

KENSINGTON PLANNING BOARD MEETING

Virtual Meeting due to COVID-19

TUESDAY April 20, 2021 – 7:00pm

Minutes – Approved 5/18/2021

In attendance: Robert Chase, Chairman (alone); Mary Smith (alone), Vice Chair (alone); Therese Wallaga, Member (alone); Vanessa Rozier, Member (alone); Bob Solomon, Selectman's Representative (alone); Julie LaBranche, Rockingham Planning Commission (alone), Josh Preneta, Alternate(alone), Christine Ouellette, Member (alone);

At 7:03pm, Robert called the meeting to order. Andy Clarke, Planning Board Clerk and Sarah Wiggin, Town Clerk were present as town employees. Martin Lawrence, Samantha Lawrence, Franklin Felch, Kathie Felch were present as applicants. Keri Marshall was present representing the Felch Family. Justin McLane, Jennifer Parent and Zeke Schmois were present as members of the public.

Robert read through the NH State of Emergency E-Meeting Compliance Checklist and took roll call.

Mike Schwotzer was unable to attend.

At 7:09 Vanessa made a motion to promote Josh Preneta to a Full Member for the purposes of the meeting. Therese seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Therese voted yes, Robert voted yes. The motion passes.

Annual nominations for officers of the Planning Board (Chairman, Vice-Chairman, and Clerk) were announced. Rob offered to take the chair position but extended the opportunity to the rest of the Board.

At 7:11pm Mary made a motion to nominate Robert Chase for Chairman for one more year. Vanessa seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Therese voted yes, Robert abstained. The motion passes.

Robert accepted the nomination for Chairman for one year.

Robert asked Mary Smith if she would be willing to take on the Vice Chair role for another year. There was a question of whether the Vice Chair could serve more than 2 years. It was decided that a Vice Chair can serve more than 2 terms after looking through the regulations.

At 7:13pm Therese made a motion to nominate Mary Smith for Vice Chair for one more year. Christine Seconded. Robert took a roll call vote. Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Therese voted yes, Robert Chase voted yes. The motion passes.

It was noted that a Planning Board Clerk had to be a Board Member. Julie noted that the town staff took care of those jobs currently and that a change to the Planning Board Rules and Procedures could remove the Planning Board Clerk position, whose roles would be filled by the town employees.

Robert noted that there was an Alternate Board Membership opening that expires April, 2022. He mentioned that Janan Archibald is willing to take the position of Alternate Member and fill that slot that was vacated by Christine Oulette when she became a Full Member. Robert noted that Janan would need to be nominated by the Planning Board, and if voted in would need to move forward to the Board of Selectmen for approval.

At 7:18pm Vanessa made a motion to nominate Janan Archibald as an Alternate Member of the Planning Board with the term expiring April, 2022. Christine Seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Therese voted yes, Robert voted yes. The motion passes.

At 7:20pm Robert made a motion to open the Public Hearing for the Felch Family Trust and read the following aloud:
Felch Family Trust, Franklin and Kathie Felch, Trustees with a physical lot address of 137 Amesbury Road, Kensington, NH further identified as Map 9 Lot 2, for a Minor Subdivision in accordance with Article III Subdivision Regulations for the Town of Kensington. The intent is for the property owners to subdivide one 2.01-acre parcel from the 26.5-acre parcel known as Map 9 Lot 2. This item was continued from the last meeting on March 16th, 2021.

Therese seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Therese voted yes, Robert voted yes. The motion passes.

Attorney Keri Marshall represented the applicants, Franklin and Kathie Felch, for the following Public Hearing. Family members Travis and Kathie Felch, Sam and Martin Lawrence also participated.

Robert asked for an update on changes since the March 16th, 2021 meeting from Attorney Marshall. Ms. Marshall noted that several members of the Board had taken part in a Site Walk on Sunday (April 18th, 2021). She noted that the applicants have been in contact with the Town Engineer, who had made recommendations to the plan. Ms. Marshall stated that the applicants had also been in contact with Police Chief Scott Cain and Fire Chief Jonathan True. She believed that they had addressed all potential issues the Board may have and that all reports have been provided to the town. Robert noted that the application had not been voted on at the last meeting, however if the items in question had been completed that the application could go before a public hearing and potentially be voted on at this meeting.

Robert asked if anyone had questions for the Felch Family.

Julie asked for Attorney Marshall to discuss any revisions to plans that had taken place since the last meeting. She noted storm water management and culverts as having potentially changed since the last set of plans she received. Attorney Marshall deferred to Kathleen Felch. Kathleen noted that the culverts were put in the current plan as well as the drainage calculations. Ms. Marshall noted a wetland area because of a retention pond that was marked on the plans and a gate was removed on those plans. She ensured that the culverts have been cleared and could be drained appropriately.

Julie stated that the follow up from Dennis Quintal noted that the culvert at the bottom of the driveway on NH-150 is still clogged. Ms. Marshall said that the Felch's cleared the culvert after receiving Dennis Quintal's report on the 19th of April. The Felch Family noted they had pictures of the cleared culvert, however Robert said that it could be a condition of approval. Kathleen noted they would be chipping the brush along the driveway. She also noted that the culverts were 15" in diameter and the drainage was adequately sized for peak storm activity. Kathleen also stated that the Fire Chief had returned an email stating that he had no problem with the plans as presented. Attorney Marshall took issue with Dennis Quintal's suggestion that, if approved, he recommended that the driveway be inspected prior to issuance of a building permit. Ms. Marshall suggested that it be inspected before an occupancy permit. She noted that she didn't expect a driveway to be complete during construction, however she understood that there needed to be access in an emergency.

Robert stated that he felt the Board had everything necessary for the application and would go through the subdivision application checklist and possibly have a vote to accept the application and discuss the next steps at that point. He asked if anyone had any disagreement.

Julie stated that she had not received responses from Christian Smith at Beals Associates since March 14th. She said she would like to see correspondence between the town review engineer and the applicant's engineer. Ms. Marshall noted that Christian had sent an update on the 16th of April, 2021 that contained the drainage calculations Julie had asked for.

Robert noted after the last meeting it was asked of Christian and Dennis to meet to resolve any outstanding issues identified in Dennis Quintal's first letter to The Board in response to Christian Smith's first driveway plan. This plan had been updated on the 16th of April, however was missing a revision date. Julie stated that The Board would need the plans with an updated date. Late submissions were discussed by Robert and Julie. Robert stated that it would be necessary to get a summary from Christian Smith. Julie noted that she would like to see one more piece of correspondence from the applicants and their engineer, in this case, Mr. Smith. It was decided that it would be ideal if the Board could receive the April 16th plan with the correct date and a letter from Beals Associates stating what had changed on said plan.

Robert read through the Subdivision Plan Format Checklist. Each item on the checklist was either completed or not applicable. He then read through items that may be required before final approval is granted, although are not required for the application is accepted. Some items had already been completed. The NH DOT driveway permit number was noted by the applicant as 06-239-267.

Robert noted that the Conservation Commission had expressed a concern about tree removal. Robert stated that he believed that the application was complete.

At 7:48pm Mary made a motion to accept the Felch Subdivision Application. Vanessa Seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Josh voted yes, Christine voted yes, Therese voted yes, Robert voted yes. The motion passes.

Robert noted that having accepted the Felch Application, the Board could postpone until next month or move forward with the application in an expedited fashion. If that were the case, the public would be heard and discussion could take place amongst the Board. They could then possibly vote on the application. Robert asked if anyone thought they should move forward with this. Mary was in favor of moving forward. No one was opposed. Robert asked if there were any additional questions from the Board or the Applicant or Julie as it relates to this application. Julie asked whether the Board had received her suggested conditions of approval and notes. The Board had received them, but Attorney Marshall stated she had not. Robert asked if there were any additional questions from the Board or the Applicant as it related to the application.

Robert asked if there were any members of the public that had questions about this application. There were no questions.

Robert asked if there were any questions from the Board. He asked Julie for her suggestions for conditions of approval.

Julie shared her suggestions for conditions of approval, and items for further discussion. Julie started with her items of further discussion, noted in her email with suggested Conditions of Approval. She asked for confirmation that the trailer that had been near the entrance of the driveway had been removed. Attorney Marshall confirmed that it is gone. Julie discussed the gate at the entrance at NH-150 would be moved to where the trailer used to be, which is shown on the plan. She talked about a stop sign and where it would be located. Ms. Marshall stated that she believed it would be below the gate on the plan. Julie noted that the Board was waiting for clarification on the location of the stop sign from the Police Chief.

As part of condition number 1, Julie stated that it would be necessary for a stormwater infrastructure and roadway maintenance agreement for the shared portion and the private part of the driveway to be created, agreed upon by the parties, and recorded for posterity. She believed that the culverts had not been maintained properly. She wanted to know if the gravel pit owner or the residential lot owner or both would maintain the culverts and driveways. Julie asked for comment from the applicant. Ms. Marshall said that the applicant was planning to have a maintenance agreement. Vanessa asked if the town had jurisdiction over the language of the easement or just to ensure the easement was in place. Julie stated that the access easement was across one property to another so the town does have jurisdiction as a condition of approval. This was necessary to ensure that there is an accessway that is maintained over time for emergency vehicles. Josh asked if the maintenance agreement would be attached to the deed, and Julie noted that it

would. There was discussion of what would happen in change of ownership and who would maintain the easement in perpetuity. It was noted the easement would be attached to the land, and, therefore, any maintenance agreement would be required by any new owner. Julie stated that she thought this should be in place before a house was built. She also stated that the access easement was in lieu of a town driveway permit. Robert noted that the town would have an interest that it would be recorded. Julie agreed that it was more necessary to have the easement, not as much as the way it was executed as long as it was on the plan. Vanessa asked if there would have to be a note on the plan prior to signing off as the Planning Board. Robert noted that there was notation on the plan that stated there would be an access easement upon sale of the property, however the Board wanted to see what the agreement looks like. This needs to be recorded on both plats: Map 9, Lot 2; and, Map 9, Lot 2-3. Attorney Marshall agreed.

Julie asked about a final review of stormwater management plans as part of condition 2. She said the town should have plans with correct dates of submission. She stated that the plans should clearly delineate the portion of the shared driveway versus the residential driveway, both of which are covered by the easement across Lot 2 to Lot 2-3. The NH DOT driveway permit to NH-150 should also be on the plan with approval date and permit number. The Certificate of Monumentation and verification was left as a condition although it was noted that the Board had received a signed Certificate but that the monuments had not yet been physically verified by the Town.

Julie stated that the town engineer should inspect all roadway and stormwater management improvements prior to issuance of a building permit or occupancy permit as well as a stable construction entrance. She stated there should be an inspection schedule. Robert noted that it would be the town's reviewing engineer, Dennis Quintal. Julie and Robert discussed points of inspection. Julie clarified that she was asking for a 3-point inspection with a check for erosion and sediment controls, with pre and post construction inspections. Vanessa asked if to simplify the wording it could be asked that the town's reviewing engineer will establish an inspection schedule and perform such inspections for all roadway and stormwater management improvements. Robert suggested that condition number 5 be a Sequence of Construction document including a Schedule of Inspection mutually agreed to by town's reviewing engineer and the applicant's engineer, the Chairman and the RPC Circuit Rider representative.

Josh asked about driveways and the requirements for a building versus an occupancy permit for a subdivision. It was noted that a subdivision cannot be created without a driveway, but in this case, there is an access easement. Julie stated the driveway ordinance is in the Zoning Ordinance but authority to enforce driveway ordinance in zoning is given to Planning Board enforced as a Site Plan approval or Subdivision approval, which is site-specific. Josh read the zoning ordinance for an occupancy permit, 4.2.2e: "no occupancy permit can be obtained prior to the inspection and approval of the completed driveway by the road manager." Per the approved plans, Julie stated a driveway must be in place before construction. She felt a driveway needed to be constructed to the engineer's specifications. She stated the need for a stabilized construction entrance that is constructed to the plan. There was discussion about the authority and jurisdiction over subdivisions and driveways. The plans need to be per zoning to subdivide but the Planning Board has jurisdiction over a subdivision. Whatever requirements the Planning Board puts into place need to coincide to zoning regulations and can be more restrictive than the zoning ordinance. The Board discussed how these coincided. NH State RSA 236:13 states regulations for access to driveways and public roadways and which body has jurisdiction over those accessways. Kensington Subdivision Regulations Article III 3.3K (Driveway Reserve Area) states that there needs to be a driveway reserve area subject to Kensington Zoning Regulation 4.2 (Driveways and Other Accesses to the Public Way). This Zoning regulation states that "all driveway permit applications shall show the exact location of the driveway. If the proposed location ends (needs) to be changed during construction the applicant shall get a permit." The Planning Board can approve a driveway permit under conditions of approval as long as the driveway is constructed to the engineer's specifications of the approved plan. This condition of approval will ensure that the parties will maintain the driveway and to approve the lot and be permanently maintained.

Julie noted that the conditions should be conditions of approval prior to a building permit.

Robert asked if anyone else had other questions.

Julie asked if the gate had already been installed. Ms. Marshall said that the gate at the road was installed and that the upper gate was not installed but was on the plan. The gate at the bottom of the driveway would have to be removed and relocated to the new location. Robert noted this could be part of the Sequence of Construction document.

Robert noted a waiver that had been requested by the applicant. It was from a letter from the Felch's dated January, 2021 pertaining to Subdivision Regulation Article III 3.3M (Tree Clearing). Robert read the letter. This would waive the 3.3M tree clearing requirement. The applicant stated there would be minimal tree removal for a residential home, a single driveway, well and septic system construction, and does not apply as it is for just one lot and is not a significant subdivision. They asked the Board to consider the following factors: The applicant believes that the waiver would not be contrary to the spirit of intent of the regulation or the public interest because it will allow the owner to use the property as intended as a residential house. The applicant felt that substantial justice will be done by allowing the waiver and allowing the cutting of trees for the lot, and that no public health or safety or welfare or injury to public property will occur with the acceptance of the requested waiver.

Robert asked if there were any questions about the waiver request. Julie stated the Board had to go through the waiver criteria. These 2 criteria are covered in NH RSA 674:36 Subdivision Regulations II(n)(1,2) which is Kensington Subdivision Regulation Article III 3.2T Waivers. Julie noted that the applicant had to meet criteria 1 or 2, and the waiver request should be reread after reading said paragraph. Robert read this section about the basis of a waiver. Robert read Subdivision Regulation Article III Section 3.2T, Waivers. Julie suggested reading the waiver request again. Robert stated it would be beneficial for Members to be familiar with Tree Clearing Regulations for a New Development, Subdivision Regulation Article III Section 3.3M, specifically 3.3M 6-12. He noted it was designed for larger developments and that was the idea behind asking for a waiver. He asked if there were any questions about that section. Robert reread the waiver request. Robert asked if the applicant had anything to add. There was a discussion about tree cover on the property. Christine asked whether the easement had already been cleared, and Attorney Marshall noted that it had been mostly cleared. Christine noted that, from the NH-150, it appeared there was a lot of tree coverage. Julie noted that trees could not be removed on steep slopes, and the area abutting the road was in a steep slopes district and therefore was heavily covered. Tree removal on steep slopes of 20% or greater is not allowed. Julie stated that any tree removal would have to adhere to that steep slopes regulation. Vanessa asked if that should be a condition of approval (steep slopes tree cutting). Ms. Marshall noted that the applicant moved the driveway to avoid steep slopes. Christine noted that her question pertained to the easement versus the lot itself and tree removal. Vanessa asked if trees would be removed from Map 9, Lot 2. Robert noted there would be trees removed to build the driveway, that they would not be on steep slopes and there would be a building pad in the new lot. Bob Solomon stated that the ordinance is generally for larger subdivisions. Julie noted there was a plan showing the building lot, the steep slopes location and where clearing would happen. This plan showed where all building could happen on the property. Mary asked if the waiver should state that it does not apply to the steep slope district. This would be section 6.2 of the Kensington Zoning Ordinance.

At 9:15pm Vanessa made a motion to grant the waiver for 3.3M Tree Clearing for New Development with stipulation the applicant need to comply with the tree clearing regulation 6.2 of zoning and Steep Slopes and the grounds for that waiver are for criteria 2 of section 3.2T of the Subdivision Regulations, the waiver will carry out the spirit and intent of the regulations. Bob Seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Josh voted yes, Vanessa voted yes, Christine voted yes, Therese voted yes, Robert voted yes. The waiver is granted.

Robert asked for conditions, comments or questions.

Attorney Marshall stated she would be drafting the documents for condition number 1. Attorney Marshall said she would be drafting that and speaking to the engineers.

At 9:20pm Vanessa made a motion to approve the application of the Felch Family Trust for Map 9, Lot 2 and Map 9, Lot 2-3 with the following conditions:

1. Prepare a stormwater and roadway Maintenance Agreement for review by the Town's reviewing engineer and the Kensington Planning Board designated representatives and approval thereof addressing both the length of the shared driveway from Route 150 serving Tax Map 9 Lot 2 and Tax Map 9 Lot 2-3 and the length of the private driveway easement across Tax Map 9 Lot 2 to serve Tax Map 9 Lot 2-3, which would be under private management by the owner of Lot 2-3.
2. Final review by the Town's reviewing engineer and the Planning Board's designated representatives of all stormwater management plans, calculations and other documents to the satisfaction of the Planning Board or their designees.
3. Submit an easement delineating the portion of the shared driveway for Tax Map 9 Lot 2 and Lot 2-3 the length of private driveway easement to serve lot 2-3, and both will be recorded and noted on the final plan sets prior to the approved plans being recorded.
4. A Certificate of Monumentation must be submitted to the Town and installation of bounds for Tax Map 9 Lot 2-3 must be inspected by the Town or its designee.
5. A Sequence of Construction document, including a schedule of inspections, for the driveway construction will be approved by the Town's reviewing engineer, the applicant's engineer, and the Planning Board or its designees.
6. A stop sign will be installed per the recommendation from the Kensington Police Chief and will be noted on the final plans prior to the approval by the Planning Board or its designees.
7. A letter from the applicant's engineer listing the changes that have been made to the driveway profile plan.
8. All conditions must be fully met prior to the issuance of a building permit for Lot 2-3.

Mary seconded. Rob took a roll call vote. Bob voted yes, Vanessa voted yes, Therese voted yes, Mary voted yes, Josh voted yes, Christine voted yes, Robert voted yes. The motion passes.

At 9:30pm Bob made a motion to close the public hearing on the application of the Felch Family Trust. Mary seconded. Robert took a roll call vote. Josh voted yes, Vanessa voted yes, Therese voted yes, Bob voted yes, Mary voted yes, Rob voted yes. The motion passes.

At 9:30pm Rob called for a 5-minute break.

At 9:35pm Rob called the meeting back to order.

At 9:35pm Robert made a motion to open the Public Hearing for Hog Hill Preserve, LLC and read the following aloud:

TF Moran, Inc. c/o Corey Colwell on behalf of Hog Hill Preserve, LLC with a physical location of 104 South Road, Kensington NH further identified as Map 4 Lot 41 have submitted a Subdivision application for a 3-lot subdivision in accordance with Article III Subdivision Regulations for the Town of Kensington. A portion of the parcel involved is also located in East Kingston, NH. This item was continued from March 16th, 2021.

Vanessa seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Josh voted yes, Christine voted yes, Vanessa voted yes, Therese voted yes, Robert voted yes. The motion passes.

Robert noted that the Board had received correspondence from the applicant requesting this item be continued to the May 18th Planning Board Meeting.

At 9:37pm Robert made a motion to continue this hearing to the May 18th 2021 Planning Board meeting. Vanessa Seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Josh voted yes, Christine voted yes, Vanessa voted yes, Therese voted yes, Robert voted yes. The motion passes.

At 9:38pm Robert made a motion to close the public hearing TF Moran on behalf of Hog Hill Preserve LLC with a physical location of 104 south road Vanessa seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Josh voted yes, Christine voted yes, Vanessa voted yes, Therese voted yes, Robert voted yes. The motion passes.

At 9:38pm, Robert made a motion to open the Public Hearing for Hog Hill Preserve, LLC and read the following aloud:

TF Moran, Inc. c/o Corey Colwell on behalf of Hog Hill Preserve, LLC with a physical location of 14 Bartlett Road, Kensington NH further identified as Map 4 Lot 3 and TF Moran, Inc. c/o Corey Colwell on behalf of Hog Hill Preserve, LLC with a physical location of 2 Bartlett Road, Kensington NH further identified as Map 4 Lot 7-1 have submitted a Lot Line Adjustment application in accordance with Article III Section 3.2 G1 of the Kensington Subdivision Regulations. A portion of the parcels involved are also located in South Hampton, NH. This item was continued from March 16, 2021.

Therese seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Therese voted yes, Robert voted yes. The motion passes.

The applicant asked that the application be continued to the April 20th, 2021 meeting.

At 9:40pm Robert made a motion to continue this hearing to the May 18th, 2021 meeting. Therese Seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Therese voted yes, Robert voted yes. The motion passes.

At 9:41pm Robert made a motion close the public hearing for TF Moran c/o Corey Colwell on behalf of Hog Hill Preserve with physical location of 14 Bartlett road for the lot line adjustment. Therese Seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa voted yes, Christine voted yes, Josh voted yes, Robert voted yes. The motion passes.

UPDATES ON PRIOR BUSINESS:

- **Tannery Way Deed** - Robert noted the deed had been confirmed and recorded with Rockingham County for the roadway called Tannery Way. The road is now owned by the town. The electricity for the cistern has been transferred to the town. These were the last items needed for the Planning Board to approve the release of the remaining performance bond balance. Robert suggested the release of the bond for Ricci Construction.

At 9:42 Therese made a motion to release the remaining performance bond funds for the Tannery Way project back to the Ricci Construction Company. Mary seconded. Robert took a roll call vote. Bob voted yes, Josh voted yes, Christine voted yes, Vanessa voted yes, Therese voted yes, Mary voted yes, Robert voted yes. The motion passes.

- **152 Drinkwater Road Conditions of Approval** – 152 Drinkwater has 6 conditions for an occupancy permit. The cistern easement brought forward is one of these. The original document was drafted by Attorney Suzanne Brunelle, on behalf of the applicant, and was marked up by Justin Pasay, Town Counsel. Robert asked if there were any questions. Therese asked if once the easement is filed if the Town owns the cistern. Julie stated this easement was for the land for use of the cistern and the town would own the physical cistern.

At 9:46 Therese made a motion to accept the cistern agreement as agreed upon between the parties Vanessa seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Josh voted yes, Christine voted yes, Vanessa voted yes, Therese voted yes, Robert voted yes. The motion passes.

OLD BUSINESS:

- Administrative changes to documents (progress update) – updates are being made to Zoning Ordinances administratively. Changes will be provided as they are completed to be reviewed administratively.
- Growth Management – Buildout Analysis - Julie, on behalf of the Rockingham Planning Commission (RPC), has sent a proposal document. Robert asked Julie to outline what the Buildout Analysis project would entail. Julie has consulted with her GIS Manager about the proposal. There is a calendar year budget constraint. She stated that the RPC has done this with many towns. She stated that towns generally underestimate their total buildout. Highest use of a property is used in the analysis. Robert talked about the type of data the town could provide, such as assessor data, tax data and parcel data. This would be supplied by the town through Avitar. The RPC would need access to that information and could meet the deadline if given access to the information early enough. The contract would include a scope of work and deliverables. This would include a request for the information. Bob Solomon asked if they could talk about it as an agenda item at the next Selectmen's meeting May 3rd 2021. The contract and the scope of work would go to the Selectmen at the next meeting. Robert said he had received a proposal with the cost and wanted the next step to be a contract and scope of work to the Selectmen a week before the meeting. Julie stated she would get an example Buildout Analysis deliverable and will get a draft contract, draft scope of work, and detail about what the map products will be and data output would be.
- Application Process Improvement – No updates. Vanessa mentioned scheduling a meeting between herself, Julie and Andy.
- New Planning Board Member education session with Julie to go over the workings of a Planning Board for new Members. Online seminars from OSI and NHMA were also brought up as an option.

Minutes to Last meeting: Mary had a question regarding the wording at the top of page 4. Robert noted that two words needed to be dropped for clarity. This amendment would be made a condition of approval of the minutes.

At 10:12pm Josh made a motion to approve the Planning Board Meeting minutes of March 16th, 2021 with amendments of the removal of the words "should accept" on page 4. Therese seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Vanessa abstained, Christine voted yes, Therese voted yes, Josh voted yes, Robert voted yes. The motion passes.

The next monthly meeting will be Tuesday, May 18th, 2021 at 7:00pm.

At 10:17pm Vanessa made a motion to adjourn. Therese seconded. Robert took a roll call vote. Mary voted yes, Bob voted yes, Josh voted yes, Therese voted yes, Christine voted yes, Vanessa voted yes, Robert voted yes. The motion passes.

Respectfully submitted,

Andy Clarke
Planning Board Clerk