

**Effingham Planning Board
Meeting Minutes
December 15, 2022**

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Members Present: Chair Theresa Swanick, Signing Secretary Elaine Chick, Board of Selectmen’s Representative Leonard Espie, Paul Potter. **A quorum is present.**
Members Absent: George Bull, Grace Fuller, David Garceau, Gary Jewell
Others Present: Planning Board Admin, Livia Nicolescu

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Meeting called to order at 6:37 p.m.

2022 Planning Board Minutes dated September 19th, October 6th, November 3rd and December 1st: Theresa Swanick asked the Planning Board to review, correct and approve final Planning Board
15 Minutes from four previous meetings.

Corrections to Planning Board Minutes for September 19th 2022:

Elaine Chick suggested corrections to the following typographical errors:

- Pg 2, Item# 3a – delete “Th” and add “The.”
- 20 Pg 2, Item# 4a – delete “Chari” and add “Chair”; add “know” between “not” and “if.”
- Pg 5, 8:55 PM, 1st Paragraph, 1st Sentence – delete “that” between “changes” and “were”; 2nd Sentence – delete “were” and add “are.”
- Pg 6, Additional Discussion, 2nd Sentence – delete “wit” and add “with”; delete “desist” and add “Desist.”
- 25 Pg 6, To Do List – delete “Play” and add “Plat.”
- 6:47 p.m. Motion by Leonard Espie to approve changes to September 19th 2022 Planning Board Minutes, seconded by Elaine Chick. Approved by Elaine Chick, Leonard Espie and Theresa Swanick; Paul Potter abstained.**

30 **Corrections to Planning Board Minutes for October 6th 2022:**

- Pg 2, Item# 3b – after “Motion” add “by Theresa Swanick”; delete “no opposed” and add “none opposed.”
- Pg 2, Item# 7 – delete “considering” between “was” and “resigning”; add “Planning” between “the” and “Board.”
- 35 **6:53 p.m. Motion by Paul Potter to approve changes to October 6th 2022 Planning Board Minutes, seconded by Leonard Espie. Approved unanimously.**

Corrections to Planning Board Minutes for November 3rd 2022:

40 Brief discussion regarding completion of November 3rd Planning Board Minutes due to change in Planning Board Admin personnel.

Pg 1, Line 30 – after “Motion was made by” delete “XXXXXX” and add “George Bull.”

Pg 1, Line 31 – after “Seconded by” delete “XXXXX” and add “Grace Fuller.”

Pg 1, Line 43 – after “employee” add “for”; after “24 hours” add “per day.”

45 Pg 2, Line 71 – after “purpose of” delete “structure/Barn” and add “structure/barn.”

Pg 2, Line 73 – after “Septic” delete “plan” and add “Plan.”

Pg 2, Line 79 – after “the” delete “applicant wants” and add “applicants want.”

7:06 p.m. Motion by Elaine Chick to approve changes to November 3rd 2022 Planning Board Minutes, seconded by Leonard Espie. Approved unanimously.

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Discussion by Planning Board regarding format of Meeting Minutes of December 1st 2022:

- Board members suggested that the meeting minutes paraphrase a description of the meeting discussion.
- Use the full names of Board members, rather than initials.
- 55 ▪ Cite Map# and Lot# when referring to Zoning applications.
- The Planning Board uses a DropBox account to access the Meeting Minutes and the recordings of Board meetings and work sessions.

60 For proposed **Updates to Town Fee Schedule**: David Garceau’s e-mail to the Planning Board Members citing his research about the Fee Schedules of neighboring jurisdictions was not received by everyone.

7:37 p.m. Motion by Elaine Chick to postpone the discussion of updates to the Town Fee Schedule based on research by David Garceau and to adjourn today’s meeting, seconded by Leonard Espie. Approved unanimously.

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“To Do” List:

- 1) **Letter to Daymark Care Services**, new owner of the Green Mountain Treatment Facility, to have a conversation with the Planning Board re: the status of the Green Mountain Treatment Center facility, its current site plan, and the current Zoning Regulations.
- 70 2) **Update Subdivision Checklist** re: number of plan copies.

Draft minutes respectfully submitted by Livia M. Nicolescu on 12/26/2022.