

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

January 20, 6:00 PM

Final

Member Present	Member Absent
Doug Smith (Chairman)	
Lisa Traeger (Secretary)	William Daniels (Alt Selectman Rep)
Doug Bersaw (Selectman Rep)	Lloyd Condon (Alternate)
Greg Butko	Andrew Seamans (Alternate)
Brad Grinstead	Melissa Axtman (Alternate)
	Joe Norman

Public: Ed McCaul

Public Meeting called to order at 6:03 PM By Doug Smith.

- 1) Mail: No Mail
- 2) Preliminary Consultation
 - a) Lot line adjustment for Map 201 Lot 1 and Map 408 Lot 82 located at 111 and 119 Old Homestead Hwy owned by Ed J. McCaul and Heather R. Canfield. Mr. McCaul proposed moving the border for approximately 1.9 acres, that is already identified but never transferred officially to his neighbor. He will prepare the paperwork and submit.
- 3) New Business
 - a) Doug Smith proposed we amend the Planning Board Procedures to allow public hearings for new Ordinances, Master Plan, Regulation hearing to open at 7:00PM to allow for further participation and set Vets Hall as place for these hearings. Motion made by Greg Butko to update the PB Procedures as stated; seconded by Doug Bersaw, Traeger, Yes; Grinstead, Yes; Bersaw, Yes; Smith, Yes; Motion approved.
- 4) Old Business.
 - a) Subdivision updated 701.19 and 701.2. Comments were received from Dick Drew and Catherine Willett regarding the proposed updated language. Proportionality was the primary issue. The Board reviewed the suggestions and tweaked the original definition slightly but all agreed proportionality couldn't be properly defined as an equation as each instance must be addressed individually,
 - b) Motion made by Traeger to update as follows; 701.19 Where any part of a subdivision shall front on an existing class V or Class VI town road, the Planning Board may require the subdivider to repair or rebuild a proportionate share of all or part of such road to the Planning Board's specifications to accommodate the anticipated increase in traffic due to the new subdivision. Seconded by Butko, Traeger, Yes; Grinstead, Yes; Bersaw, Yes, Smith, Yes. Motion approved.
 - c) Motion made by Bersaw to change the definition as follows 701.20 No subdivision shall be allowed unless the new roads within said subdivision meet, or as a condition of approval, are improved to the standards as specified in Article 701.2. The Planning Board may require that higher standards of construction be met if, in its judgement of the circumstances, such different standards

are applicable, or may be appropriate. Seconded by Butko. Traeger, Yes; Grinstead, Yes; Bersaw, Yes, Smith, Yes. Motion approved

d) Minutes

- i) Motion to accept minutes as written for January 6, 2026, made by Doug Bersaw, seconded by Traeger. All in favor, minutes accepted as revised.
- ii) Motion to accept minutes as written for January 13, 2026, made by Doug Bersaw, seconded by Butko. All in favor, minutes accepted as revised.

e) The Board reviewed definition and use of RSA's for a proposed Convent. Fire Safety, Parking and Septic. There is an approved site plan in place but septic would still be required. There is the possibility this may just require the Selectman only for approval of the "Building Permit".

f) The Zoning Ordinance book update is still on hold until the numbering issues are fully researched.

g) Master Plan Survey Results review continued. The Board has reviewed results through question 22. The Board will continue to review these results over the next few weeks.

5) Other.

- a) Motion to adjourn by Doug Bersaw; seconded by Lisa Traeger, all in favor, motion carried. Meeting adjourned 7:27PM,

Respectfully Submitted,
Lisa Traeger