

**Effingham Planning Board  
Meeting Minutes  
June 3, 2021**

**Members Present:** Theresa Swanick (chair), Grace Fuller (scribe), Elaine Chick, George Bull, Paul Potter, Dave Garceau (Alternate, seated for Gary Jewell), Mark Hempton (Alternate) Lenny Espie (Board of Selectmen's representative)

**Members Absent:** Gary Jewell

**Others Present:** None

Meeting called to order at 6:33 pm. Quorum present.

1. Discussion held regarding in-person meetings and wearing of mask. It was determined that if a member is not vaccinated, the Board will ask that the member wear a mask as a courtesy to other members. All non-board participants are required to wear a mask. If members of the public are present, then the Board members will wear masks. All participants shall be socially distanced.
2. Ms. Swanick provided several updates as a result of the anticipated expiration on June 11 of the Governor's Emergency Order which permits Zoom meetings.
  - a. There must be a physical quorum present in person to hold meetings although with exigent circumstances, a member may dial in via Zoom. The public may attend meetings in-person.
  - b. The continued public hearing of the Meena Site Plan application for July 1 must be re-noticed to abutters to offer them the option to attend in-person. The ZBA hearing must also be re-noticed, and in consultation with the NHMA attorney, it was determined that both notifications (PB and ZBA) may be mailed in the same envelope.
3. Ms. Swanick reminded members of the new meetings parameters. Work sessions shall be held on the third Thursday and are reserved for internal administrative tasks such as reviewing and updating applications, policies, etc. The regular meeting held on the first Thursday shall be used for public hearings.
4. Election of officers:
  - a. MOTION George Bull made a motion to nominate Theresa Swanick as the Chair. Grace Fuller seconded. Paul Potter moved to close nominations. Motion passed unanimously.
  - b. MOTION Elaine Chick made a motion to appoint George Bull as Vice-chair, seconded by Grace Fuller. Passed unanimously.
  - c. MOTION Theresa Swanick made a motion to appoint Elaine Chick as Signing Secretary, seconded by Grace Fuller. Passed unanimously.
5. Discussion held about various tasks needed to be completed, such as review of all decisions

on mergers, subdivisions and lot line adjustments, to ensure that these are reflected accurately by the Assessor's Office. Also need to ensure that the binder has the official copy of meeting minutes. Discussion also held regarding record retention of Zoom recordings of meetings; this will be deferred to a work session for further review.

6. Review of meeting minutes from 05/06/2021. Ms. Swanick advised that the motion to continue the Public Hearing to July 1 was an improper motion since the Board was still reviewing the site plan application. The re-notice (see 2.b above for details) will advise the applicant that the review of the application will be continued to July 1 with a potential public hearing on the same date. MOTION made by Elaine Chick to accept meeting minutes, seconded by Grace Fuller. Passed unanimously.
7. Review of Non-public Meeting Minutes of 05/06/2021. MOTION made by Elaine Chick to accept meeting minutes, seconded by Paul Potter. Passed unanimously.
8. Review of work session meeting minutes from 05/20/2021. MOTION made by Paul Potter to accept as written; seconded by Mark Hempton. Passed unanimously.
9. Ms. Swanick provided an overview of the work that Barbara Savage is doing to re-organize files and create a database. Discussion was held regarding the format and substance of database. Will be discussed further at work session.
10. Discussion on priorities: ensure all Board members' binders are updated and consistent; review and update documents and application forms (streamline, consistent format, form-fillable); Zoning ordinance updates
11. MOTION: Ms. Fuller made a motion to adjourn; seconded by Ms. Chick. Passed unanimously.

Minutes prepared by Grace Fuller