

Town of Sullivan, NH
Planning Board
Meeting Minutes, June 7th, 2023
Sullivan Town Hall

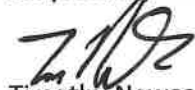
Members present: Laura Lewandowski, Leslie Casey, Timothy Newcombe (secretary), Chris Pratt (chair), Adam Cullis (Alternate), Laurie Goldsmith (alternate), Paul Bolduc (selectman)

Public present: Ginger (Virginia) DeAngelis (Selectman)

- A. The meeting was convened by Chairman C. Pratt at 7:01 p.m. and roll call was taken. V. DeAngelis introduced herself as the new member of the Board of Selectmen.
- B. Approval of minutes- C. Pratt moved to adopt the minutes as written. L. Casey seconded. Passed by unanimous vote of the planning board.
- C. Driveway Permit Expiration, South Rd- C. Pratt sent a letter to the permittee, Elizabeth Newcombe, notifying her that the permit will expire on July 5th (permit was granted final approval on July 6, 2022). Ms. Newcombe did not respond to the notification. This will be addressed at the next meeting of the planning board.
- D. Other Planning Board Items
 1. Master Plan Update- L. Casey reviewed the progress on the Master Plan update. She said the Housing Task Force will draft updated housing-related chapters of the Master Plan with the help of the planning consultant funded by the HOP grant. However, finalization and adoption are the responsibility of the Planning Board. There are other chapters that need updating by planning board, such as History and Conservation. She said the Planning Board should probably create a Master Plan Committee.
 - L. Casey said the draft housing-related chapters are expected by late summer. C. Pratt said he would like to set a reasonable deadline to complete the Master Plan update – the end of the year.
 - Master Plan Committee members will be drawn from Selectmen, Planning Board, Conservation Commission, Road Agent, School Board and perhaps the Fire Department or ZBA. C. Pratt said he would send a letter soon to the needed parties but would have conversations first.
 - L. Casey said work on the Vision Statement will begin after the housing potluck. Updates to other chapters of the Master Plan should be in alignment with the Vision Statement, which is the community's shared statement of what it wants for the future. C. Pratt commented that visions are good, but we are also driven by economics. Ensuring balance of land and large developments has always been a challenge, but Sullivan has done a pretty good job compared to other places.
 - C. Pratt suggested to have a public meeting to discuss the Master Plan, especially those who hold stakes in the process. He said that perhaps to tackle different chapters it would be best to form different committees for each.

2. HOP Grant update- L. Casey reported progress on the HOP Grant.
 - Phase 1, Housing Needs- There will be a Housing Potluck on Thursday June 15th from 6 pm to 8 pm at the church hall to engage with the public concerning the recent housing needs assessment and survey results. The Sullivan Housing Needs Assessment was finalized and adopted by the Housing Task Force and is published on the town web site. Updating housing-related Master Plan chapters is ongoing.
 - Phase 2, Regulatory Audit- The CPO was audited to identify areas that could be amended to remove unnecessary barriers to housing while avoiding development that is not in character for Sullivan.
 - Phase 3, Regulatory Development – The town plans to submit a HOP grant application for Phase 3. If funded, it would support developing recommended changes to ordinances & regulations in the context of community engagement and the Master Plan.
 3. Gravel excavation- amended regulation. Planning board members have been instructed to review the rough draft of the amended regulation prior to the next planning board meeting and come prepared to mark up any changes.
 4. Selectman's update- P. Bolduc said progress is being made on junkyards. He also provided an update on the ongoing decision to select a new town ambulance service. The decision is between Rescue Inc and Cheshire County Ambulance Service. There is a possibility that Keene will accept adjacent towns to their coverage in the future, but not in the short-term. He reported that the building permit for the Ahlberg property on Centre Street was approved.
 5. Varia:
 - C. Pratt reported that the Walters/Brien boundary line adjustment land sale was finalized.
 - L. Casey shared an OPD document for requesting site plan/subdivision waivers. It is intended to make it easier to apply the criteria and record the rationale to grant or deny a waiver.
 - A. Cullis said he has been looking at town buildings regarding maintenance issues on behalf of the Selectmen. A committee may be formed to help coordinate maintenance projects.
- E. Meeting adjourned at 7:45 PM by unanimous vote of the planning board.

Respectfully submitted,



Timothy Newcombe
Secretary