

Town of Bartlett
Office of Selectmen
Meeting Minutes
Wednesday, March 26, 2025

Attendees: Chairman Gene Chandler, Selectman Vicki Garland, Selectman Ron Munro

Meeting opened at 4:28 p.m.

The Pledge of Allegiance was led by Selectman Chandler.

Chris Fithian, Mike Morin and Craig Billie from the Conservation Commission attended the meeting along with Alec Tarberry from the Berry Companies with a few items to discuss. Mr. Fithian first asked about an update regarding the proposed conservation easement donation for the wetlands at Stillings Grant Block G. Selectman Chandler told Fithian that the Selectmen have reached out to the Department of Environmental Services (DES) and have heard nothing back. Mr. Tarberry explained that the easement would cover both sides of Razor Brook. Tarberry also says that he has contact information for the specific person he is working with at DES and will pass that along as DES has said they have not heard from the town. Fithian asks for a timeline of when the Selectmen will respond to the proposed easement. Selectman Garland stated that she is concerned that the existing current conservation area that is available to the public at Stillings Grant doesn't appear to be available due to limited signage. She feels it is unwelcoming. There was discussion between Tarberry and Fithian about signage for the land use and it was agreed that Berry Companies would pay for new signage. Selectman Garland stated that she would like to see a write-up in the Bartlett column of the Conway Sun regarding the conservation area about its acquisition and usage. She would like the taxpayers to see the advantage and is concerned that this is a one-sided agreement. It is agreed that a write-up would be forthcoming. Tarberry stated that the Commission does have an option to pay a fee to DES to speed up the easement. He asks if this will be approved within two months. Selectman Chandler says that he hopes so and that the Selectmen will reach out to DES again once contact information for their DES contact has been provided. Tarberry thanked the board for their time and excused himself from the meeting.

Chris Fithian brings up his second piece of business, which is the Conservation Commission funding. Fithian first wishes to clarify if the Commission's fund is in a non-interest accruing account. He would like to see it moved to an interest-bearing account if it is not already in one. Town Administrator Lynn Jones explains that their fund is interest bearing, however the account will not accrue much, if any interest due to the balance of the account. Mr. Fithian asked to clarify the monies that were requested for the Commission's budget for 2025. He does not see the agreed-upon \$2000 reflected in the Commission's funds and asked if it will be transferred. Selectman Chandler stated that the \$2000 was approved and that the Board of Selectmen always do what they say they are going to do. Town Administrator Lynn Jones stated that the monies are in the current operating budget. Selectman Chandler stated that if the funds are needed immediately, they would transfer the funds, however it is preferred that we wait for the tax anticipation funds to be available. Selectman Garland stated that she feels this method feels like the board is micromanaging the Commission and would like to see an outline of expenditures. Fithian stated that the Commission views the monies as a "rainy-day" fund and does not have clear plans for the usage of the fund, but that an effort should be made to have them available, as they are an important resource for a rainy day. Selectman Chandler stated that the board has always transferred the funds in the past and again stated that if there was a specific need, the funds would be available. Selectman Garland asked to clarify that if there were no specific needs from the Commission, would the \$2000 go back to the general fund. Selectman Chandler explains that the money would still go to the Conservation Commission fund. Selectman Munro agreed that it does feel like micromanagement of the budget but explained that tax money does not come in right away. Selectman Garland stated that if there is something the Commission needs, they will get the funding.

Mike Morin of the Conservation Commission addressed the Selectmen regarding the draft of the Memorandum of Understanding (MOU) that is in the Recreation Department's 2024 Annual Report for the Morrell Family Community Complex. Morin stated that from the Commission's perspective, it feels as though they are not being kept in the loop. Selectman Garland clarified that the MOU is being drafted to protect the Town Recreation Department's interest. Garland stated that without the MOU it is difficult to fundraise and apply for grants and that the purpose of the MOU is to help the department grow. Morin stated that it feels as though the Rec. Department is less engaged with the Commission and noticed that the trails at the complex

were not mentioned in the town report. Selectman Munro explained the focus of the Rec. Department's Board of Directors meetings and assured Morin that the Conservation Commission was never a second thought. Selectman Garland discussed the development of the Department's ball fields. Garland stated that the development will not impact the trails and reiterated that it is important to have the MOU so as not to have one-sided deals.

Mark and Gina Miller (1RT16A-6-L00) attended the meeting to discuss a sign permit they recently submitted that was denied. Mr. Miller explained that he applied for a building permit and work was done through Bergeron Technical Services to make the first floor of the building office space. The Millers' potential new tenant for one of the offices was denied the sign permit and the Millers question why. Selectman Chandler stated that without an approved Change of Use permit, the town cannot approve signage. Selectman Garland asked what the nature of the business is. Ms. Miller told the board that the tenant will be renting space for her health and wellness practice. Selectman Chandler told the Millers that they only have approval for one office and one apartment. Mr. Miller wanted to make it clear that he was attending the meeting only to gain clarity and because the Millers want to comply with the town's regulations. Selectman Garland asked to clarify if the new tenant would be working together with the business that already exists in their building. Mr. Miller stated that this would be a stand-alone business and asked what they need to do to be in compliance of town ordinances. Town Administrator Jones stated that we were not made aware that a new business was going into additional office space. Selectman Chandler asked the Millers for clarification on what is actually in the building. It is his understanding that it was one office and one apartment. Mr. Miller explained that when they purchased the property, the Millers took the existing leases over. Mr. Miller asked about the Ski Club and Selectman Chandler responded that the Selectmen would get back to him on that. Mr. Miller stated that they will be doing a lot of cleaning up on the exterior of the property and would like to put a walkway in. Selectman Garland stated that they would only need a Minor Modification Notification for the walkway. Town Administrator Jones stated that this may be getting into Green Area territory. Selectman Garland stated that the Millers can appeal to the Zoning Board as another course of action. Mr. Miller stated that they want to pave the driveway and asked if he would need a building permit to do so. TA Jones said that the Millers will need to contact the state, as 16A is a state road and they will need to approve paving. Mr. Miller asked if they were to re-side the building yellow, would the color be approved by the town. TA Jones stated that the Millers would again need a minor modification notification to put new siding on the building, but that color is not something they have influence on. The Millers thanked the Selectmen for their time and excused themselves from the meeting.

Motion was made by Selectman Garland at 5:09 PM seconded by Selectman Munro to enter into non-public session per RSA 91-A:3, II (d) and RSA 91-A:3 II (a). Roll call vote GGC – yes, VLG – yes, RTM – yes.

Selectman Garland made a motion at 5:14 to end the nonpublic session and seal the minutes. Selectman Munro seconded the motion. Roll call vote GGC – yes, VLG – yes, RTM – yes.

Selectman Chandler discussed the Jason Brown Land Use Change Tax (LUCT) as a follow-up to the Selectman's Meeting on March 12, 2025. Town Administrator Jones verifies that Brown's initial purchase of 2 lots of 5.2 acres of land (2RT302-161-L00 & 2RT302-165-L00) did take the land out of current use and does not know if there was an agreement between Mr. Brown and the seller in regard to the third lot being purchased 7 months later. Selectman Garland asked about the value of the land. Selectman Chandler stated that we have not deviated from using the sale price when determining the Land Use Tax Credit. Town Administrator Jones explained to the board why she applied the Equalization Ratio to the property. There was no further discussion. Jones will prepare the LUCT for signing next week based on sale price.

Selectman Chandler brought up a recent Change of Use/Building Permit received from Jack Wyman (1RT16A-195-L02) to add bowling lanes to his current business as an accessory use. Selectman Chandler is adamantly opposed to the Change of Use as bowling is not listed as a permitted use by the Zoning Ordinance. Selectman Garland stated that she believes it is an accessory use to the current business and supports the approval of the permit. Selectman Munro also stated that he agrees bowling is an accessory use and sees no reason why we cannot permit it. TA Jones stated that we cannot approve permits just because we don't agree with the way permitted use is written, and that bowling is not a permitted use according to zoning ordinance. Jones stated that noise was the original issue regarding bowling being a permitted use when the zoning ordinance was written. Selectman Munro stated that we allow outdoor concerts and that bowling is minor. Selectman Chandler stated that it is not minor when bowling is strictly opposed by the zoning ordinance. TA Jones stated that if this is approved, the Selectmen need to be prepared for the repercussions. Jones believes that this sets a

precedent for anything to become an accessory use. Roll call vote GGC– no, VLG=yes, RTM=yes. Selectman Chandler stated that it is the responsibility of the Selectmen to uphold the zoning ordinances and that he should go to the Zoning Board of Adjustment.

Selectman Munro made a motion at 5:30 PM to enter non-public session seconded by Selectman Garland per RSA 91-A:3 II (a) and RSA-91-A:3, III (b). Roll call vote GGC– yes, VLG=yes, RTM=yes.

Selectman Garland made a motion at 5:44 to end the nonpublic session and seal the minutes. Selectman Munro seconded the motion. Roll call vote GGC – yes, VLG – yes, RTM – yes.

Selectman Munro made a motion to approve the minutes from the Selectman’s Meeting on March 12, 2025. Selectman Garland seconded the motion. Roll call vote GGC- yes, VLG – yes, RTM – yes.

There being no further business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,
Amanda R. Gagnon
Administrative Assistant

Permits Approved:

Date	Owner Name	Map/Parcel	Type of permit
3/19/2025	Select Real Estate	Various	Annual Sign Permit
3/27/2025	Lucy Hardware	1RT016-115-LOO	Vendor Permit

Letter to Alpine Garden – request for more information on a building permit

Letter to NC Tennis Association - request for more information on a building permit

Items signed:

Accounts Payable Checks
Payroll Checks
Time off requests
Purchase Orders