

Planning Board Meeting Minutes

Working Session

June 7, 2005

Members Present: Barbara Freeman (Chair), William Weiler (Vice Chair), Al Bachelder (member), Travis Dezotell (member), Dave Thayer (member), Ron Williams (member), Clay Rucker (Alternate Ex officio).

Mrs. Freeman called the meeting to order at 7:10 PM.

Ms. Freeman introduced Clay Rucker who is the new alternate ex officio appointed by the selectmen.

Meeting minutes from work sessions of April 5 and May 3 were approved as corrected.

Rules of Procedure - ADMIN-062

Review of the May 3, 2005 draft of the Rules of Procedure continued from the last working session. Mr. Bachelder's written comments distributed at the May meeting (see attached) were reviewed and selected suggested changes were adopted.

Mr Williams suggested that the procedures state that planning board alternates can be responsible for special projects assigned by the chair.

A discussion ensued about the additional responsibilities of the chair for training the alternates and new board members. It was agreed that the chair already had too much work and that the vice-chair could do this training.

Mr. Dezotell suggested that a training procedure for new board members be developed. Ms. Freeman asked him if he would work on this and he agreed.

The process by which the chair must track bonds and letters of credit which have time limits was discussed. Mr. Bachelder volunteered to develop a "tickler" file (**ADMIN-063**) format for the computer to assist in tracking these items. Mr. Williams will assist him in developing the list of items to be included on the list.

Ms. Freeman will ask Mr. McWilliams of the UVLSRPC whether meeting minutes must be kept for site visits.

Other Business

(put in Deer Pines case # here) Ms. Freeman noted that the Planning Board decision on the Deer Pines subdivision is being appealed in Merrimack Superior Court.

The meeting adjourned at 9:30 PM