

Approved: _____
Approved with changes: _____
Unapproved: _____

Effingham Planning Board
February 1, 2018

5 **Members Present:** Mike Cahalane, Elaine Chick, Theresa Swanick, Gary Jewell, George Bull

Members Absent: Paul Potter, Henry Spencer

Others Present: Gina Deterio, Rebecca Boyden

10 Meeting called to order at 6:30pm.
Elaine is a full voting member in place of Paul Potter.

Minutes

15 **12/7/17**

Line 7: Capitalize Henry "Spencer"

A motion was made by Mike, seconded by George, to approve the minutes from December 7, 2017 as amended. All were in favor.

20 **12/13/17**

A motion was made by Mike, seconded by George, to approve the minutes from December 13, 2017 without changes. All were in favor.

1/4/18

25 There was not a quorum from 1/4/18 to approve the minutes. This will be moved to the next scheduled meeting.

1/18/18

Line 49: Change the word "bookkeeping" to "housekeeping"

30 A motion was made by Mike, Elaine seconded, to accept the minutes from January 18, 2018 as amended. All were in favor.

Going forward whenever there is a discussion on any subject the board will note the outcome of the discussion; i.e. *"The board did not come to any definitive conclusion."*

35

Theresa reviewed the email from the Town Attorney in regards to the Warrant Articles and his suggested changes.

40 The only change needed is in Warrant Article 4: There was an error in the RSA reference. It needs to be changed from "RSA 483-B:9(f)(2)" to "RSA 483-B:9-V(f)(2)".

There was some additional discussion on minor changes to Warrant Articles 8 and 9 in the matter of RV permits and the calculation of the area of an RV. The board decided to revisit the discussion at a later scheduled meeting.

Approved: _____
Approved with changes: _____
Unapproved: _____

45

Membership Transition:

Johann Bull has resigned before her term ended. This extra vacancy was not included with the formal publicized election notice. Her vacancy thus will be filled by appointment. George made a motion, Gary seconded, to appoint Elaine Chick to fill the vacancy for the remainder of the term. All were in favor. Johanna had been serving as Vice-Chair, a new Vice-Chair is needed. George motioned, Gary seconded, to appoint Mike Cahalane as Vice-Chair, also for the remainder of the term. All were in favor.

55

There was a discussion on how to record changes and/or approvals of meeting minutes. It was decided by the board that the changes will be recorded in the meeting minutes in which the minutes are approved with a date and initials in the appropriate section on the drafted minutes in the binder for public reference.

60

Rebecca made an update to the checklists and applications for ADU's and Home Occupation. She will email a copy of each to Gina for disbursement to the rest of the board and upon approval it will be placed on the website and in the folders at Town Hall for residents.

65

Priorities for 2018 (to be discussed at the Work Session scheduled for February 15, 2018:

- a) Checklists reviewed and updated if needed
- b) Air BNB's
- c) Applications
- d) Engage LRPC to help with CIP (Capital Improvement Plan)
- e) Uniform binders for each member of the board (Rebecca will bring a copy of Tamworth's).

70

Gina will bring any and all copies of checklists and applications currently in use as well as the most current Rules of Procedure. Update Driveway Regulations and Subdivision Regulations with revised date and put out for public use.

Going forward agendas will be sent out the Monday prior the any scheduled meeting. All Work Sessions will be a Standing third Thursday of every month.

75

Next Scheduled Meeting: Work Session 2/15/18

George made a motion, seconded by Elaine, to adjourn. All were in favor.

80

Meeting adjourned at 8:05pm