



Planning Board Minutes
PO Box 277
Dublin, NH 03444
March 21, 2024

The Planning Board met in the Town Hall's conference area on the middle floor. Present were Don Primrose- Chair, Susan Peters- Select Board Representative, Members: Francis McKenna, Caleb Niemela, Archie McIntyre, and Alternates, Karl Eckilson, Brie Morrissey and Neil Sandford. Absent were Donna Garner-Vice Chair and Member: Kirsten Colantino .

A list of other attendees attached.

Call to Order: Don called the meeting to order at 6:00 p.m. appointing Karl and Brie to sit in for Donna and Kirsten, respectively.

Approval of Planning Board Minutes, March 7, 2024: Susan made a "motion to approve the minutes as amended". Don seconded. The motion passed unanimously.

New Business

Elect Officers for the upcoming year: Don stated that he would appreciate holding the position for the upcoming year as the Board needs to continue addressing many topics that are already on the table. Caleb made a "motion for Don Primrose to continue in the position of Chair person for the Planning Board." Brie seconded. The motion passed unanimously. Don made a "motion to appoint Francis McKenna as vice-chair". Caleb seconded. The motion passed unanimously.

Appoint Secretary: Although the Board's secretary position is filled by a Town employee, the Board appoints that position yearly. Don made a "motion to appoint Matthew Saveliev as Planning Board Secretary". Francis seconded. The motion passed unanimously.

Rules of Procedure Review-Driveway Regulations: Don read Article VI (copy attached to minutes) asking if, for straight-forward driveway applications, the Board may allow the Planning Board chair to approve such an application. Caleb made a "motion to authorize the chairman to approve driveway application subject to "D". Brie seconded. The motion passed unanimously.

Rules of Procedure Review-Alternates: The Planning Board is allowed five alternates which are appointed by the Board for a three-year term. Currently, there are two positions open- one Planning Board alternate, one Select Board alternate. The Rules of Procedure clearly outlines the parameters for alternate duties to include that if an alternate sits in for a member on a specific

topic, that alternate should follow through on that subject to completion even if the member is present. The Board is in agreement to follow these guidelines. Archie made a “motion to appoint Katy Wardlaw as an alternate”. Brie seconded and Katy accepted. The motion passed unanimously. Katy was a prior member of the Planning Board, serving as liaison to the Housing Committee and has agreed to remain as such.

Goals for Upcoming Term: Don would like to continue working on many topics that have been touched upon during the past year. He asked that members commit to a specific topic of their interest, do the research/write drafts and report back to the Board:

Driveway Regulations- Brie and Caleb will draft an application/clarify language by June 6.

Transient Housing- Archie and Brie will draft an application and policy with a tentative deadline of May 23.

Sign Regulations- Don will clarify policy language by April 18.

Review Zoning and Land Use Ordinance-Board to work on as a group clarifying/condensing repetitive language. The Secretary will update the document noting dates of changes on each page.

Zoom/Streaming Policy- Brie will experiment with the equipment available at Town Hall. She will also research other platforms. Initial findings will be presented at the next Board meeting, April 4, with a written policy to follow.

Old/Unfinished Business

Avenues Recovery Drug Rehab Sign- Members questioned sign progress. Corporate is in New Jersey, and they are looking for a local representative to address the Board on their behalf. Corporate acknowledges that the sign is on Town Property. The Select Board has been notified, and it will be their decision to enforce any penalties for non-compliance and any other action such as removal.

Other Business

Subdivision Applications Received:

Map 5 Lot 11- more information is needed before the Board can consider if application is complete. Don will contact applicant.

Map 2 Lot 2- applicants asking for several waivers. Don will contact the surveyor and schedule a pre-site visit to evaluate what additional information may be required by the Board for the application to be considered.

Map 5 Lots 50, 51 and 54A, Map 6 Lot 66- Inquiry concerning steps involved in combining family-owned properties, lot line adjustments, easements, etc. Don will contact the owner.

Next Planning Board Committee Meeting: Thursday, April 4, 2024, at 6PM in Town Hall’s lower conference room.

Adjournment: There being no further business, Don made a “motion to adjourn the meeting at 7:53 pm”. Kirsten seconded.

Minutes respectfully submitted by Pamela Celko

List of Non-Board Member Attendees Meeting

Date: March 21, 2024

Emily Primrose

Katy Wardlaw

June Brening