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**Effingham Planning Board
Meeting
May 14, 2020**

5 **Members Present via Conference Call:** George Bull (Vice Chair) Acting Chair, Mike Cahalane (Selectmen’s Rep), Grace Fuller, Elaine Chick and Mark Hempton (Alternate) Seated as a voting member in place of Paul Potter

10 **Members Absent:** Theresa Swanick (Chair), Paul Potter, Gary Jewell (Signing Secretary)

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

Meeting called to order at 6:33 by George Bull, acting chairman. Quorum established

15 **Review of Minutes**

- **Minutes of March 5, 2020** were reviewed. A motion was made by Grace Fuller to accept the minutes as written. Motion seconded by Elaine Chick. A roll call vote was taken by the Chair: Grace Fuller, Mark Hempton, Elaine Chick, George Bull and Michael Cahalane all voted in favor. Motion passed.
- **Minutes of April 16, 2020** Work Session were reviewed. One correction- Under Excavation Regulations: 5th paragraph, last sentence, insert the word “other”. The sentence to now read. *The cost for this inspection would be borne by the owner of the gravel pit.* A motion was made by Grace Fuller to accept the minutes as amended. Motion seconded by Elaine Chick. A roll call vote was taken by the Chair: Grace Fuller, Mark Hempton, Elaine Chick and George Bull were in favor. Michael Cahalane did not respond. Motion passed.
- **Minutes of April 2, 2020** were not reviewed.

30 **Correspondence**
None reviewed

New Business

1. Pre-Application discussion- Randy Burbank proposed Minor Subdivision

35 Mr. Burbank came to the board to discuss the application requirements for a Minor Subdivision of his property. He has complied the abutters list and identified his engineer for survey work. The lot meets the minimum requirements for a subdivision.

40 The Chair informed Mr. Burbank, the board cannot accept the application as complete without the lot survey and plat. The plat is an integral part of the application. Once all the documents are collected, Mr. Burbank should submit his application for the Subdivision with all required documents to the office. When the application is received, the Board will notify the abutters and schedule the formal review of the application and proceed with a public hearing.

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45 **2. Public Hearings maintaining Social Distancing**

Considering the present pandemic and need for social distancing, the Board discussed options on how to conduct a Public Hearing using Google Meet, Zoom or other Video conference solutions. George Bull recommended a work session to determine which tool to use for up coming meetings and possibly for public hearings. Recommended a Google Meet work session for May 21, 2020. Grace recommended having the PB work session begin at 6:00 PM and then transition into the CIP meeting at 6:30 PM.

55 **3. ADU Application- Linda Boguzewski Map 412 Lot 62**

George Bull did a roll call to assure all members were able to be heard before beginning the ADU Application review. All members in attendance confirmed they were able to be heard.

60 The Chair began the review by confirming the board members had an opportunity to review the Boguzewski ADU application. Initially, the application was sent out in a zip file to the Board members on May 7, 2020 by Rebecca Boyden, ZEO. The unzipped documents were sent to the board members by Elaine Chick on May 14, 2020 for the May 14, 2020 PB meeting.

Michael Cahalane raised some concerns regarding this ADU application.

- 65 • Tax Map and Lot # are incorrect.
 - Rebecca stated she should have corrected that information on the application
- Front Set back question on whether the existing structure and proposed structure meet the minimum 50 foot Front set back requirement.
- 70 • Property owner appears to have begun excavation work already without ADU approval.
 - Rebecca informed the Board that the applicant stated they had hired an excavator to begin assuming this application would have been approved last week. Rebecca informed the applicant there is no permit required for digging a hole, but they do not have approval for construction.
- 75 • Application is missing an expanded Septic Design for additional two bedrooms or supporting documentation that the existing Septic System already meets that requirement.
 - Rebecca stated her understanding was this was not required for properties of greater than 5 acres.
- 80 ▪ George Bull stated new Septic approval is needed if the existing septic is only approved for 2 bedrooms and they are adding 2 more bedrooms.
- Grace referenced RSA 485A: 38, Noting: DES does not require additional Septic Approval for construction that **does not** increase the load on a sewage disposal system. Adding two bedrooms would be an increase in load.
- 85 ▪ Rebecca asked the Board to provide conditional approval contingent upon an approved Septic design.
- Grace suggested we do not approve the application based on the fact that the application is incomplete.

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- George Bull agreed with Grace's suggestion stating we need confirmation from DES indicating the applicant's property has a Septic System that will support 4 bedrooms.
- 90 ▪ Elaine Chick noted the ADU Application indicates this is an interior ADU when in actuality the attached plan indicates this is new construction of an attached ADU.
- George Bull noted the Application is not complete, therefore the Board will not be voting on this Application.
- Rebecca will go back to the applicant requiring proof that the existing Septic Design supports 4 bedroom or that new System or Expansion will be installed to support 4 bedrooms. In addition, she will ask the applicant for an updated application with corrected information. Rebecca will also confirm the ADU is not manufactured housing.

100 ❖ Rebecca Boyden left the meeting at 7:44 PM

4. Excavation Regulations

Grace Fuller led the discussion on the Excavation Regulations. All previous edits and recommendations have been incorporated into the current 5/14/2020 final draft.

Some minor changes are needed regarding the distance from boundary. Grace will merge 8.1-8.2 as suggested and remove the statement in 14.42 regarding complaint or concern.

110 ❖ Michael Cahalane left the meeting at 7:51 PM

Grace will make these changes and send out the revised copy to the Board in preparation for a Public Hearing. Public notice 10 days prior to the hearing. Plan on public hearing for next meeting on June 4, 2020.

115 Motion was made by Grace Fuller to accept the draft Excavation Regulations with the proposed changes. Seconded by Elaine Chick. Roll call vote on the Motion: Grace Fuller in favor, Mark Hampton in favor, Elaine Chick in favor, George Bull in favor. Motion passed

5. NH Municipal Association Webinar -The Workings of a Planning Board 5/13/2020

120 Grace and Elaine attended

- 125 ▪ Grace shared information with the Board on the webinar. She asked the presenter about Impact Fees and the requirements: An analysis would need to be done prior to establishing the Impact Fees and then an analysis again following to access damages.
- There was also discussion on Emergency Order # 23 which allows to postpone meetings and suspend statutory deadlines.
- 130 ▪ Elaine commented on the OSI handbook Appendix that references reviewing the information prior to the meeting. It is suggested members should be reviewing the

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information in advance, so members are prepared to discuss during the meeting.
Discussion about the application between members is not allowed prior to the Public
Hearing

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6. Other Business

- Grace asked about the possibility of requiring electronic applications. George was not sure this could be required. Grace offered to investigate this topic further.
- George Bull will look for on-line DES information regarding Septic Approvals
- Work Session Meeting Date Set for: **May 21, 2020 at 6:00 PM PB Work Session specifically to test other forms of Virtual meetings. CIP meeting will follow at 6:30 PM.**

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Next monthly meeting of the Planning Board is scheduled for June 4, 2020 at 6:30

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Motion to adjourn: Grace Fuller made a motion to adjourn, seconded by Mark Hempton. Roll call. Grace Fuller, Mark Hempton, Elaine Chick and George Bull, all were in favor.

Meeting adjourned at 8:36PM

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Respectfully Submitted

Elaine Chick

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