

DRAFT MINUTES
PLANNING BOARD
APRIL 3, 2012

Chair Scott Drummey called the meeting to order at 7:07 PM.

Roll Call: Scott Drummey (Chair), Bob Craycraft (Vice-Chair), David Bickford (Selectmen's Representative), Dot Veisel (Secretary), Paul Raslavicus.

Excused: Craig Groom (Alternate)

Others Present: Beth Meyer (videographer), David Allen (staff)

Public Input: Chair Scott Drummey opened the floor for public input. As there were no members of the public present there was no comment. He closed the public input session.

Edwards: Final approval for a 3 lot subdivision on North Shore Road (Map) submitted by Wayne and Patricia Edwards was scheduled to be the first item on the agenda. David Allen reported that he had told the Edwards that he was going to advise the Board to postpone this agenda item to the next board meeting because of potential with the public notice for the board meeting.

He said he had posted the meeting to the bulletin board at Town Hall on Friday. On Tuesday morning Board member Paul Raslavicus and neighbor xxxx came to his office to advise him that there was no notice of the meeting on the Town Hall bulletin board.

The Edwards subdivision was conditionally approved by the Planning Board on July x, 2011. Mr. Allen said that the fulfillment of the conditions did not require the exercise of judgment by the Board and therefore did not require 10 days notice to abutters and the public. He said that his understanding the law (RSA 676:4) did require posting the fact the Board would act on final approval as an agenda item at this meeting.

He reminded the Board that abutters had initiated, or threatened to initiate, civil litigation on this subdivision approval and he felt it critical that the board take no action that could risk making the Town a party to the litigation. Chair Drummey asked the Board to return to the question of public notice later in the meeting.

Zoning Ordinance: Board members had reviewed the Land Use and Zoning Ordinance as amended at Town Meeting on March 13, 2012 before the meeting and had found no scrivener's errors. Each member signed five copies to certify them as accurate.

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Rules of Procedure: The Board reviewed the proposed amendments to the Rules of Procedure. Bob Craycraft moved to schedule the amendments to the Rules of Procedure for Public Hearing at 7 PM on April 17 at the Town Hall. Paul Raslavicus seconded. Approved unanimously with no abstentions.

They agreed by consensus Site Plan Regulations: The Board reviewed the proposed amendments to the Site Plan Regulations. They agreed by consensus on one minor change in wording. Paul Raslavicus moved to schedule the amendments to the Site Plan Regulations, as edited, for Public Hearing at 7 PM on April 17 at the Town Hall. Bob Craycraft seconded. Approved unanimously with no abstentions.

Public Notice: The Board began a lengthy discussion of the issue of public notice of meetings. Scott Drummey asked if posting a meeting at 4 pm inside a building that is closed from 5 pm - 9 am the next morning really met the requirement for 24 hours notice. David Bickford noted that not all postings for Board of Selectmen's meetings included the agenda, and he thought the same rule would apply in the Edwards subdivision situation. Several Board members said they would like to see a large lockable bulletin Board outside the Town Hall so that citizens could check as they drove home from work. David Bickford said he had tried to persuade other Selectmen to do just that and could not get their agreement. He asked if the Planning Board would write a letter to the BOS emphasizing the importance of such a bulletin board.

_____ moved that the Planning Board send a letter to the Board of Selectmen asking them to install a large lockable bulletin board in front of Town Hall for the sole purpose of legally required public notice of Town Board and Committee meetings, and not to be used for other purposes. _____ seconded. Approved unanimously with no abstentions.

Retention of Documents: David Allen asked that the Master Plan agenda item be moved to the end of the meeting. Agreed by consensus.

He informed the Board that the Town Administrator was establishing policies for retention of documents based on state statute. He had asked for the opportunity to get Board input. Members agreed that Board meeting minutes should be kept indefinitely. They felt there were times when it was very helpful in considering a current case to know the history of other cases relating to that lot. There was agreement that working papers should be held on to for a period of time, and decisions, final plans, and any other legal documents should be held for a much longer period.

Papers from the process of writing new, or amending existing ordinances and regulations did not have to be kept once the final decision on the ordinance or regulation was made by the Board or Town Meeting. Several board members felt it was

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difficult to think about the question theoretically and asked the Land Use Administrative Assistant to come to Board for guidance any time he felt it might be time to dispose of a significant batch of paperwork.

Cul de Sac: At a previous meeting the Board had asked Mr. Allen to research the definition and measurement guidelines for a cul de sac. He reported there was no guidance in statute, the Town Zoning Ordinance, or any Town ordinances. He provided definitions from the Merriam Webster and Oxford dictionaries. These provided no useful guidance. The Board asked him to check with the Road Agent and Fire Chief to get their thinking about cul de sacs in general.

Annual Plan Tracking: Mr. Allen shared a worksheet for tracking progress on the Planning Board's annual plan. Board members agreed it would be helpful and made several suggestions and edits.

Master Planning Process: The Board reviewed staff work on the Master Planning process at length. David Allen suggested that one valuable but time consuming process for getting community input would be to go to each of the clubs and social groups in town and get their input. Dot Veisel noted that the planning committee for the 250th birthday party had invited one representative of each group to come to a planning meeting. This was a much less time consuming process, but all the groups had been very responsive and a great many valuable ideas were generated.

Minutes: Paul Raslavicus moved to accept the minutes as presented. Bob Craycraft seconded. Approved unanimously with no abstentions.

Bob Craycraft moved to adjourn at 10:05 pm. David Bickford seconded. Approved unanimously.

Respectfully submitted,

David Allen,
Land Use Administrative Assistant.