**Planning Board**

Town of Greenfield

 Approved Meeting Minutes

Recorded by Janice Pack

August 14, 2017

**Members Attending**: Paul Renaud, Ken Paulsen, Bob Marshall, Kathy Carpenter, Sherry Fox, Andre Wood

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

**Minutes**: The Minutes from the meeting of July 24, 2017 were read by PRenaud. Several changes were made:

Line 64: Change “this year” to “2017”

Line 70: Change “5-0-1” to “5-0”

Line 74: Change “County” to “Country”

Line 110: Add at the end of the sentence “for single lot driveways.”

Line 114: Change “and” to “any”

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

**Mail**

Southwest Region Planning Commission flyer for July 2017

Flyer from National Business Institute on a seminar to be held 10/26/17 in Manchester, NH called **Land Use Law: Current issues in Subdivision and Zoning**

**Old Business**

Referring to the document that was sent to Michele Perron, PRenaud noted that for clarification purposes he had made several changes to the letter which Angelique Moon drafted at the last meeting. PRenaud felt that while we did vote to approve the permit, we did not vote on the actual language of the letter AMoon wrote. As the document was an administrative task performed under signature of the Planning Board Chair, it was within his purview to amend it for clarity.

**Public Hearing: Master Plan (began at 6:32 PM)**

Jack Moran was in attendance for the Public Hearing.

PRenaud recapped what the Planning Board had done to bring this work to a Public Hearing. He reviewed the proposed chapters and appendices. JMoran asked if the Board had just strived to clarify rather than to make any actual procedural changes. PRenaud went over the Implementation Process which would be a new procedure.

The Energy Chapter is a totally new chapter. Ideally, we would’ve had studies done so this would have been specific to Greenfield, but most of this chapter was written by our consultant from SWRPC and contains regional information and recommendations. JMoran asked if there was anything specific, a mission statement or goal, stated in the Energy Chapter. PRenaud said this chapter would be a bridge to enable us to move forward. The Implementation portion would include objectives. JMoran asked what the Planning Board could speak to that pointed to solid actions and progress. RMarshall said that the Planning Board was making a very significant step in writing the Energy Chapter. Also, that the plan itself needed to be developed, but this is more a call to pay attention. It gives us a mechanism that allows us to move forward in a meaningful, energy-efficient way. An Energy Chapter can be helpful when writing grants.

PRenaud said that the purpose of a Master Plan is to aid the board in designing ordinances and regulations, and to assist in making an approval – it Is to be used as a guide. The Future Land Use Plan was updated; specifically, the Community Facilities part. The Economic Development part now includes the importance of recreational opportunities and broadband connectivity. The Traffic and Transportation Chapter now includes the intent to have a 12-year road improvement and maintenance cycle. The Implementation Plan takes the goal for each chapter and states strategies and objectives to meet that goal. It formulates a process where progress will be made.

JMoran stated that he really wanted to hear what levers we as a Board have in order to move forward. He is interested in the actions to be taken rather than the planning points for them. He feels that as a town body, we are limited to what we can do, and wants to know how we plan to take action. PRenaud felt that was a general question and referred to the Implementation Plan and asked for a specific goal that JMoran wanted an action for. JMoran asked specifically how we were going to impact net metering. PRenaud said that specific action was to distribute information. JMoran and PRenaud further discussed some of the points that were covered in the implementation section. RMarshall pointed out another example from the Implementation Plan with a specific action. Discussion continued regarding whether or not specific actions were called out. KCarpenter said that as a Board we had purposefully left some of the language vague so that the actual action plan could be created by the group or person administering it.

RMarshall stated that JMoran, as a professional business consultant, had a different definition for the word “plan”. In the business world, a plan is a roadmap to success. However, to the Planning Board as it strived to update the Master Plan, it was more of a conceptual plan on how to communicate to the public and move the strategies forward. JMoran said that the ability to execute the plan is critical. You need to know how a vision can be made into reality. KCarpenter said that the Planning Board definitely wants to see results, so perhaps next time we do need to make things more actionable. PRenaud said that because of the changes in personnel and boards, it is difficult to mandate a very specific action that we expect someone else to take. JMoran doesn’t want to see things put into plans that we don’t have a foreknowledge of how to make happen. RMarshall said that after 5 years of devoting a lot of energy to this Master Plan, he feels we are very close.

PRenaud continued to explain the 2 appendices that were being considered: the Contoocook River Management Plan and the Professional Assessment of the Defining Features of the Business District and Center Village District. These would be included as advisory documents.

RMarshall said that he would like to strike the Statement of Purpose in the Professional Assessment document, and the Board agreed.

AWood asked if there was a document for the Souhegan Watershed; there is not one at this time.

PRenaud asked for any additional comments or questions. Hearing none, **the Public Hearing was closed at 8:00 PM.**

RMarshall mentioned that the next time we do this, we may want to do a power point presentation that we can share at the Public Hearing.

RMarshall moved that we adopt the Natural Features Chapter as it exists. AWood seconded. Hearing no further discussion, a vote was taken. All were in favor; motion passed 6-0.

RMarshall moved to adopt the Energy Chapter as written, PRenaud seconded. Hearing no further discussion, a vote was taken. All were in favor; motion passed 6-0.

KCarpenter moved to adopt the Updates to the Future Land Use Chapter as written, SFox seconded. Hearing no further discussion, a vote was taken. All were in favor; motion passed 6-0.

PRenaud moved to adopt the Contoocook River Management Plan appendix; AWood seconded. Hearing no further discussion, a vote was taken. All were in favor; motion passed 6-0.

AWood moved to adopt the Professional Assessment of Defining Features of the Business District and Center Village District as amended tonight; KCarpenter seconded. Hearing no further discussion, a vote was taken. All were in favor; motion passed 6-0.

Returning to the Implementation chapter, it was agreed that this was the piece that takes the vision and makes it a plan. AWood feels that it is a pretty good plan as it is written. He feels we are addressing JMoran’s stated concern. KPaulsen said his one concern was the buy-in of the individual groups who were going to be responsible for implementation. Their job description is not going to reflect what is stated in the implementation.

RMarshall moved that PRenaud put together a tracking document to monitor the Implementation of the Master Plan. He felt that October would be a good month to have a meeting with the department heads.

KCarpenter asked if a notice did go out to everyone who had an actionable item to see if we had their buy-in. PRenaud noted that he had met with Aaron Patt, the Conservation Commission, and EDAC.

KCarpenter moved that we adopt the Goals, Objectives and Strategies for Implementing the Master Plan. KPaulsen seconded it. Hearing no further discussion, a vote was taken. All were in favor; motion passed 6-0.

The documents will now be sent back to Lisa Murphy to be included in the Master Plan, along with a certification page and adoption dates.

**“Alternative Subdivision” Ordinance: Overview of consultation materials; conceptual discussion**

PRenaud would like the Board to take some time and look through these so we can focus on it during the next 3 meetings.

**Allrose Farm**

PRenaud read parts of a letter written to Michele Perron from Mike Borden, Code Enforcement Officer, stating that he had found violations of the ordinance during an event held last weekend. There were too many guests in attendance, and he felt that MPerron had submitted false statements on her event facility tracking forms. PRenaud will advise MBorden to inform MPerron in writing of the appeal process. AWood said we will note this in the file, and asked what action would cause the Planning Board to revoke her permit. It was determined there was nothing the Planning Board needed to do at this time.

**CIP: Review draft CIP document**

KPaulsen gave a preview of the presentation that he will be making at the Select Board meeting. Included with the budget information is a list of accomplishments so all can see what has been done with the CIP process. The Planning Board decided to vote to approve the CIP document with the proposed grammatical changes. KCarpenter moved, PRenaud seconded. All were in favor except KPaulsen who abstained 5-0-1. Motion passed.

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

**The meeting adjourned at 9:35 PM.**