



**PLANNING BOARD  
TOWN OF EAST KINGSTON  
New Hampshire**

2021-2022  
Bill Caswell, *Chairman*  
Tim Allen, *Vice Chairman*

**MINUTES  
Zoom Meeting – May 20, 2021  
7:00 pm**

The Town of East Kingston Planning Board met remotely through a video conference (Zoom) meeting, Thursday, May 20, 2021 at 7:00 PM. Due to COVID-19, and pursuant with NH Emergency Orders, no public meeting location was utilized.

**AGENDA**

**Refresher** on Master Plan Update Committee

**Discussion:** Light Industrial Park

**Board Business**

5-minute discussions

**Members Present:** Chairman Bill Caswell, Vice Chairman Tim Allen, Dr. Robert Marston, Joshua Bath, Ex-Officio Bob Nigrello and Alternate Member Janet Smith.

**Advisors Present:** RPC Senior Planner Julie LaBranche.

**CALL TO ORDER:** This meeting of the East Kingston Planning Board was called to order at 7:05 pm by Chairman Caswell.

The April minutes will be approved at the June meeting when members have had a chance to review.

Congratulations to newly elected Chairman Bill Caswell, and welcome to new Alternate Planning Board member Janet Smith.

**AGENDA**

**Refresher on Master Plan Update Committee**

Chairman Caswell reviewed information on Master Plan updates. He identified chapters and assigned various members to review and give input on perceived/necessary changes. Ms. LaBranche will upload the Master Plan in a Word format into a Box Folder for ease of updating.

**Discussion on the Light Industrial Park**

There was board discussion on how to proceed in regard to the ongoing unchanged conditions at the light industrial park. Several options were discussed and the board will also contact the town attorney for guidance.

## 5-Minute Discussions

**Growth Management** – There was board discussion that this chapter will need to be updated once the 2020 census figures are complete. This will happen at the annual review.

**Targeted Ordinances for Review and Update** – Vice Chair Allen identified several chapters needing to be updated and asked the members to review and make suggestions.

**Record Retention** – Chair Caswell noted all town records should be backed up in at least two places. Ms. LaBranche suggested a cloud-based system of retention. Board members agreed this was the ideal retention system.

**Website Review** – Chair Caswell noted there are several items that need to be updated on the Planning Board section of the Town website. Ms. White will notify the webmaster and supply her with the needed information. It was also suggested the Master Plan be uploaded onto the website.

**Addyson Lane Update** – Engineering reviews are being conducted on a regular basis. Bounds have been set and witnessed, and the mylar has been signed and will be brought to the Registry for recording this week.

**Face-to-Face meeting return** – There was board discussion on the need to resume in-person meetings now that the governor has lifted restrictions. There was also discussion on the possibility for hybrid meetings. Mr. Allan will research if the Pound School has WiFi or Internet Service and report back to the Board. Conducting meeting in the Selectmen’s Meeting Room or the school was also discussed. Ms. White will contact the school and inquire if meeting at that location is possible.

## **Adjournment**

Dr. Marston motioned to adjourn the meeting; motion seconded by Mr. Bath. Motion was unanimously approved.

The meeting was adjourned at 8:30 pm.

The next Planning Board meeting will be on June 17, 2021

Respectfully submitted,

*Barbara White*  
East Kingston Planning Board Secretary

Bill Caswell  
Chairman

**Minutes approved on June 17, 2021**