

Town of Tamworth

Planning Board

\*\*\* draft PLANNING BOARD MINUTES \*\*\*

December 16, 2015

**Meeting was called to order at 7:01 pm by Dom Bergen.**

**Members Present:** David Little, Pat Farley, Becca Boyden, Eric Dube, Dom Bergen and Steve Gray, Selectmen's Rep

**Members Absent:** Dave Cluff

**Alternates Present:** none

**Alternates Absent:** Lianne Prentice, Nicole Maher-Whiteside

**Minutes:**

11/18/15 – correction noted, David's comments about map conversion costs. Eric made a motion to approve as corrected. Pat seconded. APPROVED.

**Treasurer's Report:** 79.9% of the budget is remaining at this time.

**Secretary's Report:** We received communication from Asplundh regarding tree work around town. There was correspondence from DES, which was a copy of a filing for CMI. We have one application to review tonight.

**Economic Development:** did not meet

**Lakes Region Planning Commission:** no report

**Selectmen's Representative:** The web site request was submitted, the office has requested that the Planning Board send a copy of whatever current forms they would like on the website. David states that we do not have a complete set, and that we need to the list of what was on there in order to make sure that the complete set gets posted on the new site. A copy of the old web site is needed, or direct contact with the webmaster. Cont....

Melody Bergman

Boundary Line Adjustment

Eldridge Lane

Map 214 Lot 186 and Map 215 Lot 65

David made a motion to accept the application as complete. Eric seconded. APPROVED

The hearing was opened at 7:15 pm. Lorelei Gerard presented the application. The applicant owns both lots. A proposed easement to access the second lot is shown on the plan. Lorelei will correct a tax map number on the plan. They are seeking a conditional approval, contingent on setting the bounds and correcting the plan.

Waivers are requested for the following:

VI.F.11.a – topographic contours

VI.F.12.a – soil data

VI.F.13.a-g – perc tests, test pits, etc.

The hearing was closed at 7:28 pm.

A motion to approve waiver for VI.F.11.a – topographic contours – David/Pat APPROVED

VI.F.12.a – soil data – David/Eric - APPROVED

VI.F.13.a-g – perc tests, test pits, etc. David/Becca APPROVED

David made a motion to approve the Boundary Line Adjustment conditional on receiving updated plans ad mylar, and setting of the bounds. Eric seconded. APPROVED

Selectmen's Report – continued from above: Lorelei offers to produce copies of any forms that she has in her files. Dom asks Steve to repeat the request to the Selectmen. He would like to thank the staff, but after discussion we are resubmitting the request as shown in the minutes of the November 18 meeting.

If this becomes impossible, Eric will review minutes to see if he can find the answers. Steve would like to know if we can send them some of the forms for now, but the Board is inclined to wait until we have a list. Steve will ask for a copy of the old website. Eric expresses frustration with our relationship with the Selectboard. Dom again requests a list of documents from the old web site.

**Conservation Commission:** at the last meeting they discussed the fire tower, an appraisal of the Kennett property on Osgood Road, and are working on the 250<sup>th</sup> Celebration.

**A public hearing was opened at 8:09 pm - Subdivision Regulations:** Lorelei gave a definition of abutter and discussed her process for acquiring abutter information. David made a motion to amend the last sentence of Section VI, paragraph B: Abutters List, to read "The list of names and addresses of all Abutters shall be taken from current electronic town records as maintained by the Assessing Clerk, not more than five (5) days before the day of filing." Becca seconded. APPROVED

Becca made a motion to amend the Subdivision Regulations to reflect the language adopted tonight. David seconded. APPROVED

#### **Old/New Business:**

David received a copy of the Flood Plain Ordinance from Cassandra but the track changes were not shown. Track changes are requested, so that they can be discussed at the Public Hearing that will be held on this matter. Steve brought a copy and noted that Floodplain Building Permit was changed to floodplain permit throughout the document. Strike #5, change numbering. Map # was incorrect, now reads 33003. Page 12 section F – Floodplain permit is required. On the application, they changed mobil to mobile, #11 is now #10, and changed "is" to "are".

We will schedule a public hearing on the Floodplain Development Ordinance on January 27, 2016, no earlier than 7:15 pm.

Dom discussed some changes to the budget in response to his meeting with the Selectmen earlier this week. He would like to reinsert the amount of the changes under a miscellaneous line but will have to go to the budget hearing with these ideas.

Eric made a motion to approve the 2016 meeting calendar as drafted, with the addition of a statement at the bottom regarding application deadlines. Becca seconded. APPROVED

Eric made a motion to adjourn at 9:43 pm. Becca 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 676:4,1(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.

