

Planning Board
Town of Greenfield
Approved Meeting Minutes
Recorded by Janice Pack
April 9, 2018

Members Attending: Kathleen Carpenter, Robert Marshall, Angelique Moon, Ken Paulsen, Robert Wachenfeld, Andre Wood

Meeting Opened: The meeting was called to order by KCarpenter at 6:07 PM.

Minutes: The Minutes from the meeting of March 26, 2018 were read by KCarpenter. A few corrections were made:

Line 27: change "about this." to "about correcting the name on the plats."

Line 72: change "on the Board" to "with the Board"

Line 115: insert "Legal Counsel from NHMA" after "Margaret Byrnes"

Line 117: change "Rules and Procedures" to "Rules of Procedure"

AMoon motioned to accept the minutes as amended. AWood seconded and all were in favor. Motion passed.

Mail

1. The SWRPC Commission Highlights of March 2018
2. Paul Renaud's letter of resignation dated March 28, 2018 (this was read to the Board by KCarpenter)

Old Business – AMoon confirmed that she had spoken to Dennis at H & H Investments, LLC regarding the Public Hearing to be held on April 23rd. He will be able to attend at 6:30 PM.

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

Ken Paulsen was appointed to be an Alternate; a position which he accepted. He donated his projection screen to the Board. KPaulsen will be a voting member tonight.

Moving to the Election of Chair, **KCarpenter nominated AMoon. AWood seconded it.** KPaulsen asked AMoon how she felt about the nomination, since she has such a busy schedule. AMoon said that she did have a lot on her plate and was concerned that she may not always be able to be at the meetings. KPaulsen said that the Board is short on members and he hopes that everyone will continue to look for new members. AMoon accepted the nomination. **Call the question: 4-0-2 Motion passed.**

This leaves the position of Secretary vacant. AMoon nominated AWood. AWood nominated RWachenfeld. KCarpenter seconded RWachenfeld's nomination. RWachenfeld seconded AWood's nomination. Voting on AWood: (1-2-3) Voting on RWachenfeld: (5-0-1) **That motion passes; RWachenfeld will be Secretary.**

RMarshall asked how the Board felt about meeting upstairs going forward. After discussion, the Board agreed to give it a try. AWood suggested moving the start time of the meeting to 6:30 PM. This will be done beginning with the first meeting in May.

Mike Borden, Code Enforcement Officer, joined the Board at 7:00 PM to discuss the Business

Permit/Occupancy Form – KCarpenter asked for MBorden's opinion on whether or not the Board should adopt a form similar to the one used in Hillsborough. MBorden described what he looked for when he issues an initial Business Permit. He goes back annually for a visit, although he does not charge for the renewal. He feels it is a very effective tool. He said we need to decide if operating a home-based business in the Town of Greenfield is a RIGHT or a PRIVILEGE. He said it was different if the business had customers coming and going inside, or if it was the kind of business that simply operated out of a home with perhaps an electronic customer base. There was a discussion as to whether or not initiating a process like this would need to go to Town Vote, and whether or not there was a need for this form in Greenfield. Perhaps when a Site Plan Review was needed, a permit could be generated if the public was going to be inside the home where the business was based. Currently, there is a fee for a Site Plan Review. Should there also be a fee for the inspection and permit? **Action Item: Look at the fee structure at a future meeting.** KCarpenter asked MBorden who took care of the administrative procedures in issuing permits, and he said it was Catherine Shaw who handled the paperwork.

AMoon read the portion of earlier Minutes with the Board's questions for MBorden and asked him specifically about penalty fees. MBorden said that once you establish a business and it has a Business Occupancy Permit, with a one-time \$50 fee, there is an annual inspection afterwards. If the business is not in compliance, there could be a Zoning Ordinance violation, which could result in a fine or penalty. He is looking for compliance. RMarshall said that because this is tied to the Zoning Ordinance, it would be a Town decision; MBorden said he would research that as he did not think the permitting process would need to be a Town vote. **Action Item: KCarpenter asked who would like to take on the "Greenfield-izing" of the form. MBorden will create a new form and email it to the Board.**

Action Item: The Planning Board will ask the EDAC for an opinion on the form and where and when it will be used.

The Board discussed the Conditional Use Permit and will defer that for now.

KCarpenter asked MBorden if he had run into any issues with any ordinances that he might want to see changed; he said that he would think about it and get back to the Board on that.

Open Space Ordinance – AWood asked the question as to why we had a hard time doing this before. KCarpenter said we have 3 options:

1. Write it as a team
2. Break into a small group of 1 or 2 and do the draft to bring to the Board
3. Have the consultant draft the ordinance and bring it to the Board.

AMoon had communication with Steve Whitman regarding drafting the ordinance. He said that he hadn't crafted an ordinance for a town of our size, and there is nothing close enough that we can just "Greenfield-ize". He feels there are basically 12-15 hours of work involved, at an hourly rate of \$110/hour. That would be \$1,650. Our budget line is \$2,000 and this line includes ALL legal consultation. Answering AWood's earlier question, the Board discussed what had gone wrong earlier, and where to start at this point. AMoon read from the minutes of October 16th where we had discussed what we wanted to work on and it appeared that no decisions had been made at that time. RMarshall suggested we have one person work on the model that SWhitman had given us last year and "Greenfield-ize" it. KCarpenter thought that was a good idea. She asked if everyone wanted to move forward with this by having 1 or 2 people do a draft. KPaulsen said that AMoon had offered to do this a

few meetings ago and wondered if she was still willing to do it. RMarshall asked if KCarpenter would be willing to serve as Chair for 3 more meetings so that AMoon would have the time to focus on this.

KCarpenter said that she wanted a vote to either adjourn or continue. AMoon moved to continue; AWood seconded it. All were in favor to continue to 8:30 PM.

Returning to the earlier discussion, AWood offered his assistance whenever AMoon needed it.

RMarshall motioned to allow AMoon to draft the Open Space Ordinance. RWachenfeld seconded it. All were in favor; motion passed. KCarpenter mentioned that when asking around, she found out that people thought that the Open Space Ordinance meant that we were trying to preserve conservation in the town, so we need to be sure that the general residents understand what the ordinance means.

Since Monday, May 28th is a Holiday, the Board decided to change their second May meeting from May 28th to May 21st at 6:30 PM.

KCarpenter asked AWood if he would put the Action Planning Form for the Action Items in the Master Plan into a database. AWood asked if it needed to be a relational database or a spreadsheet. AWood will take on that project.

Rules of Procedure updates – The quorum requirements were discussed. In the Meeting section, #4, the current language says that a quorum is 4 members. It was proposed that we change this to either 2/3 or a Majority due to the size of the Planning Board membership. AMoon suggested that we change it to “the majority of members currently in office”. KCarpenter said this is a good task for our new Secretary – to clarify whether or not RMarshall was considered a “member” and how that counts toward the quorum. RMarshall suggested that we check this with Legal. KCarpenter asked AMoon to work with RWachenfeld to find an answer.

AWood moved to adjourn this meeting, and RWachenfeld seconded. All were in favor. Motion passed.

The meeting adjourned at 8:42 PM.