

**Town of Richmond**  
**Planning Board Public Meeting**  
**April 18, 2023, 7:00 PM Veterans Hall**

Members Present:

Doug Smith (Secretary)  
Jed Butterfield  
Kathryn McWhirk  
Lisa Traeger  
Kim DeMasco  
Karen O'Brien (Alternate)  
Doug Bersaw (Selectman's Rep)

Members Absent

Public: Joe Norman, Rick Longland, Ryan Waters, Antionette Cincotta,

Meeting called to order at 7:00 PM.

**1. Public:**

Joe Norman came to the meeting to observe and could be interested in an alternate position.

**2. Mail:**

SWRPC March 2023 Newsletter.

Member of the board asked Lloyd not to be seated at this time. The members expressed that he should not be seated as an alternate. He ran for the position and lost the election so he should not be put on the board as an alternate.

Condon stepped down for this meeting.

Chairman Smith asked to address under New Business, 1. Map 401 Lots 7 & 8 since the owner was present. Richard Longland from Petersham, Ma. purchased Map 401 Lots 7 & 8 consisting of 130 acres with an access from the Dean Farm Road. The access comes in from Troy, NH and cross's Lot 30 located on the Troy map before reaching Lots 7 & 8. Mr. Longland was given a copy of the Town of Richmond Town meeting from 1897 where Dean Farm Road/Grassy Hill were discontinued in the Town of Richmond. Maps indicate that there is no frontage on a class V road or better and according to Richmond Zoning Ordinances cannot be built on. The access is for logging purposes only.

Mr. Longland thanked the board for their time and will do some additional research.

**3. Old Business**

- 1. Subdivision Map 405- 24-1:** Pending DES approval  
No further information on the approval.

**2. Minutes April 4, 2023:**

**Page 1 Under public,** Change the name Jensen to **Kensen**.

**Page 2, Under Alternates to the board,** Change all names Treager to **Traeger**. **Third line down change the name Kenson to Kensen.**

**Fourth section down, add below,** Traeger wanted added "Condon was voted out by the town and should not be put back on the board". McWhirk added that "80 votes were given for Lloyd". Traeger added that she and DeMasco received 130 votes vs. Condon's 80 votes.

Add the vote roll call: Chairman Smith-yes, Vice Butterfield-yes, McWhirk-yes, Traeger-no, DeMasco-no, O'Brien-yes, Bersaw-no.

Under 7. Elections of Officers: Third section down, second line change the name Traeger to O'Brien. Motion made by **O'Brien** to nominate DeMasco.

Fourth section down, last line change the name McWhsirk to **McWhirk**.

Bottom of page change Mcwhirk to **McWhirk**.

Page 3, under Land use Manuals, change the spelling on **Manuals**.

Under )0 change the ) to the number 1. Should be **10**.

Discussion that the law does not require boards to have an agenda. The agenda is for board use and the Planning Board may choose not to have an agenda. This would be a board decision; the agenda is a fluid document that changes. Posting would allow the public to join if they are interested in what is on the agenda. Minutes overall in the town need to be presented to the Town Clerk. Selectmen and Planning Board minutes are on time. Website would not be updated for at least 6 months to a year. Could add a clause that agenda is subject to change. If meeting is postponed the agenda would carry to the next meeting.

Discussion on the difference between elected Vs. appointed as alternate. Voters elect the members and Planning Board members appoint alternates. Two different rolls.

Motion made by Bersaw to accept the minutes as amended. Seconded by Vice Butterfield. All in favor. None opposed. No abstentions. Motion carries.

Discussion on maps that are large enough to read. There is a copy in and 8 ½ X 11 in the Selectman's office but it was requested for a larger map. DeMasco will take a photo of the larger town map in the Selectman's office and have copies made at Gem Graphics for the board members.

**3. Rules of Procedure:** Update Rules of Procedure.

Overall, the Rules of Procedure were in good shape. There were a few items that needed to be changed/updated. Suggestion to table with homework to have each member review and bring in their list.

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

Table Master Plan until Rules of Procedure are complete.

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

Discussion on how to tackle the Master Plan. Having the board review 5 pages per meeting? Send sections to different boards, committees, and commissions to send back their opinion of their section? Once draft is put together involving the public? Set up individual committees to review each section? Create a section for items that have been accomplished.

**4. New Business**

**2. Other:**

Joe Norman from Mill Road came to the meeting seeking a seat as an alternate. He has been a resident of Richmond for 5 years. Norman comes with a very impressive resume.

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 will contact the Attorney General's Office for clarification on the reading of the RSA.

Motion made by Vice Butterfield to adjourn. Seconded by McWhirk. All in favor. None opposed. Motion carries.

Meeting adjourned at 8:55 PM.

Respectfully Submitted,

Kandace Mattson