

THE PLANNING BOARD
TOWN OF FRANCESTOWN, NEW HAMPSHIRE

November 18, 2014

PROPOSED MINUTES

Planning Board Members Present: L. Kunhardt, Lisa Bourbeau, L. Ames, S. Pyle, and P. Tolman.

Others present: Jack Munn of Southern NH Planning Commission

M. Callahan is taking the minutes.

The meeting was brought to order at 6:30 pm.

Master Plan Update

Jack Munn, Chief Planner of SNHPC, will assist the Planning Board in updating the Frankestown Master Plan focusing primarily on the Land Use and Demographics. This will also include, at no cost to the Town, a chapter for broadband mapping and planning.

6:38 p.m. - Lisa Wilsher and Henry Camirand joined the meeting.

SNHPC has already prepared an Economics Asset Profile which contains some demographics and economics for the Town. The Profile is not complete but they have based it on the 2013 budget. He suggested having a Planning Board Meeting after the holidays to focus on what the Board feels are important issues and then do some brainstorming. It was agreed that he would come back for the December 2nd Planning Board Meeting. He will forward "cheat sheets" prior to the meeting.

After the Planning Board has developed future land use scenarios, a public workshop would be held. SNHPC will be available to assist with the workshop. The Planning Board would meet to discuss the workshop goals and make decisions on what to include in the Plan. After SNHPC puts the Plan together, a Public Hearing would be held for the public to review and offer comments, after which the Master Plan would be finalized. Broadband chapter would be performed in a similar manner.

S. Pyle asked what information he would need from the Board for the Broadband Chapter. J. Munn indicated he needs to look at the telecommunication plan and map out to determine lots/areas that are without service. He went on to say that the Town needs to negotiate a technology fund as part of, or in addition to, the franchise fee. This would provide upgrades and additional services as well as ensure that all

residents would have access to basic broadband services. Cellular wireless could be included in this chapter. L. Kunhard will forward cell coverage map to Munn. There is a Land Use map on the website. Further discussion ensued:

MOTION:

G. Tolman made a motion to have emails regarding hearings incorporated into meeting minutes. Sarah Pyle seconded the motion. Approved by all.

Revisions to Sign Ordinance

S. Pyle indicated that, after the last meeting regarding “Article IV: Signs,” she noticed a couple of things that were in the original ordinance that she didn’t think were meant to be taken out. 4.2 Definition Article was discussed. It was suggested that Bart be contacted for a definition.

7:18 p.m. - Abigail Arnold has joined the meeting.

The Board agreed that a definition reading “Objects that convey a message for the purposes of advertising or identifying any establishment, event or product are subject to these regulations” would cover all signs. Pyle indicated she will take it to Town Council for approval.

4.3 (i) General Provisions was revised to read “Non-commercial signs on private property are permitted.”

4.5 (d) was removed.

4.5 (b) added the language “Signs greater in size or duration may be allowed with written permission from the Board of Selectmen’s Office.”

Discussion regarding the definition of a single family home, out buildings, accessory buildings, in-law apartments, and multiple family homes ensued. It was determined that the definition issue would not be addressed at this time.

Farm roadside stand signs were discussed. It was suggested that a line be added as 4.3(d) indicating “Road side farm stand signs are permitted as provided in section 3.16.”

Master Plan

Pyle discussed recruiting volunteers to work on the Master Plan Committee. The number of committee members was discussed. L. Bourbeau indicated she has spoken to Rob Wohle, who is willing to be on the committee. The discussion turned to what a committee member is, should be, the diversity of the members and creating sub-committees. Methods of recruiting and where to recruit volunteers from was also discussed.

Abigail suggested inviting all the business people in Town to a meeting to get their input on a particular subject(s).

Old Business

S. Pyle mentioned that the Board still owes the Wallace's a public meeting on schools. The Wallace's are supposed to supply a framework for the hearing but have not done so yet. It was decided that Lisa Wilsher would contact them for their input on structuring the hearing.

Review of Minutes

Sarah P. noted that the Board had previously voted to include the draft language together with the revised language, in the minutes using the language; "Amended to read."

The Meeting Minutes of October 28, 2014 minutes are revised as follows:

Under the heading "Planning Board Annual Budget"

MOTION: *L. Bourbeau made Motion to reduce Proposed Budget for printing from \$200 **by** \$50.00, seconded by L. Kunhardt*

Amended to read:

MOTION: *L. Bourbeau made Motion to reduce Proposed Budget for printing from \$200 **to** \$50.00, seconded by L. Kunhardt*

L. Bourbeau indicated that the October 28th meeting minutes lacked mention of the letter from the Fire Chief. She suggested the following language:

Received a letter from the Fire Department addressed to the Board of Selectmen, Planning Board and Budget Committee. The letter requested all questions pertaining to operations of the Fire Department be directed to the Chief or to the Deputy Chief, Brian Delahanty, and that questions regarding the operating budget be directed to the Fire Wardens. The letter also stressed that input from any other Fire Department member attending a meeting should be regarded as their personal opinion and not the opinion of the Department.

S. Pyle indicated it should be added to the Meeting Minutes under the heading "New Business."

MOTION:

P. Tolman made a motion to accept the Minutes as amended, seconded by L. Bourbeau. Approved by all.

The Meeting Minutes of November 3, 2014 are revised from:

B. Lindgren moved to accept the offer of SNHPC to develop a Broadband Chapter for the Town's Master Plan at no cost to the town. Ames seconded. The motion passed: Ames, Arnold, Bourbeau, Lindgren, and Pyle in favor, Tolman opposed.

Amended to read:

*B. Lindgren moved to accept the offer of SNHPC to develop a Broadband Chapter for the Town's Master Plan at no cost to the town. Ames seconded. The motion passed: Ames, Arnold, Bourbeau, Lindgren, and Pyle in favor, Tolman **and Camirand opposed.***

MOTION:

L. Ames made a motion to accept the Minutes as amended, seconded by L. Bourbeau. Approved by all. Kunhart abstained. Arnold did not vote.

The handling of meeting minutes, how amendments are made, where and how minutes are stored and posting the minutes to the website were discussed.

NEXT BOARD OF SELECTMEN MEETING: December 2, 2014 at 6:30 p.m.

ADJOURNMENT: Sarah Pyle adjourned the meeting at 8:37 p.m.

Attachment: Email dated 11/5/2014 from Linda Kunhardt to Planning Board

Subject: RE: Public notice

From: "Linda Kunhardt" <starrettfarm_lmk@comcast.net>

Date: 11/5/2014 5:15 PM

To: "Abigail Arnold" <abigail03043@gmail.com>, "SarahPyle" <sarahpyle@comcast.net>, "Lisa Bourbeau" <strayed@comcast.net>, "Larry Ames" <lsames@worldpath.net>, "Henry Camirand" <mkanix@comcast.net>, "Bob Lindgren" <BLindgrenX2@aol.com>, "Wilsher Lisa" <mermaidnine@yahoo.com>, "Guy Tolman" <tienping@comcast.net>

CC: "mike" <selectmensoffice@francestownnh.org>

members,

laws about open meetings indicate boards OUGHT NOT conduct communications/discussions/reviews/reflections/thoughts/feelings/(ad nauseam) with e-mails.

the planning board has not VOTED on ANY Final DRAFT of Proposed Changes to the Sign Ordinance. I have no recollection of any motion to approve final sign language. neither do minutes reflect votes of same. sarah, pb chair, relayed to the board, that a request from lisa stewart for an [agenda item](#) concerning signs and that same was scheduled as AN AGENDA item for 11/18. so, I'm confused as to why an Hearing has been paid to be noticed as opposed to a regular meeting item.

linda k

From: Abigail Arnold [mailto:abigail03043@gmail.com]

Sent: Wednesday, November 05, 2014 3:34 PM

To: SarahPyle; Lisa Bourbeau; Larry Ames; Henry Camirand; Bob Lindgren; Linda Kunhardt; Wilsher Lisa; Guy Tolman

Subject: Fwd: Public notice

sorry, I meant to include everyone

----- Forwarded message -----

From: Abigail Arnold <abigail03043@gmail.com>

Date: Wed, Nov 5, 2014 at 3:31 PM

Subject: Re: Public notice

To: guy tolman <tienping@comcast.net>

Well . . . for what it's worth, my recollection is that we agreed to some language changes and that someone made a motion that with those changes we would proceed to a public hearing. Sarah then talked about posting notice for a hearing and I recommended that we wait until later in the year and have the hearing in conjunction with any other amendments under consideration. That was what we decided to do. I do not recall ever having seen the final draft that I think we voted on.

On Wed, Nov 5, 2014 at 3:02 PM, guy tolman <tienping@comcast.net> wrote:

i do not believe we ever voted on the content of the sign amendment to the zoning ordinance. in other words, the content of whatever is presented at the public hearing as 'the sign amendment' would be whatever is constructed by whoever is writing the amendment. additionally, the amendment must be adequately described in the hearing notice and, unless the

entire proposed amendment is included in the public hearing notice, a place where the proposed amendment is on file must be included in the notice.
we need another meeting in which to review, discuss vote on the sign amendment.

On 11/4/2014 7:34 PM, SarahPyle wrote:

okay – now you guys have me confused. I remember reaching a consensus and a motion/vote to take it to PH. And I definitely remember at a previous meeting there was a comment about not discussing/amending this further outside of the public hearing.

This is not our last public hearing on ZO changes, we have other potential changes to consider – and we can (and I expect will) also consider this further.

Remember, changes can be made to any proposed zoning amendment up until the final public hearing - and we have plenty of time to do so. (Last possible PH on Zoning amendments is not till Feb 3)

Until then, there is no limit to the number of changes we can make – or even the number of Public Hearings –

I have not had a chance to review minutes/tapes of our previous discussions. to me it is better to err on the side of holding a discussion of zoning changes in a public hearing. The full schedule of ZO amendment deadlines is below.

-Sarah

Friday, January 9, 2015

Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; RSA 675:7]

Tuesday, January 20, 2015

Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3]

Friday, January 23, 2015

Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. [RSA 675:3; RSA 675:7]

Tuesday, February 3, 2015

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. [RSA 675:3]

Tuesday, February 3, 2015

Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at the town clerk's office. [RSA 675:3, V]

Sarah Hibbard Pyle
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From: [Lisa Bourbeau](#)
Sent: Tuesday, November 04, 2014 1:49 PM
To: [SarahPyle](#)
Cc: [Larry Ames](#) ; [Abigail Arnold](#) ; [Wendy Brien](#) ; [Henry Camirand](#) ; [Linda Kunhardt](#) ;
[Bob Lindgren](#) ; [Bill McNeil](#) ; [Guy Tolman](#) ; [Lisa Wilshire](#) ; [Lisa Stewart](#) ; [Lisa Stewart](#) ;
[Branley Mike](#)
Subject: Re: Public notice

Isn't a hearing premature? Was there a vote to do so?

I don't believe we have discussed the points made by Ed Hunter, and the last ordinance revision sent out was missing a line.

Our 10/15 minutes state: "New sign ordinance and other zoning amendments will be discussed on Nov 18."

On Nov 4, 2014, at 11:23 AM, SarahPyle <SarahPyle@comcast.net> wrote:

The attached notice for 11/18's Public Hearing on the sign ordinance will appear in Thursday's paper.

Mike or Marti – will you please post at the TO and in the PO when you next get there? (tomorrow is fine)

I will forward the full agenda later but just a heads-up: We will begin the meeting at 6:30 in order to meet briefly with Jack Munn from SNHPC re Broadband.

Thanks

-Sarah

Sarah Hibbard Pyle
603.620.6333 (cell)

<notice-PH 11-16-14-Zoning.doc>