

Town of Richmond
 Planning Board Public Meeting
 Taylor-Van Brocklin Building

April 16, 2024, 6:35 PM

Final

Member Present	Member Absent
Doug Smith (Chairman)	Joe Norman
Kim DeMasco (Vice Chairman)	William Daniels (Alt Selectman Rep)
Lisa Traeger (Secretary)	Brad Grinstead
Jed Butterfield	
Lloyd Condon (Alternate)	
Doug Bersaw (Selectman Rep)	
Greg Butko (Alternate)	

Public Meeting called to order 6:35

Alternate Greg Butko seated for Joe Norman/Alternate Lloyd Condon seated for Brad Grinstead

Public Presenting: Todd Horner from SWRPC and Nick Viselle (Alternate Prospect)

- 1 Master Plan Presentation by Todd Horner of the SWRPC.
 - a. Todd presented a general overview on the possible processes used to update the Master Plan.
 - i. The Master Plan may be completely rewritten or done “piecemeal” chapter by chapter.
 - ii. Chapters may be removed/deleted or revised.
 - iii. The Planning Board may write/rewrite the Master Plan, or it may be rewritten by a steering committee formed with members of the public, members of other town commissions/committees and planning board representation.
 - iv. The Planning Board votes to approve the final Master Plan after a public hearing. **RSA 674-4/ 675-6 and 675-7**
 - v. Comments from the public may or may not be included after the hearing.
 - b. Also discussed, what should be included within the Master Plan?
 - i. Two required sections. A Vision Section (formally Goals and Objectives) and Land Use Section.
 - ii. Goals may be compiled into a single chapter, then enumerated as a list. What actual steps will it take to accomplish these goals?
 - iii. Update for new demographics, population, age of community, income, education.
 - iv. Current state hot topics include energy (solar, wind, etc.) and Accessory Dwelling Units. (ADU).
 - c. Templates, sample surveys available from SWRPC.

- 2 Mail,
 - a. SWRPC New Letter
 - b. New NHMA magazine.

- 3 New Business:
 - a. Nick Viselle asked to be considered as an Alternate to the Planning Board for the open, one year term position. He is an 8-year resident and stated he wants to be more involved in town.

Traeger nominated Nick Viselle for the open position, DeMasco Seconded, all in favor. Nick Viselle appointed as an Alternate for a one-year term.

- b. Letter for Annual Town Report reviewed. DeMasco stated that the letter should be reviewed by the Board prior to submittal as all names are included. A suggestion was made to include a review requirement to the formal procedures. Suggested wording after discussion “The draft “Letter from the Planning Board” for publication in the Annual Town Report must be reviewed no later than the last Planning Board meeting in December with final approval no later than at the first meeting in January. The town administrator must receive the final, approved letter no later than January 15.”
- c. Doug Bersaw notified the Board that the Selectman receive a new set of plot maps each year and asked if the Board would like to keep the prior year’s maps at the Taylor-Van Broklyn Building for reference with the understanding these could be out of date by one year. Plot maps are stamped with the date of publication. The Board decided the older set of maps will be discarded once replaced.

4. Old Business:

- a. Preliminary Review of Site Plan for Map 412/54.
 - i. Application is still not complete; Application will not be considered by the board until complete and with proper signatures. This is a trust and there are questions on who has authority to sign.
- b. Review Minutes:
 - i. Minutes of 04.02.24 Public Meeting Draft:
Condon pointed out that the new Eversource list of trees to be removed/trimmed along Scenic route is still missing several trees and included 8 or so additional trees. It was decided to let the approval stand.
The wording for the new notice procedure was approved as stated in the minutes for inclusion in the official Rules and Procedures document.
Motion to approve as revised by DeMasco, seconded by Condon, all in favor, motion carries, final will be posted.
- c. Master plan discussion:
 - i. Doug Smith will review the stack of old files for relevant information and distribution.
- d. Update Zoning Ordinance.
 - i. Bersaw questioned renumbering of definitions and stated this was not the proper way to go. Traeger questioned renumbering/deletion of Ordinances within the document. Chairman Smith will contact attorney for advice on how to move forward. At this time, the definitions will hold the old numbering system and 406.01 will be re-inserted in the correct spot with (Repealed) next to the number. A few, minor corrections were made, and final posting will be done once the numbering question is addressed.
 - ii. Bersaw made the motion to accept the Zoning Ordinances as revised and as a draft for posting pending resolution of numbering. Seconded by Butko, all in favor. Motion passed.
- e. Update LUA Hire
 - i. ZBA Chair/Vice and PB Chair/Vice held two interviews.
 - ii. One additional resume was received, and an interview will be scheduled.
- f. ADU/DADU discussion on hold

5. Other:

Motion to adjourn the meeting by Butterfield, seconded by DeMasco, all in favor, motion carried.

Meeting adjourned 8:35 pm

Respectfully Submitted,

Lisa Traeger