

BARNSTEAD PLANNING BOARD

October 15, 2015

TOWN HALL @ 7:00 P.M.

MINUTES

1. CALL TO ORDER: Nancy Carr, chair, called the meeting to order at 7:01 P.M.
2. PLEDGE OF ALLEGIANCE: The Planning Board and those present joined in the pledge of allegiance to the United States flag.
3. ROLL CALL: Nancy Carr, Chair, Elaine Swinford, Vice Chair, Karen Schacht, Secretary, David Kerr, Selectboard's Representative, Sharen Hodgdon, Alternate, Francesca Latawicz, Recording Secretary.
4. CIP REVIEW: Chair Carr reported that the CIP Committee has finished its report. There will be a public hearing on the CIP on Thursday November 5, 2015. She distributed copies of the "Town of Barnstead Capital Expenditures" from the CIP. It summarizes the actual amount spent/budgeted per year for each department from 2010 to 2015, and presents a six year average for that time frame. It further presents the amount proposed/requested per year for each department from 2016 to 2021, and presents a six year average for that time frame.

There was discussion about the Barnstead Elementary School (BES) proposed expenditures. Ms. Schacht noted that the demographics of school student populations in the region are projected to decline over the next five years. This trend is not reflected in the school budget requests. Ms. Swinford noted that the BES continues to hire administrative staff that are not required for schools with a student population that is less than 500 students.

Chair Carr noted that the CIP is a recommendation for capital expenditures to the Budget Committee.

Mr. Allen arrived at 7:08 pm.

5. REVIEW OF RULES OF PROCEDURE : Chair Carr guided the Board through an item by item review of the current Barnstead Planning Board Rules of Procedure, as amended 12/5/2013. An OEP model for Planning Board Rules of Procedure was also utilized as a resource by the Board.

The first proposed change was under Members (2), to change "Aministrative Assistant" to "Planning Board Clerk, or the Board's Agent". It was the consensus of the Board to make this change universally throughout the document.

It was a consensus of the Board that the term "Chairman" be replaced by the term " Chair" throughout the document.

Also in Members (2), to change “Municipal Clerk” to “Town Clerk”.

Under Meetings (7), Order of Business, to add a new item “Public Input” in between “New Business” and “Committee Reports”.

Under Procedures on Applications at Public Meetings, to add “Public Hearings”.

Under Decisions, to add a (4), the item on reconsideration from the OEP model, as follows:

“RECONSIDERATION:

The Planning Board may reconsider any decision to approve or disapprove an application, for good cause, provided it is within the statutory appeal period. This may be done through a motion that specifies the reasons for reconsideration. Upon successful passage of the motion, the board shall schedule a public hearing, with notice as provided in 676:4, I(d), where they shall consider whether or not to revise or alter their original decision. Should the board reach a new decision, a new appeal period shall be considered to have begun pursuant to RSA 677:15, et seq. “

Under Records, the Board noted that there is a need to check the statute relative to availability of minutes under (2). This needs to be changed from “RSA 676:3, II” to “RSA 91-A:2, II”.

Under Joint Meetings and Hearings, strike “the Historic District Commission, the Building Code Board of Appeals”.

Under Standards of Conduct, There was extensive discussion about adding a fourth standard of conduct relative to use of social media relative to planning board business. Potential language was discussed, to the effect that no Planning Board member shall engage with the public on social media regarding planning board business, to avoid the appearance of conflict of interest. Mr. Allen was in disagreement. There was a consensus of the Board to request the opinion of Town Counsel on the matter.

Under Amendment, the dates and certification page will need to be updated.

6. REVIEW OF SUBDIVISION REGULATIONS: Chair Carr distributed a copy of a proposed amendment to the subdivision regulations. Under **Section 15: Public Notice Requirements C. Identity of Applicant**, to add “The general public shall be given notice at the same time by posting at the *Barnstead Town Hall (inside and out) the Barnstead Parade Post Office and the Center Barnstead Post Office* and/or a publication in a local paper of general circulation.”

7. SENIOR HOUSING UPDATE:

Vice Chair Swinford reported that Selectboard Representative Kerr had supplied her with information that Cheshire County had received \$500,000 in funding for senior housing. She will actively pursue possibilities for a similar possibility for Barnstead with the Belknap County Commissioner’s Chairman.

8. CORRESPONDENCE: Nancy Carr read through correspondence sent to the Board.

LRCC will have a meeting on 10/36/2015 at the Belknap Mill, where the DOT 10 year plan will be discussed.

The ZBA approved Ms. Nelson's plan for a variance on 09/21/2015.

Costs have gone down with expenditures from the Planning Board's budget. There will be a line item for the recording secretary for 2016.

LRPC dues are \$3,846.

9. OLD BUSINESS: Mr. Allen presented a matrix on Barnstead Master Plan Recommendations. He has broken this down into three year time periods within which each recommendation should be either studied, implemented, accepted, or rejected by the Board. There is also an area for comments.

The areas shaded in green on the back of the matrix are addressed to the Town at large.

It was noted that number 52 should be divided into an a. and b. because the Town Website is a separate municipal entity, and is not in any way related to public media.

10. NEW BUSINESS: There was an email to the Town Website Administrator from Mr. D. Murley about posting revisions to the large building code regulations. The Administrator denied the request. It was the consensus of the Board that such regulations are the purview of the board, and should be appropriately addressed to the Board directly

The next planning board meeting will be Thursday, November 5, 2015 at the town office at 7:00 pm.

11. ADJOURNMENT: Vice Chair Swinford made a motion to adjourn the meeting. Ms. Schact seconded the motion. The motion passed unanimously.

Chair Carr adjourned the meeting at 8:20 pm

Respectfully submitted,

Francesca Latawiec

Recording Secretary