

CITIZEN PLANNING COMMITTEE

October 10, 2017

Meeting Called to Order: 7:10 pm

Present: Deborah Johnson, Pamela Hamel, Bernard Dauphinais, Michele Lacroix, Vickie Kimball, Bonnie Lane

Absent: Lou Lieto and Steve Linsey

Audience Attendees: none

Introductory remarks by Deb relating to the Committee charge:

- 1) Research traditional zoning and innovative land use controls under RSA 674:21
- 2) Recommend to the Planning Board (PB) revisions and/or new regulations and zoning which can accomplish a planned, orderly development of the Town, consistent with land suitability and the Vision and Principals of the Master Plan.

The Implementation Section of the revised Master Plan was provided to attending Committee Members as a helpful guide to understand their tasks. (See attached). Deb also assured the Committee that Steve Whitman and other professionals would be available as a resource.

Pam added that the Committee should be guided by the following:

- Any planning should protect resident properties
- All planning should implement the Master Plan Vision and Principals
- All planning recommendations must be agreeable to the Voters

Other matters relating to Committee procedures were also discussed and the Committee agreed to the following:

- Committee should set recurrent meeting dates so that the public would have advanced notice of the monthly meetings
- Committee should transact its meetings fairly, giving all members ample time to express their opinion, but more informal procedures than “Roberts Rules”
- Deb will research member eligibility requirements and the need for the committee to adhere to NH RSA procedural mandates, (among others, 41:2, 92:2, 673:10 and 673:12)

The discussion turned to the appointment/election of Chair, Vice-Chair and Secretary and the Committee reviewed the duties of those positions.

Duties: Chair is responsible for:

1. Preparing the meeting agenda (it should be transmitted to Sara for posting under the PB tab of the Town web-site and to each member of the Committee)
2. Leading the meeting and facilitating discussions
3. Assigning reading and research to each committee member
4. Communicating with the PB – status of the planning efforts, concerns and making requests for professional help
5. In conjunction with the Secretary, maintaining minutes, files & notes – which will be open for public review

Duties: Vice Chair

1. Assist the Chair

2. In the absence of the Chair, assume his/her duties

Duties: Secretary:

1. Assist the Chair to prepare meeting agendas
2. Take minutes of each meeting and maintain a committee minute book
3. Transmit minutes to Sara for posting on the Town web-site once they are approved

The Committee decided to wait till the next scheduled meeting before selecting a Chair, Vice-Chair and Secretary to give others who would be joining the Committee the opportunity to serve in those positions.

The committee also reviewed the draft Work Scope submitted by Steve Whitman, making suggestions for a more realistic time-line of activity by the members. Deb will communicate these recommendations to Steve. The Committee will anticipate a revised draft at their next meeting.

Meeting times were established by the Committee for 6:30 pm on November 14 and 28 and Deb will arrange for Steve Whitman to join us to provide an overview of planning possibilities and help set a direction for the Committee.

The meeting was closed 8:20.

Respectfully submitted,

Deborah B Johnson