek Tremblay motioned to accept the written letter with edits and motioned to send the letter out to Mr. Mark Brunelle. Sebastian Zyzdorf seconded the motion. All were in favor-yes; motion carried (4-0).

Chair Frink will make the final edits and send out the letter via certified mail.

Annual Pit Inspection – Anderson Pit and Davis Pit

The Planning Board voted to accept the findings of the Anderson Pit and Davis Pit Inspection that took place on October 5, 2023.

The Board agreed that both pits were in order and found no issues of concern.

Sebastian Zyzdorf motioned to accept the findings of the Anderson and Davis Pit Inspection. Philip Stasulli seconded the motion. All were in favor-yes; motion carried (3-0). Derek Tremblay abstained.

Review of Minutes (10/5/2023)

Sebastian Zyzdorf motioned to accept the minutes of October 5, 2023 ‘as is’; Philip Stasulli seconded the motion. All were in favor-yes (3-0). Derek Tremblay abstained.

Anderson Pit Excavation Permit Renewal – Newport Sand & Gravel

The 30-day appeal period has ended. The Board did not receive any complaints or concerns regarding the Anderson Pit Excavation Permit Renewal for Phase 2.

The Board signed the renewed excavation permit. The recording secretary will provide a copy to Newport Sand and Gravel for their records. The Board considers this topic closed.

Capital Improvement Plan (CIP)

The Board noted that only the Highway Department, Transfer Station and the Library presented their Capital Improvement Plans. No other responses were received from the other departments. The recording secretary will draft the proposed changes for the Board to review. No actions were made at this time.

Member Discussion (ongoing)

Additional alternate members are still needed for the Planning Board, this topic will remain a standing agenda item until filled. Anyone interested in becoming an alternate member of the Planning Board 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

- **Upcoming Meetings:** The next meeting will be the third Thursday of the month – November 16, 2023.
- **Newspaper Article:** A newspaper article was presented by Mr. John Scranton regarding short-term rentals. The Board reviewed the article making note of the fact that Goshen was listed in the top 20 short-term rental towns.
- **Septic Application:** The Board reviewed a septic application that was sent by the State for a septic construction located at 256 Center Road. The Board had no issues with the application.
- **Chair Position:** Kayla Frink mentioned that she will not be able to continue her role as Chair after the upcoming election in March 2024. She would like to remain a member, but would like another member of the Board to take her place as Chair. Sebastian Zyzdorf stated that he would be willing to transition into that position. Kayla stated that she will work with Sebastian as he transitions into that role.
- **Public Hearing:** The Board discussed the proposed changes that need to be made to the Zoning and Building Regulations and the Town of Goshen Schedule of Land Use and Driveway Fees. The Board will review the proposed changes during the next meeting and a tentative public hearing is scheduled for December 7, 2023 at 7:00 p.m.

Standing/Upcoming items

- Master Plan Review - Pending
- Capital Improvement Plan
- Rand Pond Beach Discussion for inclusion in Master Plan - Standing Item
- Member Discussion - Standing Item
- *Budget due November 1, 2023*
- *Annual report due January 1, 2024*
- *Annual audit of CIP (May/June)*

Sebastian Zyzdorf made a motion to adjourn the meeting. Philip Stasulli seconded the motion. All were in favor-yes; motion carried, (4-0).

Meeting adjourned at 8:16 p.m.

Respectfully Submitted,
Melissa Salinardi
Recording Secretary