**Planning Board**

Town of Greenfield

 Approved Meeting Minutes

Recorded by Janice Pack

April 24, 2017

**Members Attending**: Paul Renaud, Robert Marshall, Ken Paulsen, Sherry Fox

**Meeting Opened:** The meeting was called to order by PRenaud at 6:05 PM.

**Minutes**: The Minutes from the meeting of April 10, 2017 were read by PRenaud. A few changes were made:

Line 43: commas were inserted after the words “supply” and “environment”

Line 53: insert “is” between “facility” and “a”

Line 69: add “regarding noticing involuntary mergers as per RSA 674:39-aa” after “Patt” for clarification

Line 72: insert “calendar” after “21”

KPaulsen motioned to accept the minutes as amended. SFox seconded and all were in favor (4-0). Motion passed.

**Mail**

Invoice from Southwest Region Planning Commission for $2,500 for Greenfield Master Plan Update

SWRPC Commission Highlights newsletter March 2017

Invitation from DES to the Annual Drinking Water Source Protection Conference to be held in Concord on May 18, 2017

PRenaud said that he was not ready to sign off on the invoice for SWRPC yet, as we still need maps and other items need to be completed; he will contact Lisa Murphy. PRenaud asked if we typically pay right after the Town Meeting, or when we have the finished material. RMarshall said that he would pay after he has the finished chapters in hand. This invoice is for the money that was encumbered last year.

**Old Business**

PRenaud mentioned that Roger Swain was granted the Special Exception for a detached accessory dwelling unit when he went before the ZBA on April 19th.

PRenaud spoke about permits for businesses and whether or not we had a form for this. If someone gets a permit for a building in a business zone, but we don’t know what kind of business may be going in, how is it permitted? Is there a form stating a business has been approved by the Town? The answer is No – there is not an actual business permit form. RMarshall said we may want to ask if we should go down the road of creating business permit forms. As he understands it, Code Enforcement is in charge of this. PRenaud will email Mike Borden regarding this.

**New Business**

Capital Improvements Program – KPaulsen spoke to Aaron Patt last week regarding his plan, his schedule for achieving it, and a proposed letter he would be sending out to the department heads. He said he had taken the School Board off his list, as last year they did not respond. PRenaud said he would advocate that we keep the School Board on because it does affect the overall tax burden. Starting early makes our chances of getting a response much greater.

The letter is basically the same as what has gone out in previous years. KPaulsen would like the information back by the end of May. The Departments and their contacts were listed.

PRenaud volunteered to do the Recycling Center. RMarshall said perhaps that would be a good department for either Kathleen Carpenter or Angelique Moon to cover, and perhaps PRenaud could do Administration. SFox will take the Town Clerk. RMarshall said it was important to find out what the Town Clerk’s space requirements are. KPaulsen mentioned fireproof storage, and whether or not the flooring in her current space could handle the weight.

KPaulsen went over the worksheet which would give more details on any proposed projects, and whether there are grants available, etc. KPaulsen encouraged the Board members to get pricing for new equipment so that we can try and budget for it. He pointed out in the RSA where the sole purpose of the CIP is to provide information to the Select Board. Paragraph 674:6 states “The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation.”

RMarshall asked KPaulsen if there was a way to summarize the importance of the CIP process so that all would recognize its value later on when the current Board members may not be here to lead the process.

The Board moved on to discuss the Statewide Asset Data Exchange System which is a software program that is supposed to be online this year. The State is working on an assessment of culverts and stream crossings which we may want to look at. For purposes of the Master Plan, do we want to do more research on this? Or do we want to leave this out of the Master Plan? KPaulsen asked what the benefits would be to the Town. PRenaud said he would need more information but it could be a tool totally dedicated to road surface management and reconstruction, and could be used to generate warrant articles for road repairs. It would be an ongoing database, updated regularly.

RMarshall said that our Road Agent, Neal Beauregard, would need to be brought in so we could determine his needs, and see what he is already doing for a computerized road plan. PRenaud said at this point if we were to put it in the Master Plan, we could state that we would investigate the feasibility of going forward with this. Having this in the Master Plan will assist us in getting grants should we decide to proceed.

RMarshall motioned that we include a reference to review the SADES program to assess its viability to the Town in the Master Plan. SFox seconded it, and all were in favor. (4-0)

RMarshall said in the “When” column, we should put a number rather than “ongoing”. He suggested 2018.

PRenaud asked if all felt comfortable with the matrix of the Master Plan in general. Moving to the Energy Chapter, which is a new chapter, he noted that several members had been less than thrilled with the chapter last time we reviewed it. RMarshall said that while it is noncommittal right now, at least it is there and provides a footprint for moving forward. KPaulsen agreed that at least it was a start.

PRenaud directed everyone to the section before the actual implementation on Future Land Use, Section III, Pages 7-9. Some wording needs to be changed because of the way the matrix is designed. All of the occurrences of the word “policies” were changed to be consistent with Goals, Objectives and Strategies. “Energy and Construction Items” were added. “Open Space and Preservation” was changed to “Natural Features”, and several other changes were made to further clarify the purpose and intent.

PRenaud mentioned appendices and what we would try and cover in our next meetings so that we would be ready for a Public Hearing on the Master Plan on June 12th.

KPaulsen moved to adjourn the meeting, and SFox seconded. All were in favor.

**The meeting adjourned at 8:35 PM.**

THESE MINUTES WERE APPROVED AT OUR MEETING OF MAY 8, 2017.