

Town of Richmond
Planning Board Public Hearing
August 15, 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)
Stacie Maillet
Karen O'Brien (Alternate)
William Daniels (Alt. Selectman's Rep)

Public: Antoinette Cincotta.

Called to order at 7:00 PM

Condon seated for McWhirk.

1. Public:

No one from the public.

2. Mail:

No mail.

3. New Business:

4. Old Business:

a. Minutes of July 18, 2023: Final Revision

Motion made by Condon to accept the final revision of the July 18, 2023, minutes. Seconded by Traeger. Four in favor. Two abstentions. None opposed. Motion carries.

Minutes of August 1, 2023: Draft discussion.

Board had a discussion on minutes and the need to get them earlier than two days in advance. It was suggested that the minutes are posted per the RSA by the second Wednesday after the meeting on the town website for members to access. As a result of the discussion, it was determined that the minutes will be sent out to all members when they are sent to the Town Administrator. The agenda will be email two days before the meeting.

Motion by Chairman Smith to accept the minutes as amended. No second.

Motion by Traeger to not approve the minutes of August 1, 2023, until revised at the next meeting. Seconded by DeMasco.

Discussion: Vice Chairman Butterfield agreed that there were multiple changes, and the changes were very confusing.

All in favor. None opposed. Motion carries.

b. Rules of Procedure: Update Rules of Procedure.

Lengthy Discussion on the Rules of Procedure as presented by Traeger. Traeger was asked where the information came from and the process that she used. Traeger referenced the 2022 Handbook for Local Officials put out by the NH Department of Economic Affairs, under Addendum C.

No changes were made to the Rules of Procedure and the board was asked to look over the updates that were provided by Traeger. Hard copies and the link to the online version of the 2022 Handbook for Local Officials will be given to members who request them.

c. Master Plan: Copies for review by the board. Tabled

d. Definition of Structure: Requested by Zoning Compliance Officer. Tabled

5. Other:

Motion made by Vice Butterfield to adjourn. Seconded by Condon.
No discussion. All in favor. None opposed. Motion carries.

Meeting adjourned at 8:49 PM.

Respectfully Submitted:

Kandace Mattson