

Approved: \_\_\_\_\_  
Approved with changes: \_\_\_\_\_  
Unapproved: \_\_\_\_\_

**Effingham Planning Board  
May 4, 2017**

**Members Present:** Mike Cahalane, Elaine Chick (A), Theresa Swanick, Gary Jewell, Paul Potter, Henry Spencer

**Members Absent:** George Bull, Joanna Bull

**Others Present:** Cheryle Feirick, Rebecca Boyden, Dave Strauss

Meeting called to order at 6:30pm.

**Minutes:**

A motion was made by Mike, seconded by Gary, to accept the minutes from April 6, 2017 as written. All were in favor.

**Correspondence:**

-cc'd from Zoning Officer copies of new Building Permits

-ZEO Monthly Report

-cc'd from Zoning Officer on the first Home Occupation list for 109 Drake Rd. Tax Map 413 Lot 30. Discussion took place amongst the board members about this change of use and does it fall under Home Occupation. This check list was previously presented by to the board on April 6, 2017 with no discussion. The checklist was signed by Theresa Swanick, Chair of the Planning Board as received. Rebecca gave an explanation of the checklists that she presents for the Planning Board's review. Mike asked who informs the applicant when they need to get state approval; board members felt it is the applicants' responsibility to know, or to ask.

-cc'd to the Planning Board a conference notice being held on May 18 on "Drinking Water", Mike is attending.

-cc'd from Zoning Officer on an ADU checklist for Jory Augenti. All board members had an opportunity to review, with no discussion. The checklist was signed by Theresa Swanick, Chair of the Planning Board as received.

-Town & Country Magazine

-Inquiry from Chalmers Insurance Co. did the Town of Effingham adopted ADUs. The town was asked to submit in writing to them is so. Cheryle will forward to Chalmers "Article 23 Accessory Dwelling Units", as adopted on March 14, 2017

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**New Business:**

**Capital Improvement Plan**

Theresa explained she had done some research on CIPs from various towns and felt the Town of Tuftonboro's was the clearest and closest to what Effingham needs.. Copies of the Town of Tuftonboro's CIP were handed out. An electronic version will be emailed to all board members. Dave spoke about having the Budget Committee's involvement in the CIP. Theresa asked whether the Planning Board should be taking this on; or recruit individuals to form a committee to work on a CIP. Theresa explained if the Planning Board took this on, it would involve setting up additional work sessions throughout the month; the Planning Board is charged in developing a CIP. Theresa reminded the board they have the money in the budget to do the paperwork for the CIP. Theresa suggested that instead of utilizing a committee, the board could ask for participation by inviting person(s) that have expertise in a particular area to help work on the CIP with the board. Dave did express his concern with no planning and costs for the future of the roads; Dave reflected on a past UNH Study the town had done on our roads. Dave said the town has worked out our gravel roads but paved roads are lacking attention and budgeting. He is interested in helping the committee in this area. Dave mentioned a discussion he had with John Meisner to go out in the fall to get bids prior to budgeting time. Mentioned in the discussion there is no 10, 20 year plan for municipal buildings, paved roads and bridges. Long term planning for the transfer station and police department needs to be considered in the CIP. Rebecca suggested the board reach out in a neighborly fashion to other towns that have developed a program for their assistance. Paul asked how trust funds come into a CIP; good question for the Trustees of the Trust Funds. The Planning Board will craft the CIP with assistance from Select Board, Department Heads, and Budget Committee and any other interested persons as well as hold public input sessions once data has been solicited from departments.

Mike motioned we set a date for a follow up work session for the CIP; seconded by Elaine. All board members were in favor of having a work session on Tuesday, May 16 at 6:30pm.

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### **Public posting of Agenda on the town's website:**

Theresa received an email from Susan Slack suggesting all meeting agendas be published on the town's website. After a discussion it was decided the Planning Board's agenda will be emailed to the whole board for their item requests, any requests are to be forwarded directly to the Chair by the Friday prior to the meeting. A final agenda will be posted on the website in addition to a disclaimer will be added on the bottom of the agenda: \*any other business that may come before the board\*.

### **Other Business:**

It was mentioned that Ossipee Lake Campground was sold today. Mike will reach out to Barbara for digital copy of the ADU checklist and ADU application.

Suggestion was made to put the adopted date next to the article when it is changed, not just on the page. Further discussion at next month's meeting.

Rebecca expressed she would like to have further discussion on **open space subdivisions** to obtain a clearer understanding of the article.

Mike asked who informs the applicant when they need to get state approval; board members felt it is the applicants responsible to know, or to ask.

### **Topics for Next Month**

- Open Space Subdivision
- Updating Voluntary Merger
- Adopted dates of Articles
- Zoning Ordinance over the summer (Campgrounds)
- Adopted date on revised articles

### **Meeting with other Land Use Boards and Selectmen: June 19, 2017 at 7:00pm**

A motion was made by Elaine, seconded by Paul, to adjourn the meeting  
Meeting adjourned at 8:45pm.

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