

1 **Approved: \_\_\_\_\_ Approved with changes: 4/18/2024 Minutes are draft until approved**

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3 Town of Effingham Planning Board  
4 Meeting Minutes  
5 April 11, 2024  
6

7 **Members Present:** George Bull (Chair), Elaine Chick, Grace Fuller, Gary Jewell, Paul Potter, Virginia  
8 Wrabel, Chuck Fuller (Selectmen's representative)

9 **Members Absent:** None

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

11 Chair George Bull called meeting to order at 6:34pm.

12 1. Vote on member positions

- 13 - Chair: Elaine Chick nominated George Bull for Chair. Seconded by Grace Fuller. George  
14 accepted the nomination but advised the Board that he is limited on time so this is with the  
15 understanding that the Board will hold hearings only once a month at the regularly scheduled  
16 meetings, and that work sessions will be limited. All in favor.  
17  
18 - Vice Chair: George Bull nominated Elaine Chick for Vice Chair. Seconded by Grace Fuller. Elaine  
19 accepted the nomination. All in favor.  
20  
21 - Signing Secretary: Elaine Chick nominated Grace Fuller. Seconded by Chuck Fuller. Grace  
22 accepted the nomination. All in favor.  
23  
24 - Welcome to the new Board Members following March elections:  
25  
26 ○ Virginia Wrabel  
27 ○ Chuck Fuller (Selectman's representative)

28 2. Administrator open position

29 The Board discussed that it a high priority to fill this position as soon as possible. Grace Fuller will draft  
30 job posting ads for the NH Municipal Association, Conway Daily Sun and Carrol County Independent.  
31 Joanna Bull will ask Theresa Swanick if she has a copy of the job description used for earlier postings.

32 3. Hertel Subdivision

33 Mr. Hertel tried in good faith to get an updated deed as per the conditional approval, but the Registry of  
34 Deeds will not issue one until the lot is sold. Chair Bull signed the mylar so Mr. Hertel can register that  
35 with the Registry of Deeds. When the lot is sold, Mr. Hertel will get a new deed is issued with the  
36 required wording, and will get a copy of the new deed to the Board.

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- 37 Grace Fuller will update the draft Notice of Decision accordingly.
- 38 4. Stevens Rd Subdivision (88 Stevens Rd, Map 417, Lot 84)
- 39 Mr. Fox provided the Board with the mylar for the approved plan. Chair Bull and Grace Fuller signed the  
40 mylar and paper copies for the Board and the Town.
- 41 Chair Bull will drop the signed mylar off at the Carrol County Registry of Deeds to be recorded.
- 42 Grace Fuller will draft the Notice of Decision to vote on at the April 18<sup>th</sup> work session.
- 43 5. Approval of Meeting Minutes for March 7, 2024
- 44 Grace Fuller motioned to approve as amended. Paul Potter seconded. All in favor. Chuck Fuller  
45 abstained.
- 46 6. Approval of Meeting Minutes for August 2, 2022
- 47 Board will review these at the next work session as website copy still has the draft watermark. Joanna  
48 Bull will reach out to Theresa Swanick to see if she has the approved minutes without the watermark.
- 49 7. Boundary & Annexation Survey for Effingham
- 50 Board provided the map and survey request to Chuck Fuller as Selectmen's representative.  
51
- 52 8. Gardella Subdivision  
53
- 54 Chair Bull updated the Board that "Nutters Meadow" road name was refused by the State as there is a  
55 Nutter Road. NH Emergency and Safety representative provided Chair Bull with an overview of the  
56 process and checklist for correcting this. Applicant chose a new name which has an apostrophe, "Mina's  
57 Way," so this needs to be changed again to be a name without an apostrophe. The new name will be  
58 "Minas Way". Dave Hynes has a copy of the application and road name address form. After the name is  
59 approved the Town will alert the service providers.  
60
- 61 9. Next week working session agenda will include:
- 62 - Notice of Decision – Hertel Subdivision  
63 - Notice of Decision – Stevens Rd Subdivision  
64 - Administrator Job Description  
65 - August 2, 2022, Meeting Minutes  
66 - To do list for future work  
67
- 68 10. BEA (formally OEP) training for land use board members will be held on May 3, 2024. Elaine Chick  
69 will forward the information to the Board.

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70 11. Office equipment: Carol Pfister offered the Planning Board two lockable file cabinets. They will  
71 need to be moved from the modular to the meeting room. The Police also left a color heavy duty  
72 printer which has been offered for the Board's use. This also will need to be moved from the modular to  
73 the meeting room, swapping out the smaller printer in there now.

74

75 12. Next regular meeting will be moved from May 2<sup>nd</sup> to May 16<sup>th</sup> due to planned Board Member  
76 absences. Joanna Bull will advise Caitlyn Pitts so the website can be updated,

77

78 13. Elaine Chick motioned to adjourn. Seconded by Grace Fuller. All in favor.

79

80 Chair called meeting to a close at 7:47pm.

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