# Town of Gilsum
# PLANNING BOARD
# MEETING MINUTES
# October 28, 2026

**Board Present:** Tom Julius, Chair; Kevin Barnes, Member; Carol Ogilvie, Member; Heidi Bukoski, Member; and Stanley Shaw, Alternate Member

**Absent:** Bruce Murphy, *Ex Officio*

**CTO:** Tom called the meeting to order at 6:37 P.M.

## I. Procedures

### a. Meeting Minutes

Tom distributed the minutes of September 30, 2026 for the Board's review.

*On a motion by Heidi Bukoski/seconded by Kevin Barnes, the Board voted to approve the minutes of September 30, 2026, with all in favor.*

### b. Materials in Records Room

Tom reported that Hailey has collected planning board materials and put them in the records room. Carol and Tom met last week and went through the boxes. Most of the materials were the property files; in addition, there were some reference materials that they felt were worth saving. They discarded materials that were out of date or no longer relevant. Carol and Tom will meet again to organize the property files in the Planning Board filing cabinet. Heidi offered to help with this effort.

### c. Draft Site Plan Review Regulations

Carol explained that in the process of updating the Site Plan Review Application form, she discovered that since the Regulations had not been updated since 2006, and several changes in the statutes necessitated amendments to the Regulations. She stated that the changes are primarily administrative, having to do with time frames and the procedures for processing applications. The Board reviewed the changes and agreed that the document was ready for public hearing.

*On a motion by Tom Julius/seconded by Heidi Bukoski, the Board moved to hold a public hearing on the changes at the next meeting of November 18, 2026, with all in favor.*

### d. Budget

Tom provided an overview of the Board's review of the budget, and thanked Stan for making the effort to review past years' budgets. Stan reviewed the past five years in order to better evaluate the upcoming proposed budget.

The Board reviewed Stan's spreadsheet line by line, resulting in the following:

- Advertising: Reduce by 20% to $400
- Books & Manuals: Reduce by 20% to $40
- Dues (SWRPC) & Subscriptions: $1,000 (based on population)

- Maps & Ordinance Changes: The Board discussed what mapping might be needed going forward. The Board intends to be working on the Master Plan next year, and discussed the process, which maps might be the most useful, and what the potential costs might be. Tom suggested inviting the SWRPC to come in and talk to the Board about the master plan process and hope that they can offer some resources to assist in the effort. Tom recommended that we reduce this line item and wait until the Board is better prepared to proceed and request mapping.

  Reduce this line item to $400, with the disclaimer that the Board may be requesting an increase in the future.
- Mileage & ZBA: Reduce by 20% to $40.
- Postage: Reduce by 20% to $160.
- Printing:
  - Planning Board: Reduce by 20% to $40.
  - ZBA: Reduce by 20% to $80.
  - Other: Reduce to $1
- Professional Service: $1
- Supplies: Reduce to 20% to $80.
- Training & Certification: Reduce by 20% to $120

The total bottom line with reduction is $2,363, which falls short of a goal of overall reduction of 20%. The Board discussed additional reductions to get to a bottom-line reduction of 20%, as follows:

- Administrative: $1
- Advertising: $375
- Dues: $1,000
- Maps & Ordinance Changes: $400
- Mileage & ZBA: $1
- Postage: $160
- Planning Board Printing: $1
- ZBA Printing: $50
- Other Printing: $1
- Professional Service: $1
- Supplies: $40
- Training & Certification: $50
- The total bottom line now is $2,120, reflecting a 20% overall budget reduction.

Tom will speak with the ZBA Chair regarding the ZBA line item that is included in the Planning Board budget.

*On a motion by Heidi Bukoski/seconded by Tom Julius, the Board moved to approved this budget for presentation to the Select Board, with all in favor.*

## II. Regulatory

### a. Pending Subdivision Application for 57 Alstead Hill Road

Tom stated that an application has been filed for a three-lot subdivision on Alstead Hill Road. Carol will prepare the notice for a public hearing on November 18, 2026.

**b. Inquiry from ANEW Behavioral Health**

The facility is requesting an opinion on whether congregate living is a permitted use under the Gilsum Zoning Ordinance. Tom noted that they Board can only respond to the question of whether the use is permitted, not about the type of use. The Board discussed this and concurred that the zoning ordinance does not list congregate living as a permitted use, therefore a variance would be needed.

The Board discussed how Tom might answer the remaining three questions, but also agreed that these are essentially not relevant if the use is not permitted in the first place. Tom will respond to the inquiry

## III. Planning

**a. Master Planning**

Tom reported that he and Carol had discussed how to approach the master plan and how to address the pocket neighborhood concept. They thought that discussing pocket neighborhoods now might be premature, and that it would be better to introduce pocket neighborhoods as part of the master plan process. Therefore, he suggests tabling further discussion of pocket neighborhoods for the time being.

Tom pointed out that in the packet is the Table of Contents of the current Master Plan. The Table lists the chapters and the year each chapter was adopted. He noted that the regional planning commission could be a resource for this work, and he will ask them to come to a meeting and provide some guidance. Since at the next meeting there will be two public hearings on the agenda, Tom will ask them if December 16th works for them.

## IV. Informational

**a. From Plans to Projects: Why Some Ideas Get Built**

This will be held on November 6th from 8:30 A.M. to 12 P.M. at the Peterborough Town Library. The cost is $25, light refreshments provided.

## V. Next Meeting – November 18, 2026 – Draft Agenda Items

**a.** Minutes of October 28, 2026

**b.** Public Hearing on Alstead Hill Road Subdivision

**c.** Public Hearing on Site Plan Review Regulations

**d.** Master Plan

*On a motion by Heid Bukoskii/seconded by Kevin Barned, the Board voted to adjourn at 8:55 P.M. with all in favor.*

Respectfully Submitted by:

Carol Ogilvie

**Approved November 18, 2026**

Kevin Barnes

Heidi Bukoski

Tom Julius, Chair

Bruce Murphy, *Ex Officio*

Carol Ogilvie