

Approved: _____ Approved with changes: _____

Effingham Planning Board
Meeting Minutes
March 4, 2021
(via video conference call)

Members Present: Theresa Swanick (chair), George Bull (vice-chair), Grace Fuller, Elaine Chick, Mark Hempton (alternate), Mike Cahalane (selectman's rep), Nate Fogg (Land Use Clerk)

Members Absent: Gary Jewell (recording secretary), Paul Potter.

Others Present: none

Meeting called to order at 6:00pm. Quorum present.

1. Theresa Swanick provided an overview of the decision letters for the Angelini Excavation Permit conditional approval and Site Plan Review conditional approval. Next steps: to hold a final meeting when all approvals are received and conditions are met; the Excavation Permit will be provided at that time, to be posted onsite.
 - Nate Fogg suggested that a copy of the conditional approval letters be sent to the Ossipee Planning Board. Theresa agreed to do so tomorrow.
 - Elaine Chick suggested the Planning Board develop a checklist of the process for both applicant and Board, for future requests.
2. Theresa asked for feedback from the Board on the use of Zoom for Planning Board meetings.
 - Meetings are more efficient
 - Digital files are good, although hard to keep track when multiple versions
 - Need to develop a consistent naming convention for electronic files and for email subject line.
 - Consider using Dropbox for record access
 - Easy for public to attend meetings, especially for those not local. Consider keeping option for public to view meetings via Zoom, even if meetings resume for in-person
 - Some participants have issues using Zoom, including several Board members
 - Public may like option to arrive at meetings to ask questions. Consider developing FAQs for website, and urging public to call Nate or Rebecca for questions.
3. Nate advised that an application for site plan review will be forthcoming from the new owners of Boyle's for installation of new gas tanks (removed in 2015) and laundromat.
4. Theresa reported that Nate had forwarded the Whittaker-Fadden Special Use Permit application to the Effingham Conservation Commission ("ECC") for 30-day comment period.
 - Discussion was held about of the ECC costs for outside review. It was determined those costs should be covered by ECC and not be passed on to the applicant. Need to add ECC to Special Use Permit application and other applicable applications.
 - At the next meeting, the Board will debrief the process followed during the Whittaker-Fadden Subdivision/Special Use Permit application review.

5. Theresa announced a change in the current process of Board meetings. Nate will continue to attend meetings for his expertise and knowledge as the Land Use Clerk. Grace volunteered to take minutes for now, with Elaine volunteering to assist and fill in as needed.
6. TO-DO: Discussion was held about the need to review and update the Floodplain language in the Zoning Ordinance, as required every 5 years. FEMA provided new Floodplain information, effective 1/29/2021.
7. Theresa provided a reminder about the OSI training opportunities (annual meeting and monthly webinars; all are recorded for later review also)
8. TO-DO: discussion was held on electronic files. Theresa and Nate will develop a central storage location with back-up, along with a set process and nomenclature, to ensure consistency.
 - The Board also needs to address development of a database of historical data, recorded by map, lot, date and owner. Consider having someone scan historical documents.
9. Discussion held about the Capital Improvement Plan (“CIP”) committee work for 2021. It was determined that the CIP should update current areas, have the 10-year plan included in Annual Town Report, and ensure the CIP provides feedback on warrant articles.
10. Nate advised of a new ZBA application for construction at Bailey Road and Princeton Ave.
11. A sub-committee was established to review Planning Board applications and checklists for review at next regular meeting. Members include: Theresa, Grace and Elaine

Elaine Chick made a motion to adjourn the meeting. Grace Fuller seconded the motion. A roll call vote was taken George Bull- aye, Grace Fuller- aye, Elaine Chick- aye, Mark Hempton- aye, and Theresa Swanick- aye. The motion passed and the meeting adjourned at 7:58 pm.