

Approved: _____
Approved with changes: _____
Unapproved: _____

Work Session
Meeting Minutes February 15, 2018

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

Members Absent: George Bull, Paul Potter, Henry Spencer

Others Present: Gina Detorio, Rebecca Boyden

10

Meeting called to order at 6:45pm

Minutes:

15 **1/4/18**

Minutes were not reviewed as there was no quorum.

2/1/18

Line 18: correct the year to 2017

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Mike motioned to accept the minutes as amended, Seconded by Gary. The motion passed.

It was noted that we the Board received a copy of the **Ossipee Lake Watershed Management Plan, Phase 2** from the Green Mountain Conservation Group.

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Review and proposed amendments to the Effingham Planning Board's Rules of Procedure:

Pg 1.

Move sections "Members" and "Officers" above "Membership Policy" So the new order will be:
"Authority"

30

"Members"

"Officers"

"Membership Policy"

Pg. 2:

35

Top of page; #5 Remove the word "including" and the parenthesis so that it now reads:

5. Each newly elected and re-elected member shall be sworn in and take an oath of office as required by RSA 42:1.

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Under "Officers"; #2 remove the words "month of MARCH" and replace with: first meeting of the board following the town meeting" so that it now reads:

2. The officers of the Board shall be elected annually during the first meeting of the Board following the Town meeting by a majority vote of the board. If requested by a majority of those present, voting shall be by written ballot.

Pg. 2

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- 45 Under "Meetings"; #2 change "48" to "24" hours and on the last line change "shall" to "may"
and change the wording to allow for the addition of website so that it now reads:
2.Special meetings, including work sessions, may be called by the Chairman of in his/her
absence, by the Vice-Chairman, or at the request for three members of the Board provided public
notice a notice to each member is given at least **24** hours in advance of the time of such meeting.
50 The notice shall specify the purpose of the meting and be posted in two public places, which
may be the town offices, the Effingham Public Library **and/or the Town website.**
Theresa will work on #5 for better wording.

Pg. 3

- 55 Bottom of page; #1
Add the words "by the close of the business on the second Thursday of every month for
consideration at the next regularly scheduled meeting" after Board's agent,
It will now read:
1. Applications for hearings before the Board shall be made on forms provided by the Board
60 and shall be presented to the Secretary of the Board or the Board's agent **by the close of
business on the second Thursday of every month for consideration at the next
regularly scheduled meeting**, who shall sign and record the date of receipt.

Pg. 4

- 65 Top of page #2 Correct the number "1" to be roman numeral "I" and the letter "(d)" to "(b)" and
"10" days to "21" days so that it now reads:
2. Notice shall be given as required in RSA 676:4, **I(b) 21** days before completed
application is submitted.
Under "Notice"; #1 add the "town website" as an additional posting site
70 The italicized wording will be reviewed by Theresa and she will change the wording
appropriately and incorporate it into procedure

Pg. 5

- Top of page; #3
75 Change the wording to read"
3. Members of the Board may ask questions **through the Chairman** at any point during the
hearing.

Next scheduled meeting: March 1, 2018

- 80 Elaine made a motion to adjourn, seconded by Gary. The motion passed.

Meeting adjourned at 8:30