**Planning Board**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

April 10, 2017

**Members Attending**: Paul Renaud, Robert Marshall, Ken Paulsen, Kathleen Carpenter, Angelique Moon, Andre Wood

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

**Minutes**: The Minutes from the meeting of March 27, 2017 were read by PRenaud. A few changes were made:

Line 40: add “at 7:45 PM” as the time KCarpenter was sworn in.

Line 57: insert “on town property” after “five trees”.

Line 66: insert “Lake” between Zephyr and Beach.

Line 67: add “1 recused (AWood) and 1 member not sworn in yet (KCarpenter) after (3-0-1) to explain the vote.

Line 68: Add “AWood unrecused”.

AMoon motioned to accept the minutes as amended. KPaulsen seconded and all were in favor, except AWood who abstained (5-0-1). Motion passed.

**Mail**

Supply Lines with The Source newsletter from NHDES Spring 2017

**New Business**

PRenaud mentioned that Roger Swain would be coming before the ZBA for a Special Exception on April 19th. PRenaud said that RSwain had come in for a PCC last year on December 19th, and he saw no reason why the Special Exception for a detached accessory dwelling unit should not be granted. He said that he could attend that ZBA meeting in case they wanted a Planning Board opinion. The Board reviewed RSwain’s plans which appeared to comply with Section IV C regarding detached accessory dwelling units. The Planning Board could not see any problem with it. RMarshall made a motion to send the letter AMoon drafted providing the Planning Board’s opinion, and PRenaud seconded it. All were in favor except KCarpenter who abstained; motion passed. (5-0-1)

**NH Legislative Changes Affecting Land Use Boards**

There have been some changes to RSA 91-A:3 on noticing and non-public sessions. While the Planning Board does not do a lot of non-public sessions, we need to be aware of these changes. We are REQUIRED to have minutes for non-public sessions and they need to be available to the public within 72 hours. We need to state where and when the meeting was held, and if any votes were taken. We still have the option of sealing the minutes, but we can only seal the minutes if it is ”determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective….” PRenaud said that the minutes need to have a general description of what was discussed. RMarshall said a simple sentence should suffice.

Agritourism was discussed. 672:1 Paragraph III-b states “Agriculture makes vital and significant contributions to the food supply, the economy, the environment, and the aesthetic features of the state of New Hampshire, and the tradition of using the land resource for agricultural production is an essential factor in providing for the favorable qualify of life in the state.” “Agritourism, as defined in RSA 21:34-a, is undertaken by farmers to contribute to both the economic viability and the long-term sustainability of the primary agricultural activities of New Hampshire farms.”

Agritourism is now defined as the marketing of any products from the farm; a change from the way it was originally written. Since agritourism is a recognized accessory use of the farm, if you have a working farm, you can hold an event; however, the definition states that the event is run by a farmer. The Board discussed the Special Event Ordinance which seems to be more restrictive than this change to how the State views agritourism. KCarpenter thought perhaps we need to ascertain if the facility is a working farm, and if the proposed event is being run by a farmer.

PRenaud said that RSA 674:32-b states that while you cannot disallow it, you can regulate it. The ordinance is clear as to what constitutes a farm, and KCarpenter felt that the change is saying that you cannot prohibit an event because of an opinion – if someone raises bees, that would be a bee farm, but is it the PRIMARY use? PRenaud said that somewhere down the road we should take another look at our ordinance in view of these changes. RMarshall wondered if this opens up the door for us to regulate events that we were previously not paying attention to. AMoon said that if we don’t pay attention to them, are we setting precedence and putting our Special Events Facility Ordinance at risk?

The Board moved on to review Chapter 489 Integrated Land Development Permit. Because it is an integrated land use, do we need to adopt it? PRenaud will get further clarification.

RSA 674:39-a Voluntary Merger was also discussed. “Except as set forth in paragraphs II and III, all such requests shall be approved, and no public hearing or notice shall be required.”

**Action Item: RMarshall asked PRenaud to forward an email to Aaron Patt regarding noticing involuntary mergers as per RSA 674:39aaand follow up on this item.**

**Rules of Procedure Review**

RSA 676:4, paragraph 1-b(i) states “The applicant shall file the application with the board or its agent at least 21 calendar days prior to the meeting at which the application will be accepted.” The Planning Board Rules of Procedure say 20 days, so this will need to be changed. Also, the meeting times will need to be changed. Meetings now start at 6:00 PM; a Public Hearing would begin at 6:30 PM.

Duties of the secretary – The board discussed the intended duties of the Secretary. It was thought that it was a division of labor to have the secretary review all applications that come before the board; however, PRenaud has been doing this. PRenaud wondered if we needed to add something about sending correspondence such as the letters that AMoon has drawn up in the past, and again tonight. AMoon drafted new language regarding the responsibilities of the secretary.

Posting of the minutes – RSA 91-A:2

The only thing we are required to do is have the corrected copy of the minutes in the Town Hall file cabinet. We have been keeping PRenaud’s corrected copy in the file cabinet, along with the preliminary minute’s, the Clerk’s hand corrected minutes, and the approved minutes. Copies of the preliminary minutes and the approved minutes are also kept in a binder in the conference room. Approved minutes are posted to the Town’s website.

The Board discussed what content should be posted on the website. Should preliminary minutes be posted on the website, or just the approved minutes? It was determined that the Board would like the preliminary minutes posted, and then replaced with the approved ones when they are done. It was cautioned that the preliminary minutes be clearly marked as such.

RMarshall moved to accept the proposed changes to the Rules of Procedure. AWood seconded. Call the question: 5 in favor, 1 opposed (KPaulsen). Motion passed.

CIP – KPaulsen would like 15 minutes to present at the next meeting as he will be coordinating this once again. A Planning Board member would meet with a department head in the summer to go over their projected Capital Improvement needs.

AMoon moved to adjourn the meeting, and KCarpenter seconded. All were in favor.

**The meeting adjourned at 9:23 PM.**