

**Planning Board Meeting**  
**Work session**  
**May 20, 2021**  
(Via Video Conference)

**Members Present:** Theresa Swanick (chair), Paul Potter, Elaine Chick, Mark Hempton (alternate, seated in place of Grace Fuller).

**Members Absent:** Leonard Espie (selectman's rep), George Bull (vice-chair), Gary Jewell (recording secretary), Grace Fuller

**Others Present:** None

Meeting called to order at 6:30pm. Quorum present.

**Minutes:**

No minutes were reviewed at this meeting.

**General Discussion:**

1. **PB Alternate Applicant:** Theresa Swanick opened discussion with a letter from a resident of the town interested in serving as an alternate to the Planning Board. Ms. Swanick then read the letter from David Garceau to the board. Mr. Garceau has a background in construction and education in Wildlife Biology. Ms. Swanick stated the board still has one open alternate position and asked the board to consider appointing to fill that position.

**Motion:** Elaine Chick made a motion to approve appointing Mr. Garceau as an alternate on the planning Board. Mark Hempton seconded the motion.

**Roll Call Vote:** Mark Hempton aye, Elaine Chick, aye, Paul Potter aye and Theresa Swanick aye. The motion passed.

Ms. Swanick will notify Mr. Garceau of the outcome of the vote. She will also provide him with an updated Planning Board binder.

As the new Selectmen's representative to the PB, Mr. Espie will be provided with the binder returned by the departing Selectmen's Rep.

2. **Future Meeting Protocols:** Ms. Swanick asked the board members for their input on how future meetings should be held. In person meetings versus Video Conference or some combination of both? Ms. Chick is in favor of in person meetings. Mr. Potter would like to meet in person. Mr. Hempton is not opposed to in person meetings but would like to have the option to use video conferencing as needed. Ms. Swanick is also ready to return to in person meetings with the Board. A combination of in person for the PB and allowing the public to attend via Zoom is being considered.

**Motion:** Mr. Potter made a motion, from this time forward PB will meet in person at the Town Office and modify if there is a need. Mr. Hempton Seconded the motion>

**Roll Call Vote:** Mark Hempton aye, Elaine Chick, aye, Paul Potter aye and Theresa Swanick aye.  
The motion passed.

The next Planning Board Meeting on June 3, 2021 will be held at the Town Office.  
Election of PB Officers will take place at that meeting.

- 3. Scheduling Regular Monthly Work sessions:** Ms. Swanick has proposed regular work sessions be scheduled on the 3<sup>rd</sup> Thursday of the month for the purpose of:
- a. Reviewing Zoning ordinances for any needed or proposed changes
  - b. Updating PB Documents and Applications
  - c. CIP Meetings to be incorporated into Work Sessions.

**Recommendations:**

- To keep work sessions as work sessions and keep the PB regular business on Regular meeting dates.
- Stay on point and focus on one ordinance at a time.
- Use prior decisions made in the past to see why a lot might have been restricted in the past.

**Topics for future Work Sessions:**

- Site Plan Documents – Errors possible modifications
- Abutter List – Notification of the Town
- Lot length to width Ratio – 1:4.5
- All things being equal Quadrangle in size.

**4. PB record keeping update:**

- a. Barbara Savage is beginning work on reorganizing the PB files with Map and Lot number and possibly adding street address and current owner. This will only encompass lots that have come before the PB.
- b. She will also be working on creating a searchable Database files based on Map and Lot.

5. **FYI:** Avitar Tax Cards are now online through a link on the Town website.

**6. Other Discussion:**

- a. Mr. Potter asked for any update on the Angelini pit and the Ossipee road status.  
No further update at this time.

**Motion to Adjourn** by Elaine Chick, Seconded by Paul Potter

**Roll Call: Vote:** Mark Hempton aye, Elaine Chick, aye, Paul Potter aye and Theresa Swanick aye.  
The motion passed.

**Next Meeting June 3 at 6:30 PM at the Town offices.**

No further business: Meeting Adjourned at 7:40 PM

Respectfully submitted:

Elaine Chick