

**THE PLANNING BOARD
TOWN OF FRANCESTOWN, NEW HAMPSHIRE**

April 21, 2015

APPROVED MINUTES

Planning Board Members Present: S. Pyle, Abigail Arnold, L. Bourbeau, P. Tolman, L. Ames, R. Lundgren and Alternates H. Camirand

M. Callahan is taking the minutes.

Call to Order: Sarah called the meeting to order at 6:35 p.m.

Election of Officers

Sarah opened by indicating that tonight would be the election of officers for the Planning Board. Sarah declined to continue in her role as Chairperson and nominated Larry Ames as Chairman and Linda Kunhardt as Secretary. Linda was not present at the meeting.

MOTION: S. Pyle made a motion to nominate L. Ames as Chairman of the Planning Board.

S. Pyle asked H. Camirand if he would sit as a Board Member tonight.

MOTION: P. Tolman nominated L. Kunhardt as Secretary of the Planning Board, seconded by L. Bourbeau.

Above Motion changed to read ... P. Tolman nominated L. Kunhardt as Chairman of the Planning Board...

H. Camirand asked about nominating L. Kunhardt since she was not present. P. Tolman indicated that she would not be uncomfortable with that. S. Pyle asked if he had checked with her and he responded that he had.

A discussion regarding whether or not a member is present for elections and nominations ensued.

P. Tolman indicated that he studied the meeting minutes from 1983 to the present to see how many times the Planning Board had put off elections and who was Chair at the time. He added that anyone who is absent from the election meeting should notify the Board prior to the date of the election. A discussion regarding Planning Board elections of the past ensued.

A. Arnold commented that for some years now the Board has suffered somewhat from an adversarial relationship between some members. She went on to say that with L. Ames as the Chair it may provide a more harmonious dynamic.

A vote on the election of Chairman of the Planning Board took place.

Vote:

H. Camirand, Linda
 L. Ames, Larry
 L. Bourbeau, Larry
 S. Pyle, Larry
 P. Tolman, Linda
 R. Lundgren, Larry
 A. Arnold, Larry

By a vote of 5/2 L. Ames is elected as Chairman of the Planning Board.

P. Tolman nominated L. Kunhardt as Secretary, seconded by L. Bourbeau.

A vote on the election of Linda Kunhardt as Secretary of the Planning Board took place.
 All in favor.

By a unanimous vote L. Kunhardt is elected as Secretary of the Planning Board.

Master Plan Update

S. Pyle asked if the members had an opportunity to review the maps that were left by the SNHPC. P. Tolman noted there were some errors on the maps and he recommended NH Land Use and Land Cover Classification Report which gives pictures and elaborate descriptions of how to classify things as helpful. The Board reviewed the maps and there was discussion about land use inaccuracies, conservation land use and the classification of buildings; for example condos were shown as single family dwellings instead of multifamily and the Board questioned how time-share condos should be classified. The Town Forest which is actively used as recreational land and how it should be classified, conservation land versus recreational land, was discussed. The Board questioned the definitions used by SNHPC for various land uses. Guy will take the notes that Abigail made and the notes from the meeting tonight to Linda and they will update their recommendations.

Community Facilities Analysis

S. Pyle felt that since it's been awhile since the numbers were put together, some updating was needed. It was decided to get the updates from the Annual Report and verify the information with the department heads. S. Pyle said that only the major departments in Town; Police, Highway and Fire Departments, need to be updated and that the Police Department building use may change.

There was a discussion about holding a public forum and how many topics should be included at once. It was thought that mid-May was a good target date. A. Arnold mentioned that M. Branley is planning a public forum on the Police Department on May 13, 2015.

S. Pyle brought up the topic of the Town Village and the interest in changing the zoning for the health of the Village. She indicated that the Village should be included as its own facility

because it is an asset of the Town. She said that rather than discussing individual structures in the Village, discussion should be about the Village as an entity. She suggested the Board should come up with some ideas that could be brought up in the public forum to create a basis for zoning changes. L. Ames suggested changing the use of some of the buildings. A barber shop was suggested and bringing the Post Office back to Main Street was another idea. A discussion about what streets were considered part of the Village ensued.

The Library was discussed. A. Arnold said some geo thermal maintenance has been done; some windows are scheduled to be replaced next year; that the staff gets some vacation and sick pay; and she felt that they could update their circulation history, as she believes it has decreased. There was discussion regarding the use of their supercard. S. Pyle asked A. Arnold to work together on several sections in anticipation of the mid-May meeting.

Announcements and Communications

The estate of the late Timothy Taylor has offered to donate a parcel of land, Map 3 Lot 26, to the Town in exchange for the Town waiving a land use change tax bill of \$8,100 with some restrictions and conditions. Map 6 Lot 7-3 is being offered for sale to the Town with no restrictions. A site walk was discussed. A 5:30 p.m. site walk was scheduled for May 5th.

Capital Improvement Program

Late last year during CIP review M. Branley had asked what specific information the Planning Board wants included in a software program for vehicles and vehicle maintenance. H. Camirand said he would like to see what the suggested maintenance schedule is for a vehicle versus what the maintenance history has been. L. Bourbeau wants to see what the vehicle costs to operate and what the depreciation is. A. Arnold suggested tracking the vehicle maintenance using a spreadsheet instead of purchasing software. H. Camirand said that tracking the vehicles would allow the department to predict future maintenance and/or repairs which could be budgeted. This information would allow the Town to make a decision as to how long to keep a vehicle and when to purchase a new vehicle. It was determined that the information wanted by the Board is as follows:

- regular maintenance schedule
- history of maintenance
- depreciation schedule for vehicles
- fuel usage tracking
- cost of maintenance, and
- cost to keep versus cost to buy new

Review of Minutes:

The Board Members reviewed the minutes of March 3, 2015. The name of the intern, Devon, was inaudible so the Board decided to refer to Devon as “the intern.” Sarah added that in the first paragraph the parenthetical phrase (hereinafter “SNHPC”) should be preceded by the full name, to appear as follows: Southern New Hampshire Planning Commission (hereinafter “SNHPC”)

Motion: _____ made a motion to accept the minutes of March 3, 2015 as amended, seconded by A. Arnold.

The above Motion was amended to read – Bob Lindgren made a motion to accept the minutes....

Vote: All in favor.

Next Meeting: Tuesday May 5, 2015 at 5:30 to meet at the Cemetery for a site-walk.

Adjournment: Sarah adjourned the meeting at 8:20 p.m.