

## Planning Board Meeting 12/14/2023 Minutes

**In attendance:** Board Members Stan Bujalski, Mike Palm, Mark Canfield (via Zoom), Gerry Panuczak, and Anthony Patti. Joining by Zoom, Consultant Carol Ogilvie, James Cahill. Guests included Beth Ellinwood.

The meeting was called to order at 16:03.

The proposed agenda was presented and approved with no changes.

Mr. Panuczak was appointed scribe to the Board.

Mr. Canfield read the November 2, 2023 draft minutes. Mr. Bujalski motioned to approve minutes as read. Mr. Canfield seconded the motion. All members present voted affirmative, except Mr. Panuczak who abstained.

Mr. Canfield summarized the presentation to the WEA Board on December 9, 2023. There was agreement that the public in attendance would not be able to pose specific questions as Mr. Canfield could not represent the entire Planning Board. Such questions should be brought to a Planning Board meeting, or Public Hearings. Mr. Cahill brought forth several questions that represented WEA concerns in written format.

- 1) Page 18: Community voices are heard and actions shared with WEA. Mr. Canfield stated that the Planning Board has authority for such, but should bring information to both WEA and WEVD. Ms. Ogilvie changed the draft Master Plan to reference 674.1 instead of 672.1 to better illustrate the specific duties of the Planning Board.
- 2) Page 22: Concern that zoning responsibility could shift to the Planning Board from WEA and the Towns of Campton and Thornton. Mr. Canfield shared that the Planning Board does not have such authority, but will work with the Towns of Campton and Thornton to share what inspection services are available. Mr. Bujalski stated that state inspection services are available, electrical, plumbing, and mechanical for a fee, and the Master plan and WEA Building Permit should reference such. Ms. Ogilvie revised the draft Master Plan to state this.

The draft Master plan was revised and agreed to in response to the WEA questions. The revised draft Master Plan would be included as documents presented to the upcoming Public Hearing.

The Public Hearing will be scheduled for January 13, 2024 at 10:00 hours at the Community Center. Ms. Ogilvie will participate via Zoom.

Community comment: Beth Ellinwood.

- 1) Why was a Zoom link not provided for the public work session of October 1, 2022? As the session included several breakout tables for community discussion, Zoom does not provide the ability to conduct sessions at each table, thus the Board determined the Zoom link was not technically viable.
- 2) Why was the survey community comments in summary and not complete form? The full comments will be included with future presentation of the draft Master Plan.
- 3) Why is current authority for certain building issues moving to the Planning Board? There are no current authorities being moved.

- 4) Has a cost analysis been done by the Planning Board? The only costs incurred by the Planning Board are the consulting costs, which have been budgeted for.

Mr. Palm indicated that due to external factors, he will need to step down as Planning Board chair. Mr. Canfield will chair until a successor is established.

The next Planning Board meeting is scheduled for January 4, 2024 at 16:00.

Mr. Canfield motioned to adjourn. Mr. Bujalski seconded. Motion carried by unanimous vote. Meeting adjourned at 17:47 hours.

Respectfully submitted,

Gerry Panuczak