

10 **Effingham Planning Board**
Work Session Meeting Minutes
April 20, 2023

15 **Members Present:** George Bull (chair) Elaine Chick, Paul Potter, Gary Jewell (alternate seated), Chris Seamans (Selectmen’s representative)

Members Absent: Grace Fuller

Others Present: Nate Fogg (Clerk)

20 Meeting called to order at 6:35 pm. Quorum present. Gary Jewell seated for Grace Fuller.

1. Review of Minutes:

- 25 a. Review of Minutes from the 4/6/2023 regular meeting was postponed until the next regular meeting.

2. Letter from Rebecca Boyden addressed to Mr. Mark McConkey re: Meena LLC, Convenience Store:

- 30 a. Chairman Bull raised the concern that Ms. Boyden has sent a letter to the Applicant’s Agent indicating they need to submit a request for permit for a “New use” as the Convenience Store has been closed for longer than two years.
- 35 b. Mr. Bull noted there is an active application before the Planning Board and that application includes the re-opening of the existing convenience store. When an application is in process, technically the clock stops on everything related to that application. There has been no abandonment of the current use and therefore would not be considered a new use.
- 40 c. The Planning Board discussed the potential impact the distribution of this letter may have on the pending application and asked the Selectmen to intervene to retract this letter.
- d. It was suggested to Mr. Seamans that BoS contact the Town’s attorney for guidance, stressing that this is a time sensitive matter.
- e. Attorney Bolt was notified as an FYI.

3. Planning Board Member Resignation:

- 45 a. David Garceau has submitted his resignation.
- b. Chairman Bull stated he has heard from two potential candidates. The board now has one active member vacancy and two alternate openings.
- i. Candidates Michael Cahalane and Leo Racine have been advised to attend the next regular meeting for consideration.
- 50 c. Gary Jewell is to be sworn in as an active member filling the position declined by Vickie Garceau.

4. Status of Engineering review of Meena Material:

- a. The latest New Horizons information for Meena was received on April 14,2023. Information will be distributed electronically to the board members.

Approved: _____ Approved with changes: **5/4/2023** *Minutes are draft until approved.*

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- b. The Board is now waiting for the review from North Point.
 - c. All information will be made available on the Town website for interested parties to review/download and available.

60 **5. Review of Planning Board Applications**

- a. Chairman Bull suggested reviewing all the PB applications so that all applications were review/revised in the same year.
- b. Ms. Fuller and Ms. Chick began some application review with Home Occupation.
- c. Ms. Fuller submitted a draft of the Major/Minor Site Plan review application.
- 65 d. Chairman Bull suggested having a flowsheet that would direct applicants on what components of the Site review are required based on what they intend to do on the property.
- e. Considerable discussion continued regarding application content, verifying the application content matches what is in the site plan regulations and ordinance. And
70 ensure only the most current up-to-date applications are available on the website and with Board members.

6. Next meeting Public Hearing on applications

- a. Meena Public Hearing Continuation 5/4/2023: Chairman Bull suggested potentially
75 scheduling the continuation at the Elementary school on 5/11/2023.
- b. Knute Ogren Application for lot line adjustment and subdivision on 5/4/2023
- c. Pre-Application discussion Jay and Westie Krysa, Subdivision 5/4/2023

- 80 **7. Motion to Adjourn:** Ms. Chick made a motion at 8:25 PM to adjourn; seconded by Mr. Potter. All in favor. Passed.

Minutes prepared by Elaine Chick

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To Do list:

- Update Subdivision Regulations: Number of Plat Copies
- Add dates to applications and forms.
- Home Occupation/ Cottage Industry
- 90 • Major/Minor Site Plan Review
- Accessory Dwelling Unit