

**Minutes
Ordinance Review Committee
Meeting of May 2, 2011**

Minutes to reviewed and approved at a subsequent meeting.

Present: Ned Beecher, Dom Bergen, Bryan Berlind, Willie Farnum

1. Meeting called to order at 7:15 pm.

2. Approval of minutes: Dom moved, Bryan seconded, and all approved the minutes of November 1, 2010.

3. Review of Ned's notes in preparation for the December 6, 2010 meeting that never happened. These notes were to the Committee and Planning Board regarding "possible open items" for this Committee to address, based on minutes from prior meetings.

Bryan suggested the Committee create a report, which will include the following, which involved a review of the Dec. 6 notes:

- Suggest Selectmen or town employees put formatted ordinances in front rack, creating an organized inventory rack, so it is easy to keep all ordinances and documents in stock.
- Put document control on all Ordinances & Regulations, using format below.
- Decided not to create a diagram of how various ordinances might apply to a property; decided that is best left up to the landowner to figure out, which should be easier, with the organization and listing of ordinances that we have been working on.
- We reviewed the handout on building requirements that is in the front lobby of the Town Offices – make sure to keep that up-to-date, as people rely on it for guidance.
- Decided that we could help format some of the forms and applications, along with other Selectmen forms, if they want; Willie will check with Selectmen to get their okay for us to proceed with this reformatting. We will try to get electronic copies to make the reformatting easier.
- Dom noted that the Planning Board has accepted all of the revised, formatted applications that this Committee has worked on; they are working on a cell-tower update.
- The only roads that do not need to comply with the Scenic Roads ordinance are May's Way, Sarah's Circle, and Bryant Mill Road; otherwise, this Committee believes that the Scenic Roads Ordinance applies to all other town roads.
- The Planning Board will create an application for Scenic Roads work, to facilitate compliance with that Ordinance.
- Driveway permit application just needs to be formatted with new format (as long as Selectmen agree to having this done).
- Willie will check with Cassandra and Selectmen re the following: Building on a Class VI road or ROW - is there need for an application form? Agreement and Release Regarding Building Permit for a Private Road – may need revision, as it mentions building permit; also, the title should say "for a structure along a Private Road." Agreement and Release Regarding Building Permit for Class VI Highway – this document has the same issues as

the one above. Corrections may be needed (such as removing the words “building permit”).

- Building Notification Form – will be reformatted to match the current town formatting, if Selectmen agree.
- The Committee suggests that Selectmen or their representative format the following: Application for Business Website Link (on Town website) and the Application for Organization Website Link (on Town website).
- Recommend that the Selectmen encourage all departments to reformat their applications and forms using the new format, with document control, if possible. Not something that should be done with state forms, obviously.

Building on the spreadsheet he created originally, Willie will work on finalizing a table of ordinances and regulations and what this committee has done. Ned offered to help finalize the spreadsheet in advance of the next meeting in June. An addition to the spreadsheet will include the columns noted below....

Ordinances/Regulations – Work to be done:

	ORD/REG/POLICY	Needs formatting		
Wetlands ordinance (1980, 1991)				
Prime wetlands ordinance (1987)				
Excavation, gravel & aquifer (1984) – RESCINDED AT 2011 TM				
Parking (ban on parking 11 pm – 6 am)				
No through trucking				
Floodplain ordinance (1991, 1994)				
Safety Policy (1998, reviewed Selectmen, for town employees)				
Biosolids/sludge ordinance				
Personal wireless service/cell tower ordinance (2002)				
Racetrack Ordinance (2003)				
Noise Ordinance (2005)				
Seat Belt Policy (2006)				
Motors on Chocorua must have mufflers (currently state law prohibits motor boats on Chocorua)				
Seatbelt policy				
Parking Policy (2006)				
Parking Old Rte. 16 / Old Trunkline (2006)				
Policy for Elected & Appointed Boards (2007)				
Fraud Policy (2007)				
Personnel Policy (2007)				
Transfer Station Sticker				
Driveway Permit (2008)				
Subdivision Regulations				
CDL Drivers & other employees – Drug & Alcohol Testing				

Fireworks sale permit		x		
Welfare Application		x		

Further, this Committee:

- Recommends to Selectmen that, every March, after elections, they post on website and in Meeting Room an updated list of town committees and who is on them, etc.
- Recommend that the Selectmen put on the 2012 Town Warrant an article to annul the 1964 Town Meeting vote regarding sales of Sweeps ticket.
- Recommend that Selectmen rescind June 20, 1964 "Ordinance relating to Disposal of Sewage."
- In formatting applications and forms and ordinances, ensure town staff know the formatting system (they will do some of the formatting for Selectmen's forms).
- Willie will urge Selectmen to adopt the applications and forms that they administer.
- Willie will urge Selectmen to adopt document control policy.
- Website needs to be updated: current forms and applications need to be on website; Selectmen or their representative should check this carefully.

Dom noted that the Planning Board is addressing, or has addressed, the items listed in the Dec. 6th notes.

4. Next meeting: Monday, June 6th.

5. Adjournment: Ned moved, Dom seconded, all approved adjourning at 8:49 pm.