**PB Members Present**: Mark Hesler, Thad Presby, Monica Laflamme, Pat Garvin, Eric Meth, Mary Grote, John Agostinelli, Steve Schwartz (via zoom)

**Members of the Public:** Dawn Steele, Peter Grote

Mark opened the meeting at 7:05pm

**Approval of Meeting Minutes**: The PB reviewed the November 14th, 2023, meeting minutes.  Thad made a motion to approve the minutes as written and Eric seconded the motion. All board members were in favor and the minutes passed.  Pat abstained from the vote because she wasn’t at the meeting.

**NCC Master Plan Meeting/Review:** Kaela and Cat were present representing the NCC.  Kaela led the start of the meeting and worked with the PB to evaluate the progress of the MP update and define what still needs to be completed. Specifically, the board/NCC discussed chapters 4,5, and 7 which included census and current population data and transportation updates. The board agreed to form three working groups from the board with each group updating one of chapters.  Monica/Pat/Steve will work on Chapter 4, John A/Mark will work on Chapter 5, and Thad will take the chapter 7. The board will review the working group’s progress at the next meeting.

**ADU:** The PB continued with a draft policy on ADUs in the Zoning Ordinance.  Mark provided the board with an updated draft of the ADU policy from the previous PB meeting. The board will discuss the updates at the next meeting, December 12, 2023.

**Zoning Ordinance Contractor support bid:** Tara submitted a proposal to assist the Franconia PB with zoning ordinance update in 2024. The board requested the proposal based on the amount of work required to amend the current zone ordinance next calendar year.  Monica made the motion to approve Tara’s proposed scope of work up to $12K dated November 15th, 2023.  Thad seconded the motion.  Pat, Mark, Monica, Eric, and Thad approved the motion.  Mary voted no to the motion and John A. abstained in the vote.

**Planning Board Budget:** From the BOS, Eric informed the PB budget for 2024 will be discussed at the December 18th, 2023, BOS meeting. He recommended the board members attend the meeting.

With no additional business before the board, Thad made a motion to close the meeting at 8:35 pmand John A seconded the motion. The board unanimously approved the motion. The next PB meeting is set for December 12, 2023.

Respectfully submitted,

Monica Laflamme

Secretary