

**November 2, 2022**  
**Planning Board**

**Present were: Regular Members:** Chair Lori Langlois, Tom McCue, Henry Noel, Dan Whittet, Karen Collins; **Ex-Officio Member:** Lucie Remillard, Lise Barrette; **Alternate Members:** Jeffrey Quackenbush, Amy George, Micah Bachner Lori Korzen.

**Excused were: Regular Member:** Anthony Valliere, Jennifer Lazzaro.

**Others Present:** Pamela Laflamme, Community Development Director.

Chair Langlois called the meeting to order at 6:30pm.

**Public Comments**

None

**Approval of October 2022 Minutes**

Ms. Remillard made a motion to approve the minutes of the October 4, 2022 meeting as presented. Mr. McCue seconded the motion. All in favor, the motion carried.

**Master Plan Implementation Committee conversation**

Ms. Laflamme began by explaining some basic recommendations on how to form an implantation committee and the process the committee can take. There is a spreadsheet of all items that is broken down into the same sub-categories as the Master Plan. This can be filled in and tracked by the City Planning and Community Development Department to ensure consistency. It was suggested that we consider multi-functional initiatives in project development, plan for incremental progress, practice transparent communication and design participatory processes and develop cost-effective solutions. Ms. Laflamme also explained that the first set of actions under Invest in Public Infrastructure, would involve the City Council and Department Heads in approving items and some of these are already happening. If the committee wants to, they can push one of these items to the front.

Mr. Quackenbush asked for clarification on how the committee can push an item forward. Ms. Laflamme explained it would be through the Department Heads and the Capital Improvement Plan process which will be changing over time to involve the departments.

Mr. Quackenbush asked if an individual can represent the Planning Board when talking to others about funding. Ms. Laflamme said the budget meetings are open to the public and members are welcomed to attend.

Mr. Whittet talked about acquiring funds for these projects and Department Head involvement. Ms. Laflamme explained that they are working on getting the Department Heads more involved with the Capital Improvement budget. There was additional conversation on how the committee can set priorities, get public input, get Department Head input and then possibly meet with council to share a proposal

Mr. Quackenbush and Ms. Laflamme discussed a summary of the functions of the Implementation Committee. 1) Tracking and communicating what's happening already 2) Picking a small number of projects to narrow our goals 3) Look at Zoning Ordinances or Regulations to be developed.

Ms. Langlois asked if we could add a standing agenda item during our regular Planning Board meeting to review an item. Yes, that is something we can do.

Some different projects were discussed such as an elevator for City Hall, the Downtown Reconstruction Projects and a façade improvement plan.

Mr. Quackenbush brought up the structure of the committee and there was discussion about meeting times and whether we add another monthly meeting. Ms. Laflamme suggested making a second monthly meeting date for the Implementation committee as a backup meeting. Depending on how the regular Planning Board meeting goes, we may be able to discuss implementation and we find that we won't need a second meeting. Ms. Laflamme will send out a poll for people to pick dates to set a regular second meeting time for the Implementation Committee.

Mr. Quackenbush asked about whether the public and members of other community organizations can vote on items at committee meetings. Ms. Barrette suggested that the committee can bring ideas that they have agreed upon and bring it to the Planning Board where it can be voted on.

After some discussion it was decided that each member pick three to five items that they would like to focus on and bring it to the next meeting. Ms. Laflamme will go through the spreadsheet and update anything that is already being worked on and will email this updated version to everyone. Then we can choose our items and send them to Ms. Laflamme before the next meeting so she can compile a list for members to look at before the meeting.

**Other: Lot Merger, Bailey and Vincent, Map 140 Lot 2 and Map 139 Lot 12**

Ms. Laflamme shared the map for review. Map 139 Lot 12 is landlocked without frontage. It's abutting their house lot and a paper street. It would be difficult for them to sell this lot since there isn't any access. This is a voluntary merger which does not require a public meeting.

Ms. Collins made a motion to approve the lot merger based on findings of fact. Ms. Remillard seconded it. All in favor, motion carried.

Board Members discussed the application to create Findings of Fact as follows;

- They are adjacent lots
- There is no street access to Map 139 Lot 12
- Both lots are in common ownership

- The Zoning Ordinance supports the lot merger

Mr. Whittet made a motion to approve the Findings of Fact. Mr. Bachner seconded it. All in favor, the motion carried.

### **Public Comments**

None

### **Member Comments**

Mr. McCue shared information from the NHMA Office of Planning and Development Virtual Land Use Conference.

### **Planner Comments and Project Updates**

Happy Thanksgiving and Thank You for all your patience throughout this process.

### **Adjournment**

There being no further business to come before the board, Mr. Bachner made a motion to adjourn, seconded by Ms. Collins. All in favor, the motion carried.

The meeting ended at 7:45 pm.

Respectfully submitted,

Lise Barrette

\* Note: These minutes are unofficial until they have been accepted by the Planning Board by motion.