

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

## **Effingham Planning Board**

### **October 4, 2018**

**Members Present:** Mike Cahalane, Elaine Chick, Gary Jewell, Grace Fuller, Paul Potter, Theresa Swanick

**Members Absent:** George Bull

**Others Present:** Dianne Park, Rebecca Boyden, James McGlame

Meeting called to order at 6:30pm.

### **Minutes**

A motion was made by Grace, seconded by Elaine, to approve the minutes from September 6, 2018 as amended. All were in favor.

Page 1, change all references to 'Bob Cline' to 'Bob Kline'

James McGlame of Hutchins Pond Rd. was present. He is co-owner of 3 parcels of land. These parcels of land are under agreement to be sold and the buyer needs financing. The finance company would like to see tax bills and tax maps for the 3 parcels. One of the parcels is not on the current tax map. He has been in contact with a survey company and they were very helpful in getting the missing information. The board informed Mr. McGlame that the Planning Board has nothing to do with this problem. They suggested he talk to Town Office Personnel or the Tax Collector.

### **Correspondence**

- All the latest permits were reviewed.
- FYI to the Planning Board: Copy of a plat filed with the Registry of Deeds: Elliot Edward Map 417 Lot 5
- Brendon and Joleen Jendrock ADU Application 9.13.18  
They are building a garage off the back of the house. Downstairs will be a garage and up stairs will be the ADU. They have a new designed septic plan. A motion was made by Paul, seconded by Elaine, to approve the ADU for Brendon and Joleen Jendrock. All were in favor.

### **November Planning Board Meeting**

Agenda items

- AIRB&B's (Rebecca)
- Number of unregistered cars per lot (Rebecca)
- Park Model RV's (Mike)
- Dimension of camping structures and sites (Mike)
- Solar installation (Theresa)

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- Rules of Procedure

### **Rules of Procedure**

The board went through and amended the Rules of Procedure making changes as they went along.

Bold any reference to 'RSA' and remove parenthesis.

Add correct 'RSA' reference's where appropriate.

### **Membership**

1. Change from 'The Planning Board shall consist of seven members: six elected by the Town, and one Selectmen annually designated as an ex-officio full voting member. All members must reside in Effingham, and all must take an oath before the Town Clerk.'

To: 'As per RSA 673:2 the Planning Board shall consist of seven members: six elected by the Town, and one Selectmen annually designated as an ex-officio full voting member. All members must reside in Effingham, and all must take an oath of office. (RSA 42:2)

2. Change from 'Any two appointed or elected members of the planning board may also serve together on any other municipal board or commission, except that no more than one member of the planning board shall serve on the conservation commission, the local governing body, or a local land use board as defined in RSA 672.7.'

To: 'As per RSA 673:7 any two appointed or elected members of the planning board may also serve together on any other municipal board or commission, except that no more than one member of the planning board shall serve on the conservation commission, the local governing body, or a local land use board as defined in RSA 672.7.'

### **Appointment, Number and Terms of Alternates**

2. Change the first sentence from 'Alternates shall be appointed by a majority of the members.' To 'Alternates shall be appointed to serve on the board by a majority vote of the members.'

### **Officers and Administration**

Delete #6

### **Members and Their Responsibilities**

Change #6 to read:

'a. Should a member be absent without excuse from 25% of the meetings in a year, the Board shall vote to see if the member should be officially requested to review their ability to perform duties for the rest of the term.

b. Should a member be absent without excuse from 50% of the meetings in a year, the Board shall vote to see if said member should resign from the Board. If the vote is in the affirmative, the Board shall stipulate its findings in writing. If member should refuse to resign after an affirmative vote by the Board and written findings, action will be taken per RSA 673:13.'

### **Meetings**

Delete the second sentence of #1.

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Change #2 from ‘ Special meetings may be called by the Chair or in her/his absence, by the Vice-Chair, or at the request of three members of the Board, provided public notice and notice to each member is given at least 24 hours in advance of the time of such meeting.’

To ‘Special meetings may be called by the Chair or in her/his absence, by the Vice-Chair, or at the request of three members of the Board, provided public notice and notice to each member is given at least 24 hours in advance of the time of such meeting excluding Sundays and legal holidays.’

3. Change the second sentence from ‘Special meetings shall have posted notice that specifies its purpose, and such notice shall be posted in at least two public places, one of which shall be the Town Offices and one of which shall include the Town Website.’

To ‘Special meetings shall have posted notice that specifies its purpose. Such notice shall be posted in at least two public places, one of which shall be the Town Offices and one of which shall include the Effingham Public Library and/or Town Website.’

5. Change from ‘A majority of the membership of the Board (four members ) shall constitute a quorum, including alternates sitting in place of regular members. Quorum is required to hold a meeting.’

To ‘Quorum is required to hold a meeting. A majority of the Board (four members) shall constitute a quorum.’

6. Mike will bring different wording for disqualifications.

7. Change the order of business putting ‘Old business’ before ‘New business’

Move #3 to #1

Move #1 to #2

Move #2 to #3

### **Application For Merger**

This section will be removed and added as an addendum item at the end of the document.

### **Application for Lot Line Adjustment, Site Plan Review and Subdivision**

This section will be removed and added as an addendum item at the end of the document.

### **Public and Abutter Notice of Consideration and Public Hearings**

Change the title to ‘Notice’ with edits to follow.

Theresa will sit with Michael on the remainder of his suggested changes to this document. She will send out a clean copy which all members are asked to review before next month’s meeting.

A motion was made by Gary, seconded by Paul, to adjourn the meeting.

Meeting adjourned at 8:35pm.