

Town of Plaistow, NH
Office of the Planning Board
145 Main Street, Plaistow, NH



PLANNING BOARD MINUTES (DRAFT MINUTES- Subject to change once approved and amended by the board at its next meeting on September 16.)

September 2, 2020

Call to Order: The meeting was called to order at 6:30 PM

Chair Peck read the following COVID-19 statement:

The Plaistow Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, is authorized to meet electronically, and these reasons shall be reflected in the minutes. Notice of this electronic meeting was sent to all abutters and published in the Eagle Tribune Newspaper.

The Plaistow Planning Board is utilizing the GoToWebinar program of the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during the meeting through the GoToWebinar program, and the public has access to contemporaneously listen and, if necessary, participate in this meeting. The link to access this meeting was provided on the Town's website, with the notice where to email with It is strongly suggested that you test the link in advance of the meeting to make sure you are able to access it. Please report any issues to jcashell@plaistow.com.

There is a "raise your hand" feature of the program that will allow attendees to participate in the discussion. There is also a Q&A box for the public to type questions during the meeting. The Public can also send emails with questions or concerns prior to and during the meeting to jpeck@plaistow.com. Please note: all questions and concerns typed into the Q & A box or sent via email will be read aloud to become part of the public record. The meeting will also be live on Plaistow Access Cable - Channel 17 and will be livestreaming on the Town's website

- 1. ROLL CALL:** James Peck, *Chair* - Present at Town Hall
Tim Moore, *Vice Chair* - Present at Town Hall
Laurie Milette- Present at Town Hall
Francine Hart, *Selectman's Rep*- Present at Town Hall
Karen Robinson - Present at Town Hall
Tom Alberti – Present at Town Hall
Geoffrey Adams, *Alternate* – Present at Town Hall (non-voting)
John Cashell, *Planning Director* – Excused (non-voting)

2. REVIEW/APPROVAL OF AUGUST 19, 2020 MINUTES:

Draft minutes written by Chair Peck were included with the meeting materials

T. Moore moved, second by K. Robinson to approve the minutes from August 19, 2020. There was no discussion on the motion. Motion passed 6-0-0.

3. WORKSHOP – REVIEW AND DISCUSSION OF PLANNING BOARD RULES OF PROCEDURE:

Chair Peck reviewed the history of the Planning Board, noting that when it was created in 1956 the members were appointed and it was not until 1994 that elections were held pursuant to RSA 673.

Chair Peck said he is looking for a continuing discussion of the Planning Board Rules of Procedure. He noted it is important to have rules that fit the way the PB operates or to change them. He noted that these rules were adopted in 1996, have been amended twice and have always been followed. He initiated review and discussion.

Sec. 225-2 Members, B(1) Training: F. Hart suggested fleshing out the training needed and asked if the Planning Staff is responsible for the training. T. Moore said that the **Spring Conference** has a full day of training and that NHMA offers some session we might want to attend. He noted that Steve Buckley from NHMA did some training for the PB in Plaistow and NHMA covered the expense, and that the training does not have to be **specifically on planning issues** but could cover items like town streets and rights of way. F. Hart noted that there are funds budgeted for training.

After discussion it was agreed to amend the clause by adding “**offered by the Office of Strategic Initiative or other state agencies**” to the end of the clause.

Sec. 225-2 Members, F(2) Service on other boards: Ch. Peck noted that only one PB member could be on the Conservation Commission, and that T. Moore is a current Conservation Commission member.

Sec. 225-2 Members, G(1) Meeting attendance,: Ch. Peck asked that in sentence two “a member of the Board Administrative staff” be changed to “**the Planning Board Chair.**” (As a side note, he also suggested changing his email from jpeck@plaistow.com to planningboardchair@plaistow.com,

Sec. 225-3. Organization, B Administrative Staff: After discussion the title Administrative Staff was changed to **Planning Staff**.

Sec. 225-3. Organization, B Planning Staff (1): L. Milette suggested removing the parenthetical list of planning staff as unnecessary and often changing. “**All duties described will be covered by available personnel**” was added to the end of the clause.

Sec. 225-3. Organization, B Planning Staff. (2): This section was removed

Sec. 225-3. Organization, B Planning Staff. (3): There was discussion regarding how planning staff works with the PB. While all personnel report to the Town Manager, RSA 673:16 indicates the PB can go to the Town Manager with what help is needed and he needs to find the staff. T. Moore noted that there is much more work than the PB can accomplish on its own and that the Planning Director position was created to assist the PB. F. Hart noted that other committees also have director positions to help them. Ch. Peck asked to see the job descriptions and F. Hart will ask for descriptions for planning director, administrative assistant, etc. There was discussion about committees sharing some personnel and how the budget cost is shared between them.

This section was **renamed Sec. 225-3. Organization, B Planning Staff (2)** and changed as follows:

“All personnel deemed necessary by the Board shall be either contractors or Town employees and who are part of the Town’s personnel plan that defines supervisory roles, wages, benefits, hours of employment, and all other aspects of an employee’s job, in accordance with RSA 37.6.”

Sec. 225-4. Duties, A. Chair of the Board: Ch. Peck discussed the duties of the Chair of the Board and amended the section as follows: “The Chair shall preside over all meetings and hearings; **shall set the agendas; shall review and approve the annual Planning Board budget;** shall supervise the preparation of an annual report; shall appoint such committees as directed by the Board; shall affix his/her signature in the name of the Board; **shall speak for the Board;** and shall perform other duties customary to the office.”

Sec. 225-4. Duties, D. Planning Staff (2): Amend as follows: “Ensure **draft and** approved minutes are posted to the Town web site.”

Sec. 225-4. Duties, D. Planning Staff (4): After discussion on the appropriate timing of notification “**at least the Friday before each meeting, unless extenuating circumstances as determined by the Chair.**” was added to the end of the section.

A new section 5 was added as follows: “**Notify the Chair of each application received and notify the entire Board of all correspondence and emails directed to the Board within a reasonable time frame.**”

Sec. 225-4. Duties, D. Planning Staff (5) was renamed Sec. 225-4. Duties, D. Planning Staff (6) and after discussion of the need to know when applications are received, to insert “**and time stamp all**” in the first line after the first word “Receive.”

Sec. 225-4. Duties, D. Planning Staff (7) (d): It was agreed to add the following new section “**No correspondence shall be sent until reviewed and approved by the Chair.**”

Sec. 225-5: Meetings, A. Regular Meetings: There was discussion about adding instructions on workshops into this section and that meetings were going too long. The following was added to the end of the section: “**The first meeting will be a “workshop” meeting and the second meeting will be for hearings, unless circumstances arise that necessitate hearings at the first meeting. No hearings will go on after 9 PM although hearings may be opened then continued to the next meeting.**”

Sec. 225-5 Meetings, G. Disqualification of regular member: Ch. Peck initiated a discussion of when a member should disqualify him/herself. He said it was important to understand this section and if there is any doubt, you should recuse yourself from a hearing. The Board can also take a vote on whether a member should be disqualified at the request of that or any other member of the Board.

Sec. 225-5 Meetings, H. Personal Electronic Devices at Meetings, (2): The following change was added: “All personal electronic devices will be placed in silent mode during board meetings, **except if the Chair or Planning Director need to receive email or calls from abutters or the public during hearings.**”

Sec. 225-6 Procedures, A. Order of Business (2): The following sentence was added to the end of the clause: “**The Chair may change the order of public hearings at his/her discretion.**”

There was a discussion of potentially holding virtual meetings of the Planning Board in the future, noting that it could be useful as Covid-19 is changing the way gatherings are conducted.

4. Old Business

Ch. Peck reported that Code enforcement Officer Mike Dorman stated that the 71 Plaistow Road

situation was still being appealed in the courts.

5. New Business

No new business was discussed.

6. Communications, Updates, FYIs and Other Business

7. Adjournment

There was no additional business before the Board and the meeting was adjourned at 8:20 PM.

Respectfully Submitted,

Charlene A. Glorieux
Minute Taker