

Town of Richmond
Planning Board Public Meeting
May 2, 2023, 7:00 PM Taylor Van Brocklin Building
Final Revised

Members Present:

Doug Smith (Chairman)
Jed Butterfield (Vice Chairman)
Lisa Traeger
Kim DeMasco
Lloyd Condon (Alternate)
Doug Bersaw (Selectman's Rep)

Members Absent

Kathryn McWhirk (Secretary)
Karen O'Brien (Alternate)
Stacie Maillet

Public: Antoinette Cincotta, Charles Lawrence, representative for Map 405 Lot 24-1

Meeting called to order at 7:00 PM.

Roll Call of all members was done by Chairman Smith.

1. Public:

No public to speak.

2. Mail:

No mail.

3. Old Business

1. Subdivision Map 405- 24-1: Pending DES approval.

Tabled until later in the meeting.

2. Minutes April 18, 2023:

Discussion on filling vacancies for alternates on the board. Was confirmed by NHMA and the Attorney General's office that if there is an open seat all vacancies can be filled.

Page 1, top of page in the heading, third line down, change Veterans Hall to Taylor Van Brocklin Building.

Under members add: Chairman to Doug Smith, Vice Chairman to Jed Butterfield, and move Karen O'Brien to the Members Absent section.

Under Public: add Lloyd Condon.

Under 2. SWRPC March Newsletter: Add: There is some discrepancy around how many new members can be seated on the Planning Board each year under RSA 673:5 II. Chairman Smith asked Condon not to be seated at this time.

Third sections down, third line change the word cross to across Lot 30 located on the Troy map.

Page 2, Under Minutes April 4, 2023, Sixth line down, add the word each. DeMasco each received

THESE MINUTES MAY BE APPROVED AND /OR AMENDED AT THE FOLLOWING MEETING

130 votes. Same section, seventh line down, end of sentence add: **DeMasco declined.**

Motion made by Vice Butterfield to accept the minutes as amended. Seconded by Chairman Smith. All in favor. None opposed. Motion carries.

1. Subdivision Map 405- 24-1: Pending DES approval.

Discussion on whether NH allows a contiguous lot when there is a public road dividing them? At this time NH DES has approved their portion of this subdivision and didn't mention the contiguous piece having a public road running through it. Chairman Smith will contact the NHMA and ask them their opinion

Map 405 Lot 24-1 is a two-lot subdivision located on Bullock Road owned by Shaun Bennett from Philadelphia PA. The subdivision was approved at the Planning Board's February 21, 2023, hearing with the condition that the proposed NH DES application is approved.

Charles Lawrence representative for Map 405 Lot 24-1 addressed some small changes to the original map that were made to satisfy NH DES including delineation of the wetlands. The 4K area was moved on the house lot to avoid the 75' setback in a Northwest direction. The new delineation was slightly different than the original delineation done in 2007 the new wetland delineation information was added under Notes 5 and the State of NH Subdivision approval number was added under Note 8. Lawrence revised under Notes to clarify to the State that the remaining 6+ acres was 1 lot even though they are not connected. Added poorly drained soils to the Legend under Delineated Wetland. Wetland flags have been reset to represent the newly delineated wetland's there are no changes in the lines themselves. The only lot under 5 acres that require State approval is the house lot.

Hearing was continued until the next scheduled Planning Board Meeting on May 16, 2023, located at the Taylor Van Brocklin Building Rt. 119 West (Old Winchester Road).

3. Rules of Procedure: Update Rules of Procedure.

Discussion on the Rules of Procedure regarding changes suggested by the 2022-NH Office of Planning and Development (OPD).

Page 1 of the Town of Richmond Rules of Procedure, Under Members and Alternates, more specifically number 5. Sixth line down after the word second motion add: and shall not participate in any way during the deliberations by the board. Upon the close of the public hearing alternates must remove themselves from the table and sit with the other members of the public unless they are sitting in place of another member.

Under 6. third line down, after Chairman add: Land Use Assistant.

Under 8. First line after the word Secretary add: Land Use Assistant.

Under officers, more specifically under 1. * Chairman, second line after Secretary add: Land Use Assistant.

Page 2 of the Town of Richmond Rules of Procedure, under Officers, number 1. more specifically under * Secretary, at the beginning of the description add: Will Chair the meeting/hearing in the absence of the appointed Chairman and Vice Chairman.

Same section under 2. Add: If requested by a majority of those present, voting shall be done by written ballot.

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Continue Page 2, under meetings, more specifically under 1. Change the Second and fourth Tuesday to the first and third Tuesday, after Veterans Hall add: or the Taylor Van Brocklin Building, change the call to order from 7:30 to 7:00 PM.

Same page under Meetings

Change the words recuse, recusal, and recused, to disqualify, disqualified, disqualification.

Under 5. Second section down, first line change the word Their selves to him/herself.

Page 3, add to the top of the Order of Business, Roll Call by Chairman and Introduction of the Board.

Discussion to add the heading: Unfinished Business but was not completely talked about and added.

Under 7. Add to the end: Voting shall be a roll call vote which shall be recorded in the minutes.

At this time, it was decided by the board to move on with the rest of the agenda.

4. Master Plan: Copies for review by the board.

Tabled until the Richmond Rules of Procedure are firmed up.

4. New Business

1. Other:

1. Tax Maps:

DeMasco discussed having photographed copies of the top page of the Tax Maps enlarged. Gem Graphics said that the photo once enlarged would become grainy and hard to read. It was suggested that the Selectmen could take the map into Keene have it copied and blown up. DeMasco will email Harrington at the Selectman's office to have this item put on the agenda.

2. Selectman's Alternate:

Bersaw let the board know that William Daniels intends to be his alternate if he cannot make the meeting.

3. Land Use Assistant:

Discussion regarding the Rules of Procedure and where to put the description of the Land Use Assistant and the role they play for the Planning Board. It was suggested that the Land Use Assistant write up a short description of what the roles and responsibilities are for the position.

Research other towns for their Rules of Procedure and how they classify their Land Use Assistant as well as their overall layout.

Motion made by Vice Butterfield to adjourn. Seconded by Bersaw. All in favor. None opposed. Motion carries. Meeting adjourned at 9:00 PM

Respectfully submitted,

Kandace Mattson