

1 **Approved:_____ Approved with changes: 4/11/2024 Minutes are draft until approved**

2
3 Town of Effingham Planning Board
4 Meeting Minutes
5 March 7, 2024
6

7 **Members Present:** George Bull (Chair), Elaine Chick, Grace Fuller, Gary Jewell, Paul Potter, Linda
8 Edwards (seated for Nate Williams), Chris Seamans (Selectmen’s representative)

9 **Members Absent:** Bridget Perry, Mike Cahalane, Nate Williams

10 **Meeting Minutes Taken By:** Joanna Bull

11 **Other Attendees Present:** Donald Cope, Carol Pfister, Paul Pfister, Mrs. Lavoie

12 Chair George Bull called hearing to order for Subdivision application: 88 Stevens Rd., Map 417, Lot 84, at
13 6:34pm.

14 Board and the applicant’s representative, Kerry Fox from Fox Survey Company, discussed that driveway
15 permit is separate from the subdivision. This requires a correction to the application and to the fees.

16 Total amount the Town is receiving for the application is \$423. Town returned check for \$26 to the
17 applicant.

18 It was noted that the property owner is Donald Cope.

19 Corrections to the application were dated and initialed.

20 Grace Fuller motioned to accept the application as complete. Paul Potter seconded. All in favor.

21 Mr. Fox provided an overview of the Subdivision application:

22 Lot 1:

- 23 - Subdivision will create a new residential lot in the Rural Agricultural district.
- 24 - Both lots will have sufficient road frontage.
- 25 - Area is well drained, with good slopes.
- 26 - Application received subdivision approval by the State, NHDES.
- 27 - Plan proposes a new driveway location.

28 Lot 2:

- 29 - Lot is already developed, with an existing driveway, existing structures, cemetery, and a man-
30 made pond.
- 31 - Plan proposes access to the cemetery

These minutes are considered draft until approved by the Board. Corrections will be incorporated into the finalized version of the minutes posted on the Town’s website.

- 32 Board and applicant discussed considerations for the cemetery. Paul Potter advised that access to
33 existing cemeteries is governed by State law; Town has no say. If someone wishes to visit cemetery,
34 they can address that directly with the landowner. Applicant will not need to depict anything in the
35 Subdivision plan to provide access the cemetery.
- 36 Chris Seamans raised that this cemetery is not on the list of 72 cemeteries in town. Mr. Fox responded
37 that the cemetery is shown on a deed and was also seen when surveying.
- 38 Carol Pfister offered that it is the Stevens and Williams cemetery.
- 39 Chris Seamans inquired about the right of way in the deed. Mr. Fox responded that it is reflected in a
40 plan dated late 1987.
- 41 Chair Bull summarized that it is not up to the Board to determine how to access the cemetery, or where
42 to put the right of way. The cemetery is on the lot with the existing buildings which is being subdivided,
43 so there is no change to what is there today.
- 44 Chair Bull further summarized that after the subdivision, there will be a minimum of 2 acres on each lot,
45 the area is relatively flat, and it is well drained. Mr. Fox added that there is a small man-made pond in
46 the middle of the larger lot, and the area around the pond is not wet.
- 47 Elaine Chick added the application meets all other requirements.
- 48 Board confirmed that all abutters have sent back their green cards. Carol Pfister advised that she and
49 her husband received notice at PO Box 26 for one property (Map 417, Lot 85) but she did not get a
50 second card for her other property (Map 417 Lot 82, 110 Stevens Rd.) She is comfortable with this; no
51 concerns.
- 52 There was no other public comment.
- 53 Elaine Chick motioned to approve the Subdivision application for 88 Stevens Rd., Map 417, Lot 84. Grace
54 Fuller seconded. All in favor.
- 55 Mr. Fox will provide the Board with the mylar for the approved plan.
- 56 Chair called public hearing to a close at 7:07pm.
- 57
- 58 Chair called regularly scheduled Planning Board meeting to order at 7:07pm.
- 59 Board reviewed mail from Angelini Gravel Pit; check for \$100 and Notice of Intent to excavate for Map
60 413, Lot 138, Dunkin Lake Rd. This was previously approved by the Board. They already have a signed
61 permit. Chair will bring the check and Notice of Intent to the Town Offices on Monday. David Hynes will
62 need to sign the form, make a copy, and then send the form and check to the State of NH.

These minutes are considered draft until approved by the Board. Corrections will be incorporated into the finalized version of the minutes posted on the Town's website.

- 63 Board reviewed mail from the US Census Bureau, which should also go to David Hynes. Chair will bring
64 this to the Town Offices on Monday.
- 65 Board received a \$250 invoice from North Point Engineering, for 2 hours of work Dec 4-31, 2023; at the
66 rate of \$125. Chair will also bring this to the Town Offices on Monday. Town will pay the invoice, and
67 then get reimbursed by the applicant. Chair will let applicant know that there was this \$250 fee which
68 came in after the accepted notice of decision.
- 69 Chair Bull provided the Board an update on preparing the paperwork for Superior Court. The Board got
70 an extension until May to get the paperwork to Attorney Chris Boldt. Superior Court will be meeting in
71 June to accept the paperwork. Chair Bull and/or Elaine Chick will plan to attend.
- 72 Board discussed that the ZBA had a rehearing the prior night. There was no change to the ZBA decision.
- 73 Chris Seamans updated the Board on the status of the file cabinets, and inquired if the computer was
74 used by the Board. IT will need to reset the password in order for David Hynes to use it for Avitar.
75 Planning Board has no issue with the password being reset. Chris advised that no data will be erased.
- 76 Chris Seamans also shared that the Town's new website will be up by March 31st. There will four
77 administrators. Agendas can be posted directly to the website. Meeting minutes are to be sent to
78 Caitlyn Pitt's attention with a request to post on the website.
- 79 Chris Seamans let the Board know that there is an RFP out for Legal, with land use expertise. Elaine
80 Chick mentioned that the NH Municipal Association's guidance is that the Planning Board should not use
81 the same counsel as the Board of Selectmen.
- 82 Chris Seamans clarified a point in the from the Board's prior meeting that the Lot Line Adjustment on
83 Bailey Road had been done in August-September 2020. Grace Fuller reviewed the minutes from that
84 timeframe and confirmed that the Board had approved it.
- 85 Board reviewed the following Planning Board meeting minutes:
- 86 - Meeting Date: 02/01/2024. Motioned to approve as amended by Elaine Chick. Seconded by Grace
87 Fuller. All in favor.
- 88 - Meeting Date: 02/02/2024: Motioned to approve as amended by Grace Fuller. Seconded by Chris
89 Seamans. All in favor.
- 90 - Meeting Date: 02/15/2024: Motioned to approve as amended by Grace Fuller. Seconded by Chris
91 Seamans. All in favor.
- 92 Grace Fuller shared an update from the NH Planning Association Legislative Alerts, prohibiting local
93 officials from any form of advocacy of any position.
- 94 Linda Edwards motioned to adjourn. Grace Fuller seconded. All in favor. Meeting ended at 8:12pm.

These minutes are considered draft until approved by the Board. Corrections will be incorporated into the finalized version of the minutes posted on the Town's website.

95

96

97

98

These minutes are considered draft until approved by the Board. Corrections will be incorporated into the finalized version of the minutes posted on the Town's website.