



Town of Plaistow, New Hampshire
145 Main Street, Plaistow NH 03865
Phone: (603) 382-8469

PB Minutes 3/20/13

March 20, 2013

Call to Order: 6:30 P.M.

Item One:

ROLL CALL: Present was *Chairman*; S. Ranlett, *Selectman Ex- Officio*; Robert Gray, Tim Moore, Gennifer Silva and Shem Kellogg.

Also present was *Alternate*; Geoff Adams, *Chief Building Official*; Mike Dorman and *Recording Secretary*; Laurie Pagnottaro.

Item Two:

Minutes of March 06, 2013

Continued until the April 3, 2013 meeting.

Item Three:

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Introduction of Newly Elected Planning Board Member and the Annual Planning Board Reorganization Session

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New Planning Board member Shem Kellogg was introduced to the Board. He stated that he is a civil engineer and has moved to Plaistow a year ago.

Reorganization

S. Ranlett motioned to nominate himself as Chairman, second by T. Moore.

There was no discussion on the motion and the vote was 5-0-0 U/A.

S. Ranlett motioned to nominate T. Moore as Vice Chairman, second by G. Silva.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Item Four:

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Review/Discussion of the Planning Board Rules of Procedure

The Board reviewed and discussed the draft Rules of Procedure document and the following change suggestions were made:

· Page 1, Members B, (3a): T. Moore suggest removing “if possible” from the end of the sentence. The Board discussed and decided to leave “if possible “ in.

· Page 2, Members (4a): T. Moore noted that it states five alternate members, but that there are only four because an alternate cannot cover for the Selectman Ex-Officio. The Board reviewed the RSA and decided to leave this as it was written with five as it is taken directly from the RSA.

R. Gray suggested adding “and ratified by the Board of Selectmen” to the end of this sentence. After a lengthy discussion it was decided that L. Komornick will contact the LCG to get advice on this suggestion.

· Page 2, Members (5): T. Moore noted that a question of this rule may come up in such

committees as Plaistow First Committee when two Board members may be on the committee. T. Moore added that it is important to make sure if this occurs that no planning Board business is conducted. The Board discussed this issue and decided the rule would remain as written.

· Page 2, Members (7): R. Gray noted that they need to change “Town Coordinator” to Town Planner” as the Title of the position has changed. The Board agreed.

S. Ranlett noted that alternates have never been required to call-in prior to a meeting if they are unable to attend.

The Board discussed this and decided that it is a common courtesy for all members to call if unable to attend a meeting. They will change the language from “Planning Board members and alternates” to “members of the Planning Office”.

· Page 2, Members (8): T. Moore stated that as there is no section b, that they should take out the (a) before the paragraph. The Board agreed.

T. Moore suggested new language for this paragraph. He suggested taking out the phrase “After public hearing. He also suggested adding after the words The Board of Selectman May “on their own accord or at the request of the Planning Board hold a public hearing to”.

The Board discussed the suggested language and decided to use T. Moore’s language.

· Page 3, Organization (B): R. Gray noted that they need to change “Town Coordinator” to Town Planner” as the Title of the position has changed. The Board agreed.

T. Moore suggested adding Recording Secretary to the list of services the Planning Board may acquire. He also suggested adding a second paragraph that reads

“(2) All personnel deemed necessary by the Planning Board shall be Town employees and as such will be part of the Town’s personnel plan that defines supervisory roles, wages, benefits, hours of employment, and all other aspects of the employee’s job”.

The Board discussed this language and decided that T. Moore will check with Town

Manager, Sean Fitzgerald on the language and get back to the Board with the final wording.

· Page 3, Organization (C): R. Gray stated that the heading needs to be capitalized. He also suggested adding the sentence “Any regular Planning Board member may serve as the Chairman of the CIP Committee”. The Board agreed to these changes.

T. Moore suggested adding a new paragraph to be section (2) and making section (2) section (3) with the following language:

(2) The Board shall make recommendations to the Board of selectmen for 1 person to represent Plaistow as a member of the Rockingham Planning Commission’s Technical Advisory Committee (TAC) to RPC’s Metropolitan Policy Committee (MPO). TAC members serve three-year terms and can be any resident of Plaistow.

(3) The Board shall appoint a member to serve on the Capital Improvement Program (CIP) Committee in addition to the Chairman of the Board or his/her designee. The Chairman of the Board or designee of the Planning Board shall also serve as the Chairman of the CIP.

The Board discussed the suggested language and will use T. Moore’s wording.

· Page 3, Duties (C): Planning Coordinator will be changed to Town Planner.

· Page 4, Duties (C9): R. Gray suggested adding “and/or Town Manager” to the end of the sentence.

The Board agreed.

· Page 5, Meetings (F): The Board discussed if alternates should be appointed based on Tenure or at the discretion of the Chairman. It was decided to leave the rule as written.

· Page 6, Procedures A (1)(f): T. Moore stated that they should remove “officers and” as well as “Route 125 (Haverhill Plaistow) Advisory Committee” as it no longer exists. The Board agreed.

· Page 6, Procedures A (1) (e): R. Gray suggested adding this under Other Business. The Board discussed and decided to leave it as is.

· Page 6, Procedures A (1) (i): The Board discussed this procedure and decided to remove “by vote of the Board” as they do not need a vote to adjourn.

· Page 6, Voting (3): The Board discussed the language of this rule and decided that the RSA needed to be looked at before making a decision on this language.

· Page 8 Procedures (2) Specific: R. Gray explained that L. Komornick suggested adding the following statement:

“ The Board should inform the applicant of any variances or special exceptions that will need to be approved by the Board of Adjustment, and any special studies required by the regulations that must be provided as part of the completed application”.

The Board discussed the statement and decided to add it as paragraph (i).

S. Ranlett will give L. Komornick a copy of all the changes decided upon at tonight’s meeting and ask her to revise the draft and resubmit to the Board for review. He will also ask her to check with LCG on Page 2, Members (4a) suggestions.

Item Five:

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Other Business/Updates: Misc. Notices, letters, and other Correspondence from Dept. of Building Safety, Planning Department and ZBA; Status of Projects

M. Dorman stated that Yogurt City has submitted an application for an occupancy permit; just an FYI for the Board. He also noted that Aldi’s Discount Supermarket and Home Goods have signed an agreement with the Old Shaw’s Plaza and will be coming before the Board soon.

S. Ranlett stated that the 19th Annual Spring Planning and Zoning Conference will be on Saturday, May 11, 2013 in Manchester NH. He added that new Board members should receive some

training within the first twelve months and said that this conference has a lot of good opportunities. The Town will pay to the Boards registration; if anyone is interested in going let L. Komornick know.

Item Six:

Adjournment

There was no further business before the Planning Board and the meeting was adjourned at 7:56 P.M.

Respectfully submitted as recorded by Laurie Pagnottaro.

Approved by the Planning Board on _____

Steve Ranlett, Chairman

