

**TAMWORTH PLANNING BOARD**  
**\*\*\*\*draft MEETING MINUTES \*\*\*\***  
January 24, 2018

The meeting was called to order at 7:00 pm by Sheldon Perry.

Present: Sheldon Perry, Andy Fisher, David Little, Dan Poirier-Selectmen's Representative, Pat Farley, Becca Boyden, & Eric Dube

Absent:

Alternates Present:

Alternates Absent: Dom Bergen, Nicole Maher-Whiteside

Approval of Minutes:

- 12/7/17 Special Meeting – a motion to approve by David, seconded by Eric APPROVED Pat, Becca, Dan, & Andy abstained.
- 12/27/17 meeting – Dan made a motion to approve, Andy seconded. APPROVED Becca and Eric abstained

Officer and Committee Reports:

- Treasurer's Report – Eric – good meeting with the Selectboard and Budget Review Committee. Previous year budget moved forward.
- Secretary's Report – David- no new apps, one request to be placed on agenda
- Rep to Economic Development Commission – Pat – long good meeting in January. Talked about business listing publication. Wet Paint. Tech Forum was attended by 25 people, well received. Instagram will be covered on February 15. There is concern about vacant real estate, perhaps realtors could help promote to clients from away from here.
- Lakes Regional Planning Commission – Pat – has not met yet this month. The Economic Council met but there was nothing crucial to talk about. Sheldon went to the LRPC headquarters and picked up the statute books.
- Rep to Municipal Safety Building Committee –Becca - did not attend this month
- Hazard Mitigation Planning – David – there has not been a meeting since the last planning board meeting.
- Selectmen's Rep – Dan – everything is good. Budget time. Warrant articles and budget hearings are February 8 & 15.
- Rep to Conservation Commission – Eric – there are new alternates, Nelson O'Brien and Bill Batchelder are coming on for another term. Ned Beecher stepped down to alternate. Kit Morgan and Dexter Harding became alternates.

Tamworth Economic Development Commission discussion – Pat introduced Susan Ticehurst. Susan presented a synopsis of their last meeting. Planning for 2018 includes Tech workshops, street fair.

The Master Plan is about 10 years old now. Are there plans to update the Master Plan? EDC would like to work along with the Planning Board, and invite the Planning Board to share ideas with them. There will be a warrant article regarding tax incentives for business expansion. RSA

674:1 speaks to the timeframe of amending the Master Plan. It is assumed that it is to be done every 10 years, but the RSA states from time to time. Sheldon feels that the current Master Plan is a wonderful template. Becca feels that tasks outlined in the current Master Plan need to be implemented. Pat suggests choosing points of action from the Master Plan and send reminders to the groups that they apply to. Perhaps a Master Plan review meeting in the spring? Annual meeting with Master Plan theme? Invite heads of various departments and ask them to report on their progress/opinions on the Master Plan. Pat would like to schedule a meeting to do this. Sheldon suggests late April. David spoke about the amount of energy that was spent on the Master Plan, but is concerned that it did not necessarily represent everyone in the town. David feels we need a Buildout Analysis, and Community Visioning workshops. Susan suggests NH Listens program that helps bring people together for discussions. Pat was speaking about HB316 in 2017 in regards to the tax incentive program for businesses.

Subdivision regulations and applications discussion – Thank you to David for his work on this document. Changes were made in plat requirements. They were shown in red as track changes. David reviewed the changes that were made according to information found in the minutes. Everyone agreed that they were satisfied with the changes they saw in the document. There was discussion at the last meeting about the number of plat copies. That change has not been incorporated due to a discussion with the Fire Chief. There is also a requirement of sending the approved plat to DES. The application is supposed to be sent to the Fire Chief before it is approved, and we are supposed to receive an approval from him before we move forward. Becca feels that this could be included in section VII. David would like to add a paragraph there to say how we are going to proceed with this process. Perhaps send the digital copy to the fire chief with a cover letter for his approval/disapproval? This could go here or in procedures. The Fire Chief is responsible for the State Building Code enforcement. Becca suggests adding it in as paragraph, putting it in as a new D., then moving all the other letters down. Becca will review the basic language and edit it for inclusion. It will go in section VII. D and the other letters will move down. She will bring it to the group for approval. The only other item is the density question.

Application – Subdivision – The major change is the box in the right column. There are a lot of changes in the check off boxes. Page 2 – Sheldon – upper box, first paragraph – submit form # - needs to be form # PB-SUBD-A4. The line above that needs to be form A3. Under the prechecked boxes, the third down, other information – should read “see Section VI. G – Other Information.” That box should be unchecked. Page 3 – third pre-checked box re: L-Chip – see subdivision regs, section VI.C.3. Should this be section VI.C.2.? Yes. Discussion about the N/A boxes. Page 4 – VI.5.E,F & G – accept as is. A number of N/A boxes were eliminated. Page 5 – none. Page 6 – no changes. Page 7 – no changes.

Boundary Line Adjustment application – needs to be consistent with the other application. Page 1 – change to match the other app, but leave box for deed recording. David will double check that both documents match.

On the subdivision app – Becca – scrap the scale? Keep the scale requirement, but it should be labelled section VI.F.3.d – because the previous line was eliminated. Page 4 – proposed connections was eliminated? It is location of existing or alternate means of providing. Pat – Page 6 – halfway down, 1 should under vertical curve. Needs consistency in formatting all the way

down the page. (I, J and M are where changes need to happen). These items are actually correct as compared to the regulation.

A work session is scheduled for February 14<sup>th</sup>, 7 pm. Brainstorming? Call in a professional? LRPC or NH Municipal? David feels that this is not something that is a generic item. Sheldon will contact LRPC to see if there is someone who may be able to assist with this. David suggests asking Susan Slack from OEP who may be able to assist us. Sheldon will approach LRPC, ask Jeff Hayes, about speaking to Susan or will try to contact Susan directly. Becca is waiting for a response on the Land Use Constraints Map.

Rules of Administrative Procedure, 1<sup>st</sup> reading of amendment – This needs to be read twice. It will be read tonight and at the work session, and voted on at the February meeting. Sheldon read the amendment aloud.

Old/New Business; Public Comment Report

Pat made a motion to adjourn at 9:13 pm. Eric seconded. APPROVED

Respectfully submitted,  
Melissa Donaldson - Recording Secretary