

**Effingham Planning Board  
Work Session Meeting Minutes  
November 16, 2023**

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**Members Present:** George Bull (Chair); Elaine Chick; Grace Fuller; Linda Edwards (Seated for Nate Williams; Paul Potter; Gary Jewell; Chris Seamans (Selectman’s Representative)

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**Members Not present:** Nate Williams; Michael Cahalane (alternate); Bridget Perry (alternate)

**Others Present:** Rich Fahy

Call to order at 6:36

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**1. Meena update regarding meeting the conditions of the NOD**

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- i. The Borad has confirmed, Meena, LLC has paid the Town for all the North Point invoices.
- ii. Filing the I&M Manual at the Registry of Deeds was discussed.
  - The registry had an issue with this document’s formatting.
  - Chair Bull will follow up with the applicant for an update.
- iii. Fire Chief Sign off
  - Communication with Attorney Boldt, he (Attorney Boldt) reminded Chair Bull that the Fire Chief sign off is not a condition of the NOD. This was a recommendation by NorthPoint.
- iv. Chair Bull would like to post a meeting for **November 30, 2023, at 6:00 PM**
  - Board members asked to start at 6:00 rather than 6:30 for this meeting.
  - Purpose- for the Board to go through the NOD together to confirm all of the Conditions Precent have been met. Chair Bull stated he would like to do this in a public meeting to be totally transparent.
  - The Northpoint letter that was submitted on August 28, 2023, indicates all the conditions have been met.
- v. There was a Recommendation to register the SPCC plan at the registry of deeds, but it was rejected by the Carroll County Registry. They do not accept this type of document.

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**2. Gardella Subdivision Deed conveyance**

- Original recorded deed has been sent to the Town from the Registry of Deeds
- The Board of Selectman’s administrator asked what should be done with these original documents.
- Chair Bull suggested; The original deed should be held by the BoS since the Conservation Easement is to the Town, and a copy of the deed should go to the Planning Board and a copy should go to the Conservation Commission as they (Conservation Commission) are the ones responsible for enforcement.

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**3. Update Applications**

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- i. **Major/Minor Site Plan review – revised April 20, 2023**
  - No changes to the regulations, the revision is only combining the application

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and the regulations as one document.

- Application is 2 pages, with Abutter list included. Formatting for the Abutter list is needed.
- Some additional edits to this document are necessary. Ms. Fuller will make the changes and bring the revisions to the next work session.

ii. ***A question was raised, where is the best place to add this statement:*** Additional Submissions must be made a minimum of 5 days prior to a meeting.

iii. ***Home Occupation*** – Revised April 2023

- Added two asterisked items to the Home Occupation
  1. If located in the Province Lake District, a Special Exception is required.
    - a. Strike: *from the Planning Board*
  2. If new exterior construction is required, a building permit is needed.
- Replicate the Owner/Applicant address information the same at the Major/Minor site plan review.

iv. ***Article 22 Section 2208***

- Further action needed to address inaccurate Fire Chief Statements

v. ***Contiguous Land definition - discussion***

- Clarification is needed as there are a couple of places in the Zoning Ordinance where this is referenced, and it is not clear.
- Contiguous connected 2-acres was the original definition but at some point, the definition changed.
- Grace Fuller shared the definition for the RSA- 2-acres of contiguous safe land.
- Paul Potter confirmed that this definition; 2-acres of contiguous safe land was the prior Definition.
- Decision to Re-establish the prior definition for clarity.

**4. Reminder No Planning Board Meeting on 12/7/2023**

**Motion to Adjourn** by Elaine Chick, Seconded by Grace Fuller.  
All voted in favor.

Meeting adjourned at 8:10 PM

Minutes prepared by Elaine Chick

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***The following is for Planning Board Use Only.***

***To Do List:***

- ***Discussion around Minute taker and funding***
- ***Update Subdivision Regulations***

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- *Add Dates to applications and forms.*
- *Home Occupation/Cottage Industry Checklist Application*
- *Major/Minor Site plan review*
- *Accessory Dwelling Unit Conditional use permit*
- *Clarify Contiguous land.*

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- *Document submission at minimum 5 days prior to meeting/hearing*
- *Template for NOD*

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