

**Town of Goshen
Planning Board
Minutes of November 16, 2023
FINAL APPROVED**

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

Guest (s): None

Meeting was called to order at 7:00 p.m.

Review of Minutes (11/2/2023)

Philip Stasulli motioned to accept the minutes of November 2, 2023 ‘as is’; Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 3-0.

Budget Discussion

The budget was reviewed after edits were made by the Board of Selectmen’s preliminary review. The Board of Selectmen suggested that the Planning Board create a separate line item in their budget for the Master Plan costs.

Derek Tremblay motioned to itemize the Master Plan survey cost on the 2024 proposed budget and accept and resubmit revisions. Philip Stasulli seconded the motion. All were in favor-yes; motion carried, 3-0.

The Board discussed whether they would like to plan for future Master Plan costs by recommending a warrant article in this years proposed budget. The Board discussed putting \$3,600 into a new Capital Reserve Fund starting this coming year and continuing for the next ten years for the next Master Plan. The Board would like to have funds put aside for the future expense of hiring a third party to be able to assist in the preparation of the Master Plan.

Derek Tremblay motioned to recommend from the Planning Board to the Board of Selectmen the creation of a new Capital Reserve Fund for future expenses of the Master Plan with the starting amount of \$3,600. Philip Stasulli seconded the motion. All were in favor-yes; motion carried, 3-0.

Derek Tremblay will discuss the recommended Capital Reserve Fund with the Board of Selectmen during the December 11th meeting. Chair Frink asked the secretary to set up a reminder for the Planning Board to discuss the Master Plan Capital Reserve Fund request every year during the budget discussion.

Regulation and Fee Schedule Changes

The Board reviewed the fee schedules that were presented by the Zoning Board as well as the previously discussed Planning Board proposed changes.

The Zoning Board proposes to add the following to the Town of Goshen Schedule of Land Use and Driveway Fees. The Zoning Board suggested these edits during their meeting on August 9, 2023:

- Special Exception application fee: Current is \$50.00; Proposed is \$75.00.
- Variance Application Fee: Current is \$50.00; Proposed is \$75.00.

Derek Tremblay motioned to finalize and adopt the changes of the Zoning Board mentioned above to the Town of Goshen Schedule of Land Use and Driveway Fees. Philip Stasulli seconded the motion. All were in favor-yes; motion carried, 3-0.

The Planning Board proposes to add the following to the Town of Goshen Schedule of Land Use and Driveway Fees. The Planning Board suggested these changes during their meeting on June 15, 2023:

- Recording Fees for registering mylars (as indicated according to the Registry of Deeds costs): Mylar 17 x 22 - \$16.00 Recording Fee/\$25.00 LCHIP fee; Mylar 22 x 34 - \$26.00 Recording Fee/LCHIP fee; Mylar 8 ½ x 11 - \$25.00 Recording Fee/LCHIP fee

Derek Tremblay motioned to finalize and adopt the changes of the Planning Board mentioned above to the Town of Goshen Schedule of Land Use and Driveway Fees. Philip Stasulli seconded the motion. All were in favor-yes; motion carried, 3-0.

The Board also discussed the proposed changes to the Zoning and Building Regulations regarding culvert maintenance that was discussed in the meeting of September 21, 2023. The Board agreed to table the vote to accept any changes this portion of the Zoning and Building Regulations until more proposed changes were suggested. This item will be added as a standing item until finalized.

Property Runoff (Pheasant Runn Development)

Chair Frink stated that the certified letter has been sent to Mr. Mark Brunelle. There are no other updates at this time.

Capital Improvement Plan (CIP)

The Board reviewed the Library's Capital Improvement Plan but made no motion at this time. The secretary will compile the updates for the Board to review at a future meeting.

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 first Thursday of the month – December 7, 2023.

Standing/Upcoming items

- Master Plan Review - Pending
- Capital Improvement Plan
- Regulation Changes – Culvert Maintenance (Pending)
- Rand Pond Beach Discussion for inclusion in Master Plan - Standing Item
- Member Discussion - Standing Item
- *Budget due November 1, 2024*
- *Annual report due January 1, 2024*
- *Annual audit of CIP (May/June)*
- *Annual review of the Master Plan CRF (November 1, 2024)*

Philip Stasulli made a motion to adjourn the meeting. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 3-0.

Meeting adjourned at 7:43 p.m.

Respectfully Submitted,
Melissa Salinardi
Recording Secretary