



**Salisbury Planning Board
Approved Meeting Minutes
Public Meeting • Academy Hall
October 23, 2023
6:30 p.m.**

Joe Schmidl, Chair (2026)	Absent	Loretta Razin, Member (2024)	Present
Jeff Blanchard, Vice-Chair (2025)	Present	William MacDuffie III, Member (2026)	Present
John Herbert, Member, Ex-Officio (2026)	Present	David Hostetler, Alternate (2024)	Present
Jeff Nangle, Alternate (2026)	Present*	Joe Landry, Alternate (2025)	Absent
David Kelly, Alternate (2026)	Absent	April Rollins, Town Administrator	Present
Jim Hoyt, Alternate Ex-Officio (2024)	Absent	Jennifer King, Recording Secretary	Present

Gary Clark and Rick Chandler attended the meeting at Academy Hall.

*Jeff Nangle attended the meeting via Zoom.

Vice-Chair Jeff Blanchard opened the meeting at Academy Hall at 6:30 p.m.

OLD BUSINESS

Approval of Minutes

The Board reviewed the minutes of October 2, 2023.

John Herbert **motioned** that they approve the minutes as submitted.

Loretta Razin **seconded** the motion for discussion.

Discussion: Vice-Chair Blanchard wanted to clarify that it is not the role of the Planning Board to review the Building Permit fee structure or Chuck's salary; they are adding an administrative fee.

TA Rollins said it is still an increase to the building permit fee.

Vote: the Board **voted** to approve the minutes as submitted.

Public Hearing for Floodplain Development Regulation Amendments

Vice-Chair Blanchard opened the Public Hearing at 6:36 p.m.

No members of the public were present to comment.

Vice-Chair Blanchard closed the Public Hearing at 6:38 p.m.

John Herbert **motioned** that they approve the changes as presented and forward them for approval at Town Meeting.

William MacDuffie III **seconded** the motion which passed successfully.

Subdivision Regulations-Special Flood Hazard Areas Language to be Added

John Herbert **motioned** to table this agenda item until the next meeting.

Loretta Razin **seconded** the motion which passed successfully.

Building Permit Fee Increase

Building Inspector Chuck Bodien will come to the next meeting when the camping ordinance is reviewed. TA Rollins provided the requested information regarding building permits issued for the last 3 years. Discussion occurred regarding the number of Inspections done/permits given per year.

The Board discussed what the proper increase should be to adequately cover the administrative costs and how the fees relate to the Building Inspector's salary. John Herbert would like to double the fees, and anything extra would serve as the administrative fee.

William Macduffie III **motioned** that they table this item to the next meeting.

John Herbert **seconded** the motion which passed successfully.

Dave Hostetler was appointed as a voting member for this meeting.

Vice-Chair Blanchard reopened the Public Hearing for the Floodplain Development Regulations Amendments at 7:16 p.m.

Gary Clark of 66 Scribner Road stated that the base flood elevation/dam crest of the Blackwater Dam is 566; No one lives in zone A; it's all wetlands. He does not believe there are any buildings there. Everything below that elevation is government-owned. William MacDuffie III thinks it is just a change in the terminology, not an actual change to the zones.

Rick Chandler of 949 West Salisbury Road asked for clarification about the changes that are resulting from the adjustments made.

They live just outside of Zone A and they aren't required to have flood insurance; they had to go through a lot to establish that.

Discussion took place regarding the elevations in the area and the capacity of the dam.

Mr. Clark and Mr. Chandler just wanted to ensure there were no changes being made to the zones.

Vice-Chair Blanchard closed the Public Hearing at 7:23 p.m.

Capital Improvements Program 2024-2029

TA Rollins reviewed the Capital Improvement items scheduled to be included in the 2024 budget and answered Board member questions.

Fire & Rescue Department

Engine #1; CRF; \$49,000

Cisterns & Dry Hydrants; Expendable Trust; \$2,500

Air Pack Maintenance & Repair; Expendable Trust; \$16,960

Defibrillator Maintenance; Expendable Trust; \$2,400

Forest Fire

Mutual Aid; Expendable Trust; \$500

Recreation

Playground/Ice Rink/Shed; CRF; \$1,000

Highway

Highway Equipment; CRF; \$161,871

TA Rollins explained that because they have enough funds for a land purchase for the future Highway Department, the funds previously put toward land acquisition were shifted to highway equipment by Selectboard Chair Brett Walker.

Highway Projects

Mutton Road scheduled for 2024; appropriation; \$185,000

TA Rollins explained that they will be encumbering funds from this year in order to finish paving West Salisbury Road (additional permits are needed). They have not yet determined how they will budget to cover all needed permits (they are waiting on a figure from the state).

Highway - Flood Control Road Maintenance

TA Rollins stated that these funds are to be used in emergency situations. It holds a balance of \$297,610. They are not currently contributing to this fund.

Administration

Town Buildings and Grounds; CRF; \$2,500

TA Rollins said that the next significant project is to fix the floor support beams at Town Hall.

Reassessment 2027 (property revaluations); CRF/Appropriation; \$8,400

Unanticipated Legal Expenses; CRF; \$5,000

TA Rollins said that Selectboard Chair Brett Walker proposed creating this fund to cover unexpected legal expenses (e.g.

Eversource lawsuit).

Vice-Chair Blanchard asked to clarify that any tax refund they may be found liable for would come out of this fund as well. TA Rollins confirmed that it would.

Transfer Station/Recycling

Building, Repairs and Equipment; CRF; \$5,000

Dave Hostetler asked about a possible redesign of the Transfer Station as has been discussed in town, wondering if those expenses would come from that fund. John Herbert confirmed that it would, and said that what had been mentioned was a redesign of the traffic pattern, but there is currently nothing planned.

William MacDuffie III asked if they were funding the Town Buildings and Grounds budget line well enough compared to the funds they are spending. He also wondered if this fund would cover air conditioning at the firehouse. His concern is that it is a designated emergency shelter, so they need proper climate control.

William MacDuffie III **motioned** that they increase the CRF from \$2,500 to \$10,000.

Dave Hostetler **seconded** the motion which passed successfully.

Dave Hostetler **motioned** that they accept the schedule as amended to recommend to the Board of Selectmen.

William MacDuffie III **seconded** the motion which passed successfully.

Other Business

The next Planning Board meeting is scheduled for Monday, November 6, 2023 at 6:30 p.m.

Adjournment

Loretta Razin **motioned** to adjourn the meeting.

John Herbert **seconded** the motion and the Board adjourned at 8:11 p.m.

Respectfully Submitted,
Jennifer L. King
Recording Secretary