

Town of Tamworth

Planning Board

*** PLANNING BOARD MINUTES ***

November 18, 2015

Meeting was called to order at 7:00 pm by Becca Boyden.

Members Present: David Little, Pat Farley, Becca Boyden, Eric Dube, Dom Bergen (7:02) and Steve Gray, Selectmen's Rep (7:18)

Members Absent: Dave Cluff

Alternates Present: none

Alternates Absent: Lianne Prentice, Nicole Maher-Whiteside

Minutes:

10/28/15 – correction noted, Becca was not absent. David made a motion to approve as corrected. Pat seconded. APPROVED. Eric abstained.

Treasurer's Report: 82.22% of the budget is remaining at this time, \$9977.09

At 7:02 pm, Becca relinquished control of the meeting to Dom Bergen.

Secretary's Report: There are three applications, two of which will be reviewed tonight. One will be done in December. A discussion was held regarding the letter to the Selectmen in regards to the property abutter noticing (see attached). Selectmen did not want to post this one the book. Dom proposes adopting a new procedure or changing the subdivision regulations to correct this issue.

7:15 pm – a Subdivision Conceptual Review was presented by James Rines, agent for Harold Harmon. The property is on Gardner Hill Road, and they would like to subdivide a lot from theirs for the granddaughter. The frontage requirement could not be met. Creation of a flag lot with 50' shared drive is being considered. The Board is inclined to support this concept.

7:32 pm – Peter McDonald, Lot Merger, Map 216 Lots 221 and 222, McGrew Drive. David reports that everything is in order. Becca made a motion to approve the merger of lots 221 and 222 on Map 216. Eric seconded. The lot merger is approved.

Economic Development: Pat reported regarding Economic Development and Lakes Region Planning in this block of time. She was at the Selectmen's Meeting with Cartographics and folks that were invited from LRPC. There has to be some money spent before we can get the work that we want done. The Town can subscribe to an online service for this (\$1200-\$1400 per year). Franco sent a letter to the Selectmen about what he would be able to do. We are currently double paying for maps, as well as GIS updates. The price is \$41000 to correct the tax maps. The Planning Board encourages the Selectmen to look at the proposal in a favorable way.

Dan from LRPC – Pat asked if the following items could be included on the map – elevations, wetlands, road frontage, culverts, conservation land, town-owned land, utilities, current use? (no). Price is \$325 for this map. Pat made a motion to approve spending up to \$400 for LRPC to make this map including the items listed above. Becca seconded. David did these maps for the Master Plan but the tax maps were an issue because they are incorrect. Without GIS maps, the information is too generic. Pat forgot to request cemeteries (public and private) on the map. Dan cannot do that. David would add them if the boundaries were walked. Pat will ask for a thumb drive showing data for current use to send to LRPC. Current use is on one of the tables in the Vision database, but you would need the master list to refer to for Map and Lot information.

David cautions that maps can get too busy if you put too much information on them. Please have LRPC do all of the layers, then look at it and decide which layers to print. The motion is approved.

The MWVEC is holding regional collaborative meetings. They want to come to a Planning Board meeting to give an overview of their work. Pat has invited them to come to the meeting on January 27, which will be held at 6:30 pm.

Lakes Region Planning Commission: see above

Selectmen's Representative: A discussion was held about abutter lists and the proposal that Dom brought to the Selectmen's Meeting. Eric is bothered by the lack of enthusiasm for something that appears to be very simple. David agrees.

Conservation Commission: no meeting

Procedures: Documents on the Town website are not up to date. David sent correct information to the Town Office. The URL for forms did not work. This was reported to the Town as well. The Error 404 was changed to Page not found, but did not fix the list of forms. We do not have the ability to contact the Webmaster directly. We need to change our procedure manual. David cannot access information about what forms got moved from the old site to the new site. Some are wrong but we do not know which one. Eric supports David's idea of getting a checklist of what items were moved to the new site. From the web designer, David needs a list that includes Logical Name, Physical Name, file size and update date, for both the new and the old site, from the web designer. Steve will take this request to Darlene.

Subdivision Regulations: There are two choices about how to get the requirement that applicants get Town records from the assessing clerk. It either needs to go in the Procedures or in the Subdivision Regulations. We will hold a public hearing at the next meeting, regarding abutter information access. Defining abutter and abutting property, putting tax maps and lot numbers on plan are issues for another time.

Old/New Business:

Dom makes a note of being conscious of appearance at meetings.

Pat made a motion to consider paying for the effort of conversion of CD files, but David said that we don't have \$41000.00 for full conversion. \$5400 is needed to produce GIS versions for the maps.

Becca made a motion to adjourn at 9:50 pm. Eric seconded. APPROVED

Respectfully submitted,

Melissa Donaldson

Planning Board Clerk

Add to Minutes

TO: Tamworth Selectmen
FROM: Tamworth Planning Board
DATE: November 5, 2015
RE: Abutter notices

- RSA 676:4, I(b) requires notices for public hearings be mailed to "...all abutters as indicated in the town records...".
- Tamworth maintains a printed listing of names and addresses for all property owners for public review. The list is reprinted twice a year. By definition, this is not the same information that is used by the Tax Clerk or Assessing Clerk, because it does not contain updates for change of address or property sales.
- Staff Attorney, Margaret M.L. Byrnes, Esquire, with the New Hampshire Municipal Association states: The "town records" would be the inventory of assessed property as kept by the assessing department.
- Town Attorney, Richard D. Sager, states an applicant has the duty to provide the board with the most updated abutters' names and addresses. Thus, an applicant should use whichever list is the most current.
- The towns of Eaton and Albany also maintain printed listings of names and addresses for all property owners for public review, however Albany's current information is available to the public on-line at Avitar at <http://data.avitarassociates.com/logon.aspx?ReturnUrl=%2f>. The Town of Eaton printed listing is updated every 6 months, with the date of the update clearly visible. They are a small office, so it's the same person updating the town records and processing applications. If an application comes in that has incorrect abutters, she corrects it.
- The Planning Board has now had two instances where abutters were not properly noticed due to the age of the information available in the black book.
- Clearly it is not understood that the information in the book is not the most current information available, and is not approaching the Assessor's Office for up-to-date addresses.
- Could we please post a notice on the black book informing everyone that the most current abutter information is available from the Assessor's Office, and must be obtained when collecting information for noticing. For your convenience, we have attached a notice to be placed on the black book.

