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Unapproved: _____

**Effingham Planning Board
Meeting
April 2, 2020**

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Members Physically Present: Theresa Swanick (Chair), George Bull (Vice Chair), Mike Cahalane (Selectmen’s Rep), and Elaine Chick

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Members Present via Conference Call: Gary Jewell (Signing Secretary), Grace Fuller and Mark Hempton (Alternate) Voting member in place of Paul Potter

Others Present via Conference Call: Rebecca Boyden (Effingham ZEO)

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Meeting called to order at 6:32pm. Quorum established

Minutes

Review of the minutes of March 5, 2019 was postponed until the next meeting.

Correspondence

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None

New Business

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1. Review of Application for ADU – James Copeland, Map 413 Lot 143

The Board reviewed the Application for an ADU from James W. Copeland of 55 Elm Street Effingham, NH. The Board found the application to be complete and proceeded with discussion and input from the board members and ZEO. A motion to approve the ADU Application was made by Michael Cahalane with a second from George Bull. A roll call vote was taken, all members voted in favor. Motion carried. The Chair process the approval and notify the applicant.

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Note: Call dropped at 6:45:40 PM discussion suspended. Re-established connection at 6:46:25meeting resumed. Gary Jewell and Rebecca Boyden opted not to reconnect.

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2. Future Meetings

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Considering the present pandemic and need for social distancing, Theresa Swanick asked the PB for input on possible options on methods of communication for future meetings. Possible use of conference calls with video options were discussed. Michael Cahalane expressed the importance of ensuring, whatever system is used, a means for the public to participate is required.

- **Zoom:** George Bull suggested a product called Zoom. The product provides video conferencing that displays an image of each caller in a separate box on all participants

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45 screens. It can be used on cell phones as well as PC's/laptops. It does require high speed internet and the application would need to be downloaded on the device. He is presently using the free version. Mark Hempton, Elaine Chick and Grace Fuller are also familiar with Zoom. Grace Fuller has past experience using the enterprise version of the product. The product also offers the ability to record the meeting.

- 50 • **NHMA Offer-** Michael Cahalane stated the BOS were working on a plan to use a system recommended through NHMA. More details would be available through the Town Administrator. Presently not known as to when this will be available. Mr. Cahalane will follow up and report back on the specifics of the product and its features.
- 55 • **FEMA –** Michael Cahalane shared that FEMA has stated they will be covering costs as a response to this pandemic and costs for providing remote meeting services may well be covered under this service.
- **Other Vendors-** The PB may also investigate other vendors
- 60 • **Other Concerns-** Questions were raised by the PB. What options are available to manage incoming comments from the public? Listen only, audio input, or “raise hand”? How will the public know when to call in and what dial in or URL to use for each meeting? Must be able to allow Public comment but in a controlled manner.

3. Digitize Planning Board Application/Checklists.

65 Theresa Swanick raised a concern about potentially missing applications coming to the office. With temporarily decreased office staff and current restrictions in place she is concerned that notification of a potential application might be missed.

- 70 • PB discussed utilizing the Web Site as the source for electronic forms that can be completed and submitted via the web site. Notification of a completed form would then be sent to the PB e-mail address.
- Conversion for forms to editable PDF or building a WEB form would be time consuming. Further discussion needed.
- 75 • Concerns about access to property cards via the Avatar PC. Is it possible to access remotely? Is another user ID and password needed? Who would be able to access and how? Add another PC? Michael Cahalane will bring these questions to the Town Administrator next week.

4. Elect Chairman for the year

80 George Bull made a motion to re-elect Theresa Swanick, Elaine Chick seconded that motion. Roll call vote of remaining members present Elaine Chick, Michael Cahalane, Grace Fuller and Mark Hempton, all in favor. Theresa Swanick accepted.

85 No other offices were voted on at this time.

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Theresa Swanick suggested the PB hold a work session meeting to test run the Zoom product. Review regulations currently in process and comment on CIP needs assessment. Date Set for: **April 16, 2020 at 6:30 PM PB Work session meeting will follow the CIP discussion which starts at 6:00 PM.**

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Motion to adjourn by Elaine Chick, seconded by Grace Fuller. All in favor.
Meeting adjourned at 7:40 PM

95 Respectfully Submitted

Elaine Chick

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