



# MADBURY PLANNING BOARD

13 Town Hall Road, Madbury, NH 03823

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## Approved

### OFFICIAL BUSINESS

**Minutes of:** November 15, 2023

**Meeting Convened:** 7:00 pm

**Members in Attendance:**

Marcia Goodnow - Chair

Doug Hoff - Vice Chair

Tim Burt -Ex Officio

Michael Card - Secretary

Tom Burbank

Andrew Losee

Casey Jordan

Bill Courtemanche - Alternate

**Support Staff:**

Elizabeth Durfee - Contract Planner

Daphne Chevalier - Recording Secretary

**Meeting Attendees:**

Pam Kent, 5 Cherry Lane

Eric Fiegenbaum, Town Administrator

**1. Call to Order**

Chair Goodnow called the meeting to order at 7:02 pm.

**2. Seating of Alternates**

No alternates were seated.

**3. Approval of Minutes**

**Motion** by Vice Chair Hoff to correct the approved minutes for the second meeting in October to accurately represent the date of the meeting as 18 Oct, 2023. **Seconded** by Select Member Burt. **Motion passed unanimously.**

**Motion** by Member Burbank to accept the minutes for 1 November, 2023 as amended.

**Seconded** by Member Card. **Motion passed unanimously.**

**4. Full Board Workshop**

**a. Planning for Public Housing Forum on Dec 6, 2023**

Ms. Durfee shared for the Board's review a draft agenda for the Madbury Housing Forum scheduled for 7 - 8:30pm, December 6, 2023 at the Madbury Town Hall.

Member Jordan suggested providing the survey results as a handout instead of part of the discussion.

Chair Goodnow suggested adding some examples for each of the questions so the public understands what the terms in the group questions mean. Select Member Burt suggested adding a question about affordability and Member Jordan suggested adding a question

related to expanding housing types. There was some discussion about how to phrase a question about affordability to keep the conversation productive.

Ms. Durfee said she will inform the public that the Board is not writing any regulatory changes during the process; the Master Plan is a policy document and guidance for the Town. The Board discussed being clear that not everything that is discussed will come to be. Ms. Durfee clarified there will be a recommendations section in the Master Plan.

Member Burbank asked if and how the Board will continue to solicit feedback from the public, suggesting perhaps via the new website. Ms. Durfee said the Board could post a summary of the key topics and see if people have additional input they want to share with the Board via email, call, or at a Board meeting. She would like to follow up with those who provided their email address in the survey and could do the same with the forum results, perhaps posting them in the Madbury Musings. For controversial issues, she recommends people attend Board meetings to discuss those in person.

Member Courtemanche asked if the schedule for the Master Plan will be included. Ms. Durfee said the timeline for the Housing chapter will be part of the “What is the Master Plan?” agenda item. If the Board would like, she can provide a timeline for the rest of the Master Plan update.

There was some discussion about whether the Master Plan will be written by committees; the Board determined that process wasn’t smooth the last time.

Ms. Durfee plans to have an “Ideas” poster that people can post sticky notes on. Chair Goodnow asked about the next steps section and what information she needs to present. Ms. Durfee said the next steps in the process involve the following: compile the public comments into a document, include that as part of the appendix to the Master Plan, and use the public comments to develop the narrative of the chapter. Ms. Durfee is hoping to have a draft of the Housing Chapter ready for the Board by the end of December. There will need to be a public hearing to adopt the chapter.

The Board settled on the following logistics for the Forum:

- There will be 6 discussion tables in the room, with two questions doubled at two tables.
- One Board member will stay at each table to be the report out person after group discussions.
- Ms. Durfee will bring name tags, snacks, markers, pens, paper, and a short list of norms to post.
- Large maps will be posted around the room.
- Chair Goodnow will lead the Welcome and Master Plan agenda items first
- Ms. Durfee will present the agenda and ground rules next, followed by the housing demographics section.
- Member Jordan will present the What We Heard agenda item.

**b. Board Discussion re: Possibility of Addition HOP funds; possible regulatory changes could be funded by additional funds**

Chair Goodnow informed the Board that more funding may become available for the Master Plan work. Communities were asked if they're ready to develop regulatory changes and if they could have regulations ready within two to three months, using the funds by June 30, 2024. The Select Board would need to meet to accept any funds.

Ms. Durfee reported that phase two involves a regulations audit and phase three involves regulation development. She said Madbury has \$5k for phase two.

Select Member Burt shared one of the prohibitions is that the funds must be used to create regulations that will increase housing. Ms. Durfee said she is almost done with the regulations audit. She is hoping to have the housing chapter drafted by the end of the year with the audit included. Ms. Durfee will reach out to ask for more information about the availability of money, what it could be used for, and the time table.

**5. Other Business**

Ms. Durfee reached out to the people who responded to the survey and asked if they'd be interested in sharing their housing story. She will be at the library from 1 - 3pm tomorrow, or folks can set up a separate meeting time. She may also go to the transfer station on Saturday.

**6. Adjournment**

**Motion** to adjourn by Member Jordan. **Seconded** by Vice Chair Hoff. **Motion passed unanimously.**

**Meeting adjourned:** 8:37 p.m.

Respectfully submitted by Daphne Chevalier.