

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

June 4, 2024, 7:00 PM

**Final**

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

Public Meeting called to order 7:00PM  
 Alternate Greg Butko seated for Joe Norman.

- 1 New Business.
  - a. Kim Mattson sent message to Smith (Chairman) to verify the Site Plan Reivew process for the new Land Use Assistant (LUA) Lisa LaClair.
    - i. Review Application for completeness,
    - ii. Request hearing date from Planning Board
    - iii. Send proper notice per RSA and Procedure
    - iv. Scan and distribute the application and all associated forms before the hearing to all board members.
  
- 2 Mail, no new mail.
  
- 3 Old Business:
  - a. Minutes
    - i. Minutes of 05.21.24 Public Hearing Draft:
      - a. Motion to approve as revised by Butterfield, seconded by DeMasco, Traeger yes; DeMasco, yes; Grinstead, Abstain; Bersaw, yes; Butko, yes; Butterfield, yes; Smith, yes. motion carries, final will be posted once revised.
  - b. Detached Accessory Dwelling Unit /Accessory Dwelling Unit DADU/ADU did not pass the State House but will remain a topic of conversation for the Master Plan.
  - c. Master Plan Discussion
    - i. Overall revision discussion ensued including timing and level of effort for support of any committees. The planning board has overall responsibility and approval for the Master Plan, but public support is strongly suggested through surveys and a public hearing.
    - ii. An initial review of the 2010 Master Plan started but a suggestion was made as a first step to review accomplishments versus the initial vision and recommendations.
    - iii. Motion made by Doug Bersaw to form a committee, tasked with the review of the total Master Plan’s recommendations made in the 2010 Master Plan, identify the accomplishments with each town department and advise the results of the studies to the Planning Board. The Master Plan Cleanup Committee will consist of 7 - 10 members,

including 2 Planning Board members, 1 Zoning Board member with the balance members of the public.

Seconded by Greg Butko.

Discussion:

- a. Time Limit
- b. Specific Direction,
- c. Identify Members
- d. Cross Section of the community

Vote: Traeger yes; DeMasco, yes; Grinstead, yes; Bersaw, yes; Butko, yes; Butterfield, yes; Smith, yes. motion carries.

iv. Discussion held on directions for the committee.

- a. Once members selected, 60-day timeline.
- b. Request for membership will be posted in Richmond Rooster (due by the 10<sup>th</sup> of June for July paper); Richmond Grumblings (Facebook) and the home page of the Richmond Town Hall web page. (Traeger will write/submit to board and Chair for quick feedback)
- c. Minutes will be required.
- d. If membership requests more than the capped membership available, the names and contact information will be held for use in future Master Plan Committee assignments.
- e. Membership will be filled by "lottery" or "name in a hat" and not on first come first serve basis if membership requests are in excess of available positions.
- f. The July 2<sup>nd</sup> regularly scheduled meeting of the Planning Board will be postponed until July 9<sup>th</sup> and committee members will be assigned at that meeting.
- g. Full Scope and direction for the committee will be worked out at the June 18th meeting, our next meeting.
- h. Traeger - Grinstead on Cleanup Committee, Butterfield as alternate.

3. Other

a. Butterfield asked if a public announcement could be placed on the town website announcing the retirement of Kim Mattson the outgoing LUA and the announcement of Lisa LaClair as the new Land Use Assistant. Bersaw stated a formal Thank You letter was presented the March Town Meeting by the Selectman.

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

Meeting adjourned 8:57 pm

Respectfully Submitted,

Lisa Traeger