

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

Town of Richmond
Planning Board Public Meeting
June 6, 2023, 7:00 PM Taylor Van Brocklin Building

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: Leighton Lutz, Bruce Russell, Kelly Maranigh, Antoinette Cincotta.

Meeting called to order at 7:00 PM

Condon seated for McWhirk.

1. Public:

Leighton Lutz Map 411 Lot 39 was in to discuss the process for a small subdivision for his property located on Sprague Road. According to the tax map the property is 19 acres and has 1050 feet of road frontage along Sprague Road. After, a brief discussion Lutz thanked the board and would be returning later.

2. Mail:

SWRPC April Newsletter.

3. Old Business:

1. Minutes April 18, 2023:

Motion made by Chairman Smith to accept final revised version. Seconded by Vice Butterfield. Five in favor. None opposed. One abstention. Motion carries.

Minutes May 2, 2023:

Motion made by Bersaw to accept the minutes as amended. Seconded by Traeger. Five in favor. None opposed. One abstention. Motion carries.

Minutes May 16, 2023:

Motion made by Bersaw to accept the minutes as amended. Seconded by Traeger. Four in favor. None opposed. Two abstentions. Motion carries.

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3. Rules of Procedure: Update Rules of Procedure.

Page 3. under the pulled number 9 add: **Preliminary Consultation**, Richmond Subdivision Regulations under 406 Preliminary Consultation and Review more specifically 406.1, 406.2 and 406.3.

PULL THE ABOVE LINES AND ADD 406 TO THE RULES OF PROCEDURE.

406 Preliminary Consultation and Review:

406.1 Prior to the formal subdivision of a subdivision application, the proposed applicant, and/or his agent, may appear at a regularly scheduled meeting of the Board to discuss a proposal in conceptual form and in general terms. Such preliminary consultation shall be informal and directed toward:

- a) Reviewing the basic concepts of the proposal.
- b) Reviewing the proposal with regard to the Town Master Plan and Zoning Ordinance.
- c) Reviewing the Town's Subdivision Regulations as they may apply to this proposal.
- d) Guiding the Applicant relative to necessary state and local requirements.

406.2 Preliminary consultation shall not bind the applicant or the Board. Such discussion may occur without formal public notice as provided in Section 412. However, no discussions beyond the conceptual and general review shall take place without identification of and notice to abutters and the general public as described in section 412.

406.3 Preliminary consultation shall be separate and apart from formal consideration under Section 409 and the time limits for acting under Section 409 shall not apply until a formal Completed Application is submitted.

Under APPLICATIONS FRO SUBDIISON AND SITE PLAN REVIEW:

Under 1. Second line down, change the word Board's agent to Land Use Assistant.

Under NOTICE:

First section, second line down add town website.

Under 2. First line add after certified mail with return receipt.

PUBLIC HEARINGS:

Under 1. Change the word hearing to meeting. Add: The Secretary /Land Use Assistant shall read the application and report on the manner in which the public and personal notice was given.

Under 2. Change to read: The Board considers, completeness, waivers (if any) and acceptance. If the application is complete the chair opens the public hearing for the applicant to make their presentation. If the application is incomplete the hearing will be continued.

Under 3. Change to read: Only Members of the Board and Alternates may ask questions at any point during the presentation.

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Under 4. Change to read: Any party to the matter who desires to ask a question of another party must go through the Chairman.

At this time the board decided to continue working on the Rules of Procedure at the next scheduled meeting to held June 20, 2023, at 7:00 PM located at. the Taylor Van Brocklin Building.

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

Tabled.

5. Tax maps:

The Selectmen at the Planning Board expense provided the board with both the small and large versions of the most recent updated tac maps. The maps will be kept with the Planning Boards records for the Boards use.

Vice Butterfield thanked he Selectmen for acting on the boards request and providing the up-to-date maps.

6. Definition of Structure:

Tabled

4. New Business

1. Other:

1. Internet at the Taylor Van Brocklin Building:

Bersaw informed the board that the Selectmen have contacted the ITT people to work on the internet.

Handicap signs:

Bersaw wanted to inform the board that there are handicap signs that will go up soon.

Outdoor motion lights:

The Selectmen have asked the Town Maintenance person to repair the lights at the Taylor Van Brocklin Building. Currently there have not been outside lights that work.

Motion made by Vice Butterfield to adjourn the meeting. Seconded by Condon. All in favor. None opposed. Motion carries.

Meeting adjourned at 9:00 PM

Respectfully Submitted,

Kandace Mattson