

Planning Board
Town of Greenfield
Preliminary Meeting Minutes
Recorded by Janice Pack
March 26, 2018

Members Attending: Paul Renaud, Robert Marshall, Angelique Moon, Robert Wachenfeld, Andre Wood, Kathleen Carpenter

Meeting Opened: The meeting was called to order by PRenaud at 6:00 PM.

Minutes: The Minutes from the meeting of March 12, 2018 were read by PRenaud. A change was made:

Line 18: The correction on Line 69 needs to be changed to read "were they the kind"

RMarshall motioned to accept the minutes as amended. PRenaud seconded and all were in favor.

Motion passed.

Mail

1. The Planning Board Budget Report Y.T.D as of 3/12/18
2. A copy of a letter from the Greenfield Board of Selectmen approving the request of the unmerging Application for Lot Line Revision / Technical Subdivision for R9, Lots 30 & 36, H & H Investments LLC of Antrim
3. A letter from the New Hampshire Division of Historical Resources

Other Business – PRenaud did doublecheck the brooks on the property of the Blanchette Self Storage Units, 295 Sawmill Road (Tax Map R1, Lot 29), and found that Sunset Lake Brook is the correct name for the brook, not Alexander Brook. PRenaud emailed Chad Brannon of Fieldstone Consultants about this.

Appointment of Alternate and/or Regular members; Election of Officers

PRenaud has spoken to Colleen O'Connell, and she would be willing to join the Planning Board later on this year rather than waiting another year. The other people he spoke to about joining did not have enough time on their schedule right now. Per RSA 673:9 we need to hold election of officers. PRenaud thought we might want to abolish the position of Secretary and have the Recording Clerk (Janice Pack) take over some of these duties. AMoon asked if we could discuss the roles at this time, before Nominations. The **Officers** descriptions listed in the **Rules of Procedure** were read and discussed. The duties of the Secretary have been handled by PRenaud, the Chair, over the past few years.

RWachenfeld said that he thought having a Secretary would be beneficial and volunteered to perform those duties. RMarshall said that as far as the Secretary position was concerned, we had been without one for a long time, despite having one in name. In the past, applications had been sent out to a third-party consultant for review. He reminded all that the 3rd function of the Secretary was to sign plats, and while JPack could do the clerical tasks such as Noticing, someone else would need to do the plat review and signing. AMoon said that she thought the role of Secretary had value but thought that it could be revised. RMarshall suggested that having a Secretary also prepared other members for a leadership role on the Board. RWachenfeld thought that we should rewrite the Officers descriptions to better distribute the duties involved.

PRenaud stated that you could not send out an application for technical review before invoking jurisdiction; a technical review and a completeness review were 2 different things. There is a completeness checklist that the Planning Board has created which would guide the Secretary with that task. The Board agreed that writing the Agenda should remain the task of the Chair. The role of the Vice Chair is simply to run the meeting if the Chair is unable to. The Clerk is hired by the Town and the Secretary or Designee is nominated by the Planning Board Chair with consent of the Board. The Secretary or Designee receives all applications and checks them for completeness, and then turns them over to the Chair. The Secretary or Designee drafts all external communication. AMoon suggested that we change "to be nominated by the Planning Board Chair" to "to be appointed by consent of the Board". She suggested we change the "draft external communications" to "manage external communications". In the signing of the approved plats, the RSA states that they need to be signed by the Chair and the Secretary, so that cannot be changed.

KCarpenter moved that we retain the Secretary position with the changes discussed. AMoon seconded. All were in favor (5-0) except RMarshall who abstained.

Returning to the Clerk's duties, it was decided to change the description to "the Clerk shall maintain a record of all meetings, perform all required noticing, and perform such other duties as the Board may require by resolution". **KCarpenter moved to accept, RWachenfeld seconded. All were in favor (5-0) except RMarshall who abstained.**

AMoon nominated AWood for Chair; KCarpenter seconded it. AWood said that he was concerned about having enough time to do the job effectively and does not feel that he can commit to performing the job as it should be done. AWood nominated AMoon for Chair. KCarpenter seconded it. Discussion ensued as to the duties of the Chair, and the necessity of sharing the work on the Board, and PRenaud mentioned that if he was not elected Chair, he would resign. At this time, it was decided to table Nomination of Officers until later in the meeting and proceed with the other business on the Agenda.

Planning Board report to ZBA: Gulf Road (Map R9, Lot 66-9) – Special Exception to install 2 driveway culverts within the Wetlands Conservation District – this will be deferred to the next meeting

The Lot Line Adjustment for H & H Investments, LLC (Map R9, Lots 30 & 36) – This is penciled in for the next meeting of April 9th at 7:30 PM; however, the Applicant has a prior commitment and could not meet until 8:00 PM. He is asking for a lot of waivers for this lot line adjustment. PRenaud asked if it would be better to schedule this for the meeting on April 23rd at 6:30 PM. Even though it is not a Public Hearing, it still needs to be noticed. RMarshall asked why the Applicant doesn't want to have a Public Hearing; PRenaud did not ask him that question. RMarshall said that because there is a resident on Coach Road, it might be a good idea to have a Public Hearing. **The Board agreed to hold a Public Hearing on April 23rd at 6:30 PM.**

PRenaud noted that the Planning & Zoning Conference was coming up on April 28th. He highly recommended that anyone who wanted to take on more responsibility attend training sessions and download the updated Planning Board Handbook.

Open Space Ordinance - PRenaud read an email from Steve Whitman regarding drafting the ordinance. He said that his company had not written an ordinance for a town similar to Greenfield but he has done a lot of work with towns with similar goals. He would want to meet with the Board, and his estimate for the work was between \$2000 and \$3000. Video conferencing was an option which would reduce the

cost. PRenaud spoke to Aaron Patt about this on the phone today and APatt outlined the steps to take if the Board feels that we're going to go over on that budget line. This line was reduced by \$500 this year.

AMoon asked if the Board did the draft and used SWhitman to do the review, what would that cost be? PRenaud said it could be done that way, but the costs weren't really clear. He suggested that because of the trouble the Board has had in working on this, and the time involved, it might be better to have an impartial person working on it. RWachenfeld thought that the Board could do the preliminary. AMoon suggested that we had problems moving forward because we were still getting bogged down in definitions and language. KCarpenter suggested that we take some time to think about it further. RMarshall wondered if we could send SWhitman a copy of our goals and ask if he were aware of towns with similar goals so he could direct us to several towns whose ordinances we could look at and "Greenfield-ize". We could then send our draft back to him for review. **KCarpenter moved that we postpone this decision to the next meeting; PRenaud seconded it. All were in favor (6-0).** PRenaud will summarize RMarshall's idea in his reply to SWhitman and let SWhitman know that we will decide at our next meeting.

Action Item Reminder: Now that Town Meeting is over, the projector and screen can be purchased, so whoever is the Chair should get the credit card from Catherine Shaw or APatt and go do this.

PRenaud read correspondence from Margaret Byrnes regarding an application being sent out for review; she says this cannot be done until the application has been accepted as complete and the Board has invoked jurisdiction. PRenaud said that this should be incorporated into our Rules and Procedures.

Returning to the Nominations of Officers – AWood declined nomination and rescinded his nomination of AMoon as she cannot always be here for meetings. AWood asked for further information on what the Chair needed to do and discussion ensued. The Chair needs to set the agenda and run the meetings. The Chair is the public face of the Board, interfaces with the other Boards, and acts as a coordinator. KCarpenter said that she would like to see some new leaders step up and there needs to be more cohesion on this Board. AWood said that if the majority of the Board wanted him to Chair this Board, he would but that at the end of next year he does not plan to remain on the Planning Board. RWachenfeld nominated AMoon; there was no second. AWood nominated KCarpenter; AMoon seconded it. KCarpenter declined the nomination.

AMoon nominated KCarpenter for Vice Chair. PRenaud seconded. KCarpenter accepted. Hearing no further discussion, the question was called and all were in favor except AWood and RMarshall who abstained (4-0-2). Motion passes.

KCarpenter nominated RWachenfeld for Secretary, AWood seconded. AWood nominated AMoon; PRenaud seconded. Both accepted the nomination, and separate votes were taken. Voting for RWachenfeld for Secretary (2-2-2). Voting for AMoon (5-0-1). That Motion passes; AMoon will be the Secretary.

The vote returned to AWood for Chair. (2-1-3) Motion failed. PRenaud resigned as Chair and will be resigning from the Planning Board. He gave his keys to KCarpenter who will be Acting Chair until such time as the Board elects a Chair.

AMoon moved to adjourn this meeting, and RMarshall seconded. All were in favor. Motion passed. The meeting adjourned at 9:21 PM.