

Town of Otis
Planning Board Meeting Minutes July 13, 2026

Call to order 7:10 PM

- Roll Call:
Hal Kobrin-Chair
Ross Knowles
John Fletcher
Gordon Middleton
Wendy Lampro (observing- not yet sworn in)

- Approval of June 8, 2026 minutes
Ross motion to accept, John second, all in favor.
- Welcome New Planning Board Member
Wendy Lampro
- Continued Master Plan Discussion: Master Plan Steering Committee Representatives
Hal, the Selectboard is treating us like a commission which has no authority or voting power, the board that sets up a committee has the authority. We are an established planning board and have the authority to establish the master plan steering committee not the Selectboard. We are an elected board that is separate but equal board to all other boards in town. The selectboard is posting looking for steering committee members without discussing or letting the planning board know.

John, would it be allowed to have a non resident on the steering committee to provide input as a second homeowner.

Hal, it would be good to get their opinion and involve them in the process. Don't see an issue with having a second homeowner on the committee.

Ross, we should include key town people like water and sewer. It is important to consider infrastructure needs, are we revitalizing the town before improving infrastructure to handle it or improving infrastructure first.

Hal, we want to have a 6-8 person steering committee with 2 planning board members, a business owner, maybe a parent with a child in our school system,

John, next step we need to talk to Brandi to see if anyone has come forward and shown interest.

Gordon, my name has been suggested as representative of Zoning but if there are already two planning board members, I should not be a third.

Hal, the planning board will review the list of people and have to decide on who will be the most valuable to be on the steering committee. Have spoken with BRPC and given them an update on where we are at in the process. Plan to have a steering committee next month and get started by September.

- Continued Discussion on Seasonal Community Designation
John, is going to reach out to BRPC for model bylaw for seasonal community designation and see what other towns that have passed the bylaw have done

Hal, we want to get all this information out to the public so that there is a clear understanding of everything before the town meeting to vote on whether to adopt designation or not

- Any other business old or new.
Ross, Terranova's testing still showing contaminated materials, more testing coming up, report due at the end of august. Will potentially have to dig up route 8 to remove the contaminated material from under the road. Will be a state brownfield meeting coming up soon.
- Hal motion to adjourn 7:50 PM, John Second, All in favor.