

**TOWN OF STODDARD
PLANNING BOARD
MEETING
HELD : May 3, 2016**

CONVENED: 7 PM

Pledge of Allegiance to the Flag

MEMBERS ATTENDING INCLUDE: Dian Mathews, Dean Huber, Ellen Mason, Dale Smith, Christopher Madden, Margo Santoro, Harry Power, Jane McOsker, Ruth Ward

CORRESPONDENCE:

Dian Mathews read a letter regarding the current lawsuit, Fred Ward v. Town of Stoddard. The letter received was from Drummond/Woodsum. Included with this letter was a Notice of Decision from the Cheshire Superior Court. The decision has granted Global Montello Corps. a Motion to Intervene. Global Montello Corps. will join the Town of Stoddard in seeking dismissal of the case for lack of standing.

MINUTES OF PREVIOUS MEETING from April 5, 2016: Ruth Ward moved to accept the minutes; Dian Mathews seconded; Minutes were accepted.

PUBLIC RUDIMENTARY QUESTIONS: None

TOWN OF STODDARD
PLANNING BOARD MINUTES OF MEETING
May 3, 2016

Page 2

OLD BUSINESS:

Master Plan: Master Plan Committee has not met. There was no update given on the Master Plan.

CIP Committee Update: Ruth Ward asked permission from the Board to contact people directly regarding joining the CIP Committee. Dian Mathews presented a sample flyer/announcement which she plans to post at various locations to assist with the search for new members for both the Master Plan Update and CIP Committees.

The proper procedure for reporting Planning Board actions which affect the Town Tax Maps was discussed. Karen Bell informed the Board that she spoke with Pat Putnam to review the rules of procedure for recording changes which affect the Town Tax Maps. Pat Putnam said that she will continue to submit all changes to the Town Tax Assessor and Cartographics. Karen Bell will file all changes with the Registry of Deeds in Keene. She will also check with Pat Putnam to ensure that the Stoddard Tax Assessor and Cartographics are notified each time.

NEW BUSINESS:

The need for "Write-in" candidates for Planning Board was discussed. Two seats will remain open on the Board.

The Board discussed Site Plan Review Regulations and Subdivision Applications. It was suggested that Subdivision Applications "Packets" should be put together, clearly marked and available at the Gould House for those times when information is requested and Karen Bell or Pat Putnam is not available to distribute so that other Town employees at the Gould House can do so. It was also suggested that the Fee Schedule be included in the Subdivision Application packet.

TOWN OF STODDARD
PLANNING BOARD MINUTES OF MEETING
May 3, 2016

Page 3

NEW BUSINESS: (Cont.)

The Board discussed the Subdivision Application fees and the amounts charged by the Town. The Board stated that the current Fee Schedule needed updating, should be more specific and should include a break-down of all of the charges. Additionally, The Board felt they didn't completely understand what the fees were. Karen Bell said she would investigate and report at the next meeting. It was ultimately decided that Site Plan Review Regulations and Subdivision Regulations need to be reviewed and revised accordingly. They were last amended in 2010.

The Board discussed the fact that the Town website was not up to date, specifically with posted Planning Board Meeting Minutes. Additionally, they discussed the general overall need for the website to be updated on a more regular basis. Karen Bell said that she was waiting for Jim Coffey to give her a password so that she could have access to upload meeting minutes. Overall, the Board stated that there needed to be a specific person in charge of updating the Town website. It was Ellen Mason's opinion that having too many people involved in the updating process was not a good idea. Dian Mathews said that she would be discussing this with Jim Coffey this week. Margo Santoro said that she would discuss this subject at the next Selectman's Meeting on May 9, 2016.

SUBDIVISION APPLICATIONS: None

SITE PLAN REVIEWS:

A Boundary Line Adjustment application submitted by Nathan & Alison Elliott (originally received April 18, 2016) regarding Map #408, Lots 21.2 & 21.3, was presented and reviewed. The Board's consideration was given to the applicant's request to waive six (6) of the application checklist items including: #2 (Test Pits located on Plat), #3 (4000 sq. ft. leachfield areas located on Plat), #4 (Contour map 1' to 20'), #8 (Proposed new utility locations, if any), #11 (Subdivision street grading & drainage Plan) and #13 (Proposed estimates of road, drainage & site work costs). Christopher

TOWN OF STODDARD
PLANNING BOARD MINUTES OF MEETING
May 3, 2016

Page 4

SITE PLAN REVIEWS: (Cont.)

Madden motioned to accept the items to be waived. Ellen Mason seconded. All voted in favor. Dian Mathews said that she was planning to request a 15 day period of time to allow for the proper notification of the property abutters and request that the Board reconvene for a public hearing on May 24th, 2016 to help expedite this application. At that point, Wendy Pelletier of Cardinal Surveying & Land Planning, (hired by the Elliott's), requested an expedited review and acceptance of the application, omitting notification of the property abutters and holding a public hearing. After carefully reviewing the map, Ruth Ward stated that, in her opinion, this lot line adjustment did not warrant the need for notifying the abutters because it was internal and did not affect the abutters' property whatsoever. Dale Smith made a motion to accept the applicants' request for an expedited review and approval of the Lot Line Adjustment application. Christopher Madden seconded. The Board voted all in favor and the Motion carried. The Lot Line Adjustment was approved.

OTHER BUSINESS:

Based on RSA 674:41, Harry Power notified the Board of completed Building Permit applications he received regarding the following: Kingsbury property on Center Pond Road, Map #415, Lot 37 (12.5 acres) and Cardoza property on Champney Road, Map #123, Lot 9 (2.3 Acres). The Board reviewed the details regarding each application and asked questions. Harry Power said the applications are complete and have been submitted.

TOWN OF STODDARD
PLANNING BOARD MINUTES OF MEETING
May 3, 2016

Page 5

OTHER BUSINESS: (Cont.)

Dian Mathews reported that she, Ruth Ward and Karen Bell attended a presentation given by the Southwest Planning Commission held in Keene. The presentation was about two different topics: 1) Municipal Sign Ordinances after the Supreme Court's decision regarding Reed v. Town of Gilbert and 2) Accessory Dwelling Units. As a result of attending this presentation and what was learned, Dian Mathews said that additional meetings will need to be scheduled so that the Planning Board can review and make needed changes to the current regulations so that they reflect this new information with regard to Town signage and Accessory Dwelling Units.

Ruth Ward updated the Board on the recent Saving Special Places Conference 2016. She attended a workshop on the subject of Agritourism in New Hampshire. She reported that the law was changed to include other activities on the farm to include: VI. The term "agritourism" means attracting visitors to a working farm for the purpose of eating a meal, making overnight stays, enjoyment of the farm environment, education on farm operations, or active involvement in the activity of the farm which is ancillary to the farm operation.

She attended a Local Officials Workshop where they discussed, in great detail, the Right to Know Law, RSA: 91A. She gave an overview of this presentation, explaining some of the specific facts she thought were especially interesting. These specific facts include: Local Rules of Procedure prevails, even if the RSAs are less stringent; the Public has the right to record. No consent is needed. There is no expectation of privacy in a public meeting; it is acceptable to apply a time limit on every person speaking at a public meeting; the Chair should state the Rules of Procedure for the Public Meeting. Questions should pertain to items on the agenda, or if not, questions should be pre-cleared with the Chair; people have the right to criticize employees; debating should not be allowed during a public meeting.

TOWN OF STODDARD
PLANNING BOARD MINUTES OF MEETING
May 3, 2016

Page 6

OTHER BUSINESS: (Cont.)

Lastly, Ruth Ward shared an article by Cordell Johnston on “How and When to Enter Non-Public Session. She learned that if a non-public session is planned as part of a public meeting, an announcement must be made during the public meeting indicating that the non-public session is about to begin; the subject matter and reason for the non-public session should be indicated; after the non-public session takes place, it is then decided if the meeting minutes are to be sealed; a list of the people attending the non-public session must be recorded; the secretary must be excused for all non-public sessions and a selectman should take the minutes. Most non-public sessions are held for personnel reasons and this is why the secretary should not be present. The need to seal meeting minutes and for how long was discussed. Margo Santoro asked for a copy of the information Ruth Ward received at this presentation so that she can present it at the next Selectmen Meeting.

ADJOURNED: Dian Mathews moved to adjourn. Meeting was adjourned at 8:58 pm.

Respectfully submitted,

Karen C. Bell
Secretary

(insert RSA paragraph here)