

# **TAMWORTH PLANNING BOARD**

## **\*\*\*\* MEETING MINUTES \*\*\*\***

**December 27, 2017**

The meeting was called to order at 7:01 pm by Sheldon Perry.

Present: Sheldon Perry, Andy Fisher, David Little, Dan Poirier-Selectmen's Representative, Pat Farley (7:04 pm)

Absent: Becca Boyden, Eric Dube

Alternates Present:

Alternates Absent: Dom Bergen, Nicole Maher-Whiteside

### **Approval of Minutes:**

- 11/29/17 meeting minutes- Add the word "state" on page 2, add language about monuments, eliminate last sentence in that paragraph. A motion to approve as amended was made by Andy, seconded by David. APPROVED Pat abstained
- 12/07/17 special meeting – Andy made a motion to table to approval of the minutes until the next meeting, Dan seconded. APPROVED

### **Officer and Committee Reports:**

- Treasurer's Report – Eric is absent – no report
- Secretary's Report – David – no new applications
- Rep to Economic Development Commission – Pat – nothing
- Lakes Regional Planning Commission – Pat – met a week ago.
- Rep to Municipal Safety Building Committee – David – they met, no action. Communication failure, the consultant and Fire Chief had not made contact
- Hazard Mitigation planning – David – snowed out
- Selectmen's Rep – Dan Poirier – budget time. Will be setting a date to meet with each department to review recommendations.
- Rep to Conservation Commission –

### **Discuss Subdivision Regulations and Applications:**

Andy has information from DES that pertains to BLAs in general and what requires State subdivision approval and what triggers the approval or not. There has been confusion at the State level. Any BLA that is not an equal exchange of land relating to lots that are not 5 acres of land or greater requires State subdivision approval. Discussion ensued about subdivision and shoreline protection. If shorelines are shared with another town, it is considered a Regional Impact and the other town must be notified.

David also mentions that we require that the location of the well and radius be shown, but we do not require that it be on the lot. We also do not state that the test pit and perc test have to be within the 4K area. We need to tighten the language of our regulations for these.

Sheldon wants to address the number of plat copies that we need to require. Paper copies are needed for PB file, assessor, possibly fire chief and clerk? Sheldon will check on those.

Making a requirement of digital submission as well as paper submission is discussed and is favorable to all present. One copy with the application, how many at the meeting?

John Ruckenbrod, Ossipee - commented on the importance of having paper documents archived off site, as proven historically.

Lengthy discussion ensued about revisions to plans and applications between submissions and meetings

Section VI.F - submission requirements for plat –

Pat made a motion to edit Section VI.A to read “– A completed application shall consist of three copies of the plat, one copy of the application with waivers, and a digital copy of the entire packet including the plat.” Andy seconded – APPROVED 3-1-0 David would like to know if this is replacing the numbering?

A. Should be labelled Application Form, not Completed Application

Andy made a motion to revise the previous motion to insert clarification before section VI.A wording to clarify what a complete submission shall consist of – Pat seconded. David would like to specify where to submit the digital copy to. APPROVED

Andy - submission shall consist of 3 paper plats, a paper copy of the entire packet, and a digital copy of submitted materials

Section VI. Submission Requirements – to include all of the following in paper and digital format.

David feels that it belongs in the procedures rather than the subdivision regulations. This would ensure that all applications would come before the Planning Board.

Dan made a motion to table further discussion to a subsequent meeting. Pat seconded. APPROVED

### **New/Old Business; Public Comment Report**

Dan made a motion to adjourn at 9:06 pm. Andy seconded. APPROVED

Respectfully submitted,  
Melissa Donaldson - Recording Secretary