

**Town of Otis**  
**Planning Board Meeting Minutes December 8, 2025**

Call to order 7:00 PM

- Roll Call:

Mark Anthony-Chair  
Hal Kobrin  
Ross Knowles  
John Fletcher  
Gordon Middleton

- Approval of November 10, 2025 minutes  
Mark motion to accept, Ross second, all in favor.
- Planning Board FY27 Budget  
Hal, recommend we bump up clerical and notices because of the master plan planning  
Mark, what is appropriate to ask for  
Christina, I believe we are well under budget for my hours so there should be room for  
the additional hours for master planning meetings  
Mark, we will submit the budget with the same numbers
- Master Plan Grant Request for Proposal Draft  
Mark, We should have a contract in the next few weeks to be able to get a RFP started  
Hal, Will be much easier this time around working on a master plan, we have the  
previous plan plus all the work the revitalization committee is doing already  
Old RFP met the criteria for state requirements, so we should be able to modify that  
document to be used this time around  
Ross, how much from the previous plan have we completed, it is important to show the  
town what has been accomplished and get them to participate for this time around  
Stacy, revitalization went through line by line and looked at what has been done to date  
and have this available in the working document on the town website
- Continued Discussion on Seasonal Community Designation  
Mark, there was a webinar with the state, there was a discussion on what is required for a  
town vote to join and remove the seasonal community designation, and information on  
requesting funds  
Stacy, does BRPC mention anything about setting up a housing authority because we do  
not have one  
Mark, we would need the Select Board support for a housing authority to be created  
Stacy, if you do not have anyone overseeing funds and managing it is difficult to manage,  
Mark, the selectboard will have to approve everything we would want to apply for with  
the seasonal community funds  
Hal, funds should be rolled out continuously to get communities interested in joining

Hal, would suggest we table the technical assistance grant because we will have a lot going on with the master planning

Mark, asked about the group of people who will be reviewing the bids, 3 members of planning board, a member of the public, and a town official

Mark, RFP will be important to get qualified bids and be sure they are a good fit for the town

Mark, once we select a consultant we can get the steering committee together

Hal, steering committee will be a good mix of different board members, emergency responders, exc

Stacy, if you have 3 members it will be a quorum and then the meeting minutes would need to be public

Mark, will discuss that with Brandi to see if she thinks it is a good idea or not

Mark, Hal, and John will be on the board to review the RFP bids, Ross can be a backup

Mark, would like to get the RFP done in January

- Any other business old or new.

Ross, update on Terranova project, spoke with DEP and she has been in contact with Patti Teranova and it appears the property owners are moving forward with the application for a grant to help cleanup the site they just need to fill out a lot of paperwork

Hal, in theory once its cleaned up they could move on and do something with the property

John, a big part in revitalization of down town is to have parking, Eagermont had this issue, street parking can also help slow traffic down

- Hal motion to adjourn 8:10 PM, John Second, All in favor.