

**Effingham Planning Board**  
**Meeting Minutes**  
**April 8, 2021**  
**(via video conference call)**

**Members Present:** Theresa Swanick (chair), George Bull (vice-chair), Grace Fuller (scribe), Elaine Chick, Mark Hempton (alternate), Gary Jewel, Paul Potter, Mike Cahalane (Board of Selectmen's representative), Nate Fogg (Land Use Clerk)

**Members Absent:** none

**Others Present:** Rebecca Boyden (Zoning Officer), David Hynes (Effingham Town Assessor), Jacob Vontz (abutter), Gary Dean (abutter), Loralie Gerard (Horizons Engineering, abutter representative)

Meeting called to order at 6:00pm. Quorum present. General meeting at 6 pm; hearing to begin at 6:15 pm.

**GENERAL PLANNING BOARD SESSION**

1. Review of meeting minutes from 03/11/2021. Correction to section 10.a of spelling to Grace Fuller's name. Requested to add G. Fuller's name as scribe.
2. MOTION: Ms. Chick made motion to accept minutes as amended; Ms. Fuller seconded. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul Potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.

**HEARING FOR MERGER AND LOT LINE ADJUSTMENT SESSION**

3. Introduction of abutters Jacob Vontz and Gary Dean and their representative Loralie Gerard
4. Ms Swanick provided a brief introduction of the hearing agenda. It was determined to consider each of the 3 applications (merger and lot line adjustments) individually rather than as one review, to provide clarity for reviewers and recordkeeping.

**APPLICATION #1**

5. Ms. Gerard provided detailed explanation of the merger of 2 lots owned by Jory and Brenda Augenti; Lot 13 to be absorbed by Lot 15.
  - a. Discussion held regarding the Town's process for this filing and how the information will be tracked and displayed. Mr. Fogg suggested that the plat may include dashed lines to show the original lots.
6. MOTION: Ms. Fuller made motion to accept the application and approve the merger of the 2 lots; seconded by Ms.Chick. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.

**APPLICATION #2**

7. Ms. Gerard provided detailed explanation and answered questions about the 2<sup>nd</sup> application, for the lot line adjustment to the 3 tax lots (#11, 12 and 13 on East Range Road). The lot

line adjustment will make Lot 12 a conforming lot, with appropriate acreage and frontage. Areas A,B,C and D as denoted on the plat were surveyed for this application. The applicant is asking for a subdivision Conditional Approval. Discussion held to answer questions and provide clarification on the application.

- a. Mr. Potter explained that the map is showing the incorrect road name. Ms. Gerard will correct the map, to identify the road as “formerly known as East Range Road”.
  - b. Mr. Bull expressed concern that lot 15.1 is not shown in its entirety on the map. Ms. Boyden explained that the full information will be provided to Cartographics to accurately reflect the lots.
8. MOTION: Mr. Bull map a motion to accept Application #2 for the lot line adjustment for Lot 416-13 owned by Jory and Brenda Augenti and Lot 416-11 owned by Gary and Amy Dean. Ms. Chick seconded the motion.
- a. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.
9. MOTION: Mr. Bull made a motion to conditionally approve Application #2 for the Lot Line adjustment between Mr. Dean and Mr. Augenti, with conditions noted as:
- a. State approval of the subdivision must be obtained.
  - b. Marker monuments must be accurately labelled on the map
  - c. Road name must be corrected on the map.
  - d. Ms. Chick seconded the motion.
  - e. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.

#### APPLICATION #3

10. MOTION: Mr. Bull made a to accept Application #3 for the Lot Line adjustment on Lots 416-11 and 416-12, owned by Mr. Dean. Ms. Chick seconded the motion.
- a. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.
11. Ms. Gerard provided an explanation for the Waiver of Subdivision/Site Plan Review Requirement. Instead of recording each application for the merger and Lot Line adjustments, and pay the requisite fees, the Applicant will be recording only 1 plan which will reflect all approved changes.
12. MOTION: Ms. Chick made a motion to approve the waiver as requested. Mr. Bull seconded the motion.
- a. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.
13. MOTION: Mr. Bull made a motion to conditionally approve Application # for the Lot Line adjustment on Lots 416-11 and 416-12, owned by Mr. Dean, with conditions noted as:
- a. State approval of the subdivision must be obtained.
  - b. Marker monuments must be accurately labelled on the map
  - c. Road name must be corrected on the map.
  - d. Ms. Chick seconded the motion.
  - e. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed.

- f. Ms. Gerard advised she would send digital copies for signature and provide the Mylar for filing.

#### GENERAL PLANNING BOARD SESSION

14. Discussion held about staffing for the scribe and filing tasks. Ms. Swanick explained the current priority is to clean-up and complete the filing, and then train an appropriate person to take notes. Discussion held about various options for digital filing.
15. Discussion held about future meetings
  - a. Consider using Zoom going forward, to enable applicants and others to dial in to meetings
  - b. Follow State CDC guidelines
16. Mr. Cahalane provided an update on the Fadden surety, which was not deemed acceptable by Town Counsel. Consider providing clarity in our regulations on acceptable surety.
17. Mr. Cahalane questioned the Planning Board's request to only allow digital files. Ms. Swanick clarified that the Board had decided that applicants must submit a digital copy of documents, but could be as simple as a scanned copy of a handwritten/hand-drawn document.
18. Ms. Swanick announced that the Board would review the Board's forms and applications templates at the next meeting.
19. MOTION: Ms. Fuller made a motion to adjourn; seconded by Mr. Bull.
  - a. Roll call voting results: Mark Hempton: aye; George Bull: aye; Elaine Chick: aye; Mike Cahalane: aye; Gary Jewel: aye; Paul Potter: aye; Grace Fuller: aye; Theresa Swanick: aye. Motion passed
  - b. Adjourned at 7:53 pm.

Minutes prepared by Grace Fuller