

**Effingham Planning Board
Meeting Minutes
August 5, 2021**

Members Present: Theresa Swanick (chair), Grace Fuller (scribe), Elaine Chick, George Bull, Paul Potter, Gary Jewell, Lenny Espie (Board of Selectmen’s representative)

Members Absent:

Others Present: Dave Garceau (alternate, not seated), Moselle Spiller (applicant) and friend, Tom Hart (abutter), Luke Saucier (applicant), Andy Bramhall (licensed surveyor for Saucier), Erik Jones, unnamed member of public

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

SITE PLAN APPLICATION FOR MOSELLE SPILLER

1. Chair Swanick provided overview of process of review. Nate Fogg provided overview that he had misstated fee amount (\$25 less). Discussion held. Applicant agreed to pay the \$25 difference.
MOTION: George Bull made motion to accept application as complete. Seconded by Gary Jewell. Passed.
2. Applicant Moselle Spiller provided an overview of her cottage industry, brewing kombucha sweet tea. She plans to brew alcoholic kombucha which requires federal permit and state approval. To comply with NH liquor laws, she must reconfigure and ensure existing structure to be not connected to a residence. Has received a demo permit.
3. Discussion re application:
 - a. Dave Garceau raised question re selling liquor on site: Ms Spiller advised that she will be manufacturing only with no retail on site. The Board determined that her description of proposed use provides an adequate explanation, and that the approval will state that it is based on information provided. Any changes will necessitate a Change of Use application.
 - b. Dave Garceau raised issue that proposed building needs to be 10’ away from existing residence. Discussion was held on whether this is within the Town of Effingham’s purview to enforce. Chair Swanick strongly advised that this is not relevant to tonight’s discussion since it would change the Planning Board process. Mr. Garceau objected and stated that he has had this information to share over past 3 meetings. Ms.Swanick advised that this will be discussed at the next work session.
 - c. Discussion re application. Ms. Spiller advised that kombucha brewing is a slow quiet process. No other issues raised.
4. MOTION: Mr. Bull made motion to approve application with notation that approval is for a cottage industry kombucha brewery, as proposed, with no on-site retail customers Seconded by Elaine Chick. Passed. Letter of Approval will be sent, with copy to Zoning Officer as prerequisite for building permit.

SAUCIER LOT LINE ADJUSTMENT

5. Mr. Fogg advised that the application is complete and accurate.
MOTION: Mr. Bull made motion to accept application as complete. Ms. Chick seconded. Passed.
6. Mr. Andy Bramhall provided an overview of application. Gave history of lots, and the intent to make the boundaries more conforming with revised boundary providing more space between the properties' buildings. Houses will still not conform to 50' setback from road.
7. Mr. Fogg advised that there is a waiver for the requirement to complete an updated boundary survey on lot 413-5 (back lot).
MOTION: Ms. Chick made a motion to grant waiver for boundary survey for lot 413-5; seconded by Paul Potter. Passed.
8. Discussion about lots:
 - a. Mr. Bull inquired whether there are any wetlands. Mr. Saucier advised there is runoff but not standing water or steep slopes.
 - b. Ms. Chick inquired re new numbering of lots. Ms. Swanick advised that the lot numbers will remain the same. Mr. Bramhall advised that new monument markers will be set at corners.
 - c. Mr. Fogg advised that there is a need for a signature block on the final mylar when boundary markers are set. Mr. Bramhall agreed.
9. MOTION: George Bull made motion to approve lot line adjustment as noted; Mr. Potter seconded. Passed.
10. Mr. Fogg advised that lot line adjustments are not final until the deed is received. Mr. Bramhall advised that an attorney has been hired to do so.

PUBLIC COMMENT – none received

MINUTES

11. Discussion re filing of minutes and whether the changed minutes should be the ones that are filed. Mr. Erik Jones advised that NHMA recommended that both versions should be filed so that members of the public can view both. Ms. Swanick advised that the headings will let the public know. Mr. Bull recommended to follow Mr. Jones' recommendations.
DECISION: all versions will be forwarded to each Board member; draft and final versions will be placed in the PB notebook at the Town Office; Ms. Swanick will post only the approved version on the website.
12. Minutes 4 Feb 2021. Discussion held re: process for closing public comment. No changes made to the minutes. MOTION: Gary Jewell made motion to accept 2/4/21 minutes as written; seconded by Paul Potter. Passed.
13. Minutes of 4 March 2021 minutes. MOTION: George Bull made motion to accept 3/4/21 meeting minutes as presented; Grace Fuller seconded. Passed.
14. Minutes of 3 June 2021. Correction of spelling of Jewell. Correction of Potter from potter in bullet #8. MOTION: George Bull made motion to accept 6/3/21 meeting minutes as corrected; Grace Fuller seconded. Passed. Ms. Swanick provided update that files have been reorganized to reflect changes discussed at 6/3/21 meeting.
15. Minutes of 1 July 2021. Correction to spelling of Jewell and selectmen; add information on change of wording. MOTION: George Bull made motion to accept 07/01/21 meeting minutes as corrected; Grace Fuller seconded. Passed.

16. Minutes of 15 July 2021 minutes. Correction to Jewell. MOTION: motion made by Ms. Chick to approve 7/15/21 meeting minutes as corrected; seconded by Mr. Bull. Passed.
17. Review of ZEO documents. Mr. Bull inquired whether ZEO confirms whether the building on any permit application is in the flood zone. Ms. Swanick will confirm.
18. Ms. Swanick reminded members about the upcoming training available.
19. MOTION: Ms. Fuller made a motion to adjourn; seconded by Ms. Chick. Passed unanimously.

Minutes prepared by Grace Fuller