

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

**Effingham Planning Board**  
**Meeting Minutes**  
**October 1, 2020**  
**(via video conference call)**

**Members Present:** Theresa Swanick (chair), Grace Fuller, Paul Potter, Elaine Chick, Mark Hempton (alternate), Mike Cahalane (selectman's rep).

**Members Absent:** George Bull (vice-chair), Gary Jewell (recording secretary).

**Others Present:** Nate Fogg, Paul King, Tom Schwartz, Danielle Alvarez, Anne Foley, David Strauss.

Meeting called to order at 6:10pm. Quorum present.

Mark Hempton was seated for George Bull.

**Public Hearing (Whitaker-Fadden)**

The review letter from HEB Engineers were shared with David Strauss, Anne Foley, and Tom Schwartz

Elaine Chick reviewed the review letter dated 10/1/20 with the those attending.

Theresa Swanick reviewed what has transpired since the previous meeting. A review letter was received on 9/11/20 with 18 comments. Mr King responded to the comments and a second review letter was received on 10/1/20. The second review letter was read in more detail.

Mike Cahalane questioned if all 18 comments had been addressed from the first letter. He assumed that drainage was still headed towards the road.

Paul King noted that he had addressed the 18 comments and now the 10/1/20 review letter had only 2 comments.

Theresa Swanick noted that HEB did not directly say that the other items had been satisfactorily addressed in the second HEB review. Also, even if HEB is okay with the response, the PB must be okay with the response.

Mike Cahalane wants to know when the driveway will be installed. The driveway is an important part of the drainage design and needs to be built according to the plans. The board should require that the driveway be built within a certain timeframe and that a letter of credit be held by the town until the work is complete.

It was then questioned if the PB needed a new HEB contract for further review of the design.

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Paul King stated that he would revise the design to address HEB's comments and he would ask owners when the driveway would be constructed.

Theresa Swanick will contact HEB and discuss the original 18 comments for any further information.

Elaine Chick noted that the topography looks steep and wanted to know where the actual houses would be constructed.

The PB decided to conduct a site walk for the project. The site walk will take place on Saturday, October 3, 2020 at 9:00am. The group will meet on the property frontage on Jack Russell Road.

**Mike Cahalane made a motion to continue the public hearing to October 29<sup>th</sup> at 6:15pm. The motion was seconded by Grace Fuller. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye.**

**Elaine Chick made a motion to conduct a site walk on Saturday, October 3<sup>rd</sup> at 9:00 on Jack Russell Road. Grace Fuller seconded the motion. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye.**

Theresa Swanick noted that any communication between the engineers should be copied to the PB.

**Preliminary Consultation (Alvarez)**

Ms Alvarez noted that her property is located at 34 West Range Road. Her home is the first house on the right-hand side of the road. She would like to open a bait and hunting store. They would open a bait shop first and add hunting supplies after the shop is established. The property was previously used as a hand-crafted furniture store. Does she need to present a full application to the PB?

It was noted that a retail operation cannot be a home occupation. She would need to file an application for a minor site plan review, which would include notification of the abutters. Signage, hours of operation, and parking would be areas of interest to the PB.

The application form is located on the town's website. Permitted uses are noted in the chart in article 10:31 of the zoning ordinance. The application and fees need to be received 15 days prior to the meeting date.

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**Lot Merger (406-11 & 406-17)**

**Mike Cahalane made a motion to approve the merger of the two contiguous parcels, which are under the same ownership and do not have a mortgage. The motion was seconded by Elaine Chick. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye.**

**2021 Budget**

Theresa has prepared a budget request for 2021. The request is for level funding of the department.

**Grace Fuller made a motion to present the level funded budget to the budget committee. The motion was seconded by Elaine Chick. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye.**

**Minutes (8/13/20)**

The PB reviewed the minutes from August 13, 2020.

**Grace Fuller made a motion to approve the August 13, 2020 minutes as written. The motion was seconded by Elaine Chick. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye.**

**Other Business**

There are two mylars to be signed and recorded, which were previously approved by the PB. Gary Jewell is not currently available to act as the signing secretary. Mike Cahalane visits town hall often and is willing to serve as the signing secretary.

**Elaine Chick made a motion to appoint Mike Cahalane as the PB's signing secretary. The motion was seconded by Paul Potter. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye.**

**Adjournment**

**A motion was made by Elaine Chick to adjourn the meeting. The motion was seconded by Grace Fuller. A roll call vote was taken Mike Cahalane- aye, Mark Hempton- aye, Grace Fuller- aye, Elaine Chick- aye, Paul Potter-aye, and Theresa Swanick- aye. The motion passed and the meeting adjourned at 8:38pm.**