

Approved: _____ Approved with changes: 04/06/23 Unapproved: _____

**Effingham Planning Board
Meeting Minutes
March 16, 2023**

Members Present: Theresa Swanick (chair), Grace Fuller (scribe), Elaine Chick, Paul Potter, George Bull, Dave Garceau, Lenny Espie (Selectmen's representative)

Not present: Gary Jewell (alternate)

Others Present: Nate Fogg, clerk

Meeting called to order at 6:32 pm. Quorum present.

1. MEENA STATUS: Ms. Swanick provided a brief update on the continuation of the Meena hearing. The March 2nd Planning Board meeting did not have quorum, and thus no meeting was held. Ms. Swanick advised that the Board will need to continue the Meena public hearing again in this meeting. The Board will confer with Counsel to determine if there is a need to re-notice the abutters.
 - a. MOTION: Elaine Chick made a motion to continue the Meena hearing to the next regularly scheduled meeting of the Planning Board on April 6, no earlier than 6:30 pm at the Municipal Building at 68 School Street. Seconded by Theresa. All accepted. Passed.
2. MINUTES:
 - a. Non-meeting Minutes, 03/02/23. Edits: changed title to "Non-meeting" minutes; other minor edits. Change to footer language for clarification. MOTION: Elaine Chick made a motion to accept non-meeting minutes as amended. Seconded by Grace Fuller. All accepted. Passed.
 - b. Meeting minutes, 02/16/23. Minor changes.
 - i. Discussion about documenting meeting minute corrections. Board decided to continue with the practice of incorporating the corrections into the final minutes of the meeting as posted on the Town's website.
 - ii. MOTION: Grace Fuller made motion to accept with edits; seconded by Paul Potter. George Bull abstained. All accepted. Passed.
3. APPLICATION FOR LOT-LINE ADJUSTMENT AND SUBDIVISION at 117 School Street; provided by Horizon Survey (White Mountain Survey) on behalf of Knute Ogren:
 - a. Review of plat and application for completeness. No issues noted.
 - b. Land Clerk Fogg will reach out to applicant; it appears that list of abutters may not be accurate.
 - c. Notice and schedule application for review at the next regular meeting 4/6/2023
4. DISCUSSION OF FORMS/APPLICATIONS as presented by Rebecca Boyden, Zoning Officer. Checklists were intended to be used as a working document for the Zoning Officer and land owner to determine if an activity needed to come before the Planning Board. Ms. Swanick suggested that Ms. Boyden attend the next work session to provide feedback.

These minutes are considered draft until approved by the board at the next regularly scheduled meeting. Corrections will be incorporated into the finalized version of the minutes posted on the Town's website.

5. MOTION: Ms. Fuller made a motion at 7:48 to adjourn; seconded by Mr. Espie.
PASSED.

Minutes prepared by Grace Fuller

To Do List:

- Update Subdivision Regulations: Number of Plat Copies
- Add Dates to applications and forms
- Home Occupation/Cottage Industry Checklist/application

*These minutes are considered draft until approved by the board at the next regularly scheduled meeting.
Corrections will be incorporated into the finalized version of the minutes posted on the Town's website.*