

**PLANNING BOARD  
RINDGE, NEW HAMPSHIRE  
March 18, 2014**

**DATE:** March 18, 2014      **TYPE:** Public Meeting      **APPROVED:** April 1, 2014

**TIME:** 7:00 pm

**CALL TO ORDER:** 7:00 PM

**ROLL CALL MEMBERS:** Hank Whitney, Bruce Donati, Charlie Eicher, Phil Simeone, Jonah Ketola, Sam Bouchie

**ROLL CALL ALTERNATES:** Holly Koski, Kim McCummings

**EX OFFICIO:** Roberta Oeser

**PLANNING DIRECTOR:**

**PLANNING SECRETARY:** Susan Hoyland

**APPOINTMENT OF ALTERNATES**

**ABSENT:** Tim Halliday, alternate

**OTHERS PRESENT :** Larry Cleveland, John O'Day, Kelen Geiger, Elise Taylor, Gillian L'Eplattieriere, Alfred, Kelen Geiger, Alice Cole, Roni & Bob Hamilton, Cheryl McCabe Charron, Hayden James

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Vice Chairman Hank Whitney opened the meeting at 7:00 and welcomed new members Sam Bouchie and Jonah Ketola

**ELECTION OF OFFICERS**

**MOTION:** Phil Simeone nominated Hank Whitney for Chairman. Roberta Oeser seconded the motion. There were no other nominations for Chairman. **Vote: 7-0-0**

Phil Simeone nominated Charlie Eicher for Vice Chairman. Charlie Eicher said that he has a scheduling conflict with JREA negotiations coming up and he will be missing a few meetings. He would prefer not to accept a nomination at this time. Charlie Eicher nominated Bruce Donati for Vice Chairman. Bruce Donati said that he has only been on this board for one year and does not feel comfortable accepting a nomination for Vice Chairman at this time. Bruce Donati nominated Phil Simeone for Vice Chairman.

**MOTION:** Bruce Donati nominated Phil Simeone for Vice Chairman. Charlie Eicher seconded the motion. **Vote: 7-0-0**

**1. Approval of Minutes**

- a. March 4, 2014

**MOTION:** Phil Simeone moved to accept the minutes of March 4, 2014, Charlie Eicher seconded the motion. **Vote: 4-0-3** Roberta Oeser, Sam Bouchie and Jonah Ketola abstained.

**2. Planning Department Report**

Chairman Hank Whitney said the Drainage Design Review for West of the Border has been completed by SVE Associates. It is on file in the Planning Office.

Roberta Oeser said that the OEP conference is taking place in May this year, but is 'way up north'. She said that the Board will pay for new members to attend this conference. Chairman Whitney said to check with Susan Hoyland in the office for details and to sign up for this.

### 3. Work Meeting

#### **a. Appointment of members to EDTF and CIP**

Chairman Hank Whitney said that Burt Goodrich is no longer a member of the Economic Development Task Force and there is the need to appoint someone in his place. Burt was the Chairman of that sub-committee. The EDTF committee meets the first Monday of each month at 8:30AM.

Bruce Donati asked for more information on the role of the Economic Development Task Force. Roberta Oeser and Chairman Hank Whitney provided some background of this committee's work which included compiling data on existing businesses, commercial lots that are available, the REDI initiative, and gathering of data. There is a meeting planned with the library that had been scheduled in March but was postponed due to inclement weather. Susan Hoyland said that she could provide Bruce with some past minutes of meetings, agendas, mission statement and the REDI initiative for his perusal. Bruce said he would like some time to review this before deciding if he could serve on this committee.

Kim McCummings was the Planning Board member to CIP and a new member will need to be appointed. Roberta Oeser said that the CIP isn't organized yet but traditionally met at 9 or 10AM. She said new members are needed for this committee which is run by the Selectmen's office. Its focus is on planning for major purchases to create Capital Reserve Funds for large expenditures such as is common with the Fire Dept. and the DPW. Kim McCummings said the focus is on budgeting and forecasting. She said that by statute, this was a planning function in the past, but due to workload constraints, it was turned over to the BOS. Phil Simeone asked if alternates could serve on subcommittees and asked if Kim McCummings would be willing to continue to serve.

Chairman Whitney said that we will discuss these appointments again at the next meeting on April 1, 2014

Bruce Donati shared information about a meeting that was in the Monadnock Ledger Transcript. "Economic Growth versus Small Town Ideals". He said he will follow up with this group and let the Board know if there will be future meetings.

#### **b. Review of Rules of Procedure**

Hank Whitney asked Board members to read over the Rules of Procedure thoroughly. Hank Whitney said that Board members must be very careful about talking, emailing or telephoning other members as, at some point, these discussions could become a meeting that would need to be posted

and public. He reminded board members that everything they do is public and that they must be careful when talking with one another. Roberta Oeser said Board members can speak with one another, but cannot discuss how they will vote on a case. She said that the biggest concern is emails and asked that members not use the REPLY TO ALL feature when replying to Planning Board emails as this could easily become a discussion and would need to be made part of minutes and discussed at another meeting. She said be very careful about Smart Phones, be sure to change your settings or it will automatically go to REPLY TO ALL. She said that 4 or more members being together constitute a quorum and caution is needed. Certain meetings such as Chamber of Commerce meetings or something similar will allow for members to be present and is not considered a quorum. Kim McCummings said that the obligation of a Planning Board member is to remain impartial and that we should not put ourselves in a position of giving advice to an applicant. She said if you do find that you have discussed a case with an applicant, you may need to recuse yourself at the hearing.

Sam Bouchie asked the gentleman in the corner with the camera and computer to let him know who he was. Hayden James from the Monadnock Ledger Transcript introduced himself to Sam and said he was videotaping the meeting so he didn't misquote anyone. Roberta Oeser said that this was legal. Kim McCummings asked Hayden, in the future, to advise the Chairman at the beginning of each meeting to be consistent with our Rules of Procedure. Chairman Whitney thanked Hayden and asked him to make sure he signed in for the record.

Chairman Whitney asked all members to complete a thorough review of the Rules of Procedure prior to the next meeting.

**c. Discussion to remove Plan NH Charrette from Master Plan per article 29 of the town vote.**

Roberta Oeser said she didn't think the format was correct for this to be in the Master Plan but it could be moved to the appendices as there is still some value in this report. Hank Whitney said even if it is taken out of the Master Plan, it will still be in the office. Kim McCummings said it is presently not a stand-alone chapter of the Master Plan but that we will still have access to it as a reference as it does represent a snapshot of where things were at a particular point in time and there is valuable information that needs to be available for reference. Chairman Whitney said that with a vote of greater than 3 to 1, it is his feeling that this should be taken out of the Master Plan.

**MOTION:** Phil Simeone moved that a discussion to remove the Plan NH Charrette from the Master Plan take place at a formally noticed Public Hearing on April 1, 2014. Roberta Oeser seconded the motion. **Vote: 7-0-0**

**d. Discussion of office staffing needs.**

Roberta Oeser asked for a discussion of office staffing needs. Roberta Oeser said she had spoken with Jane Pitt and since it is slow, perhaps not getting a director at this time might be a good idea. However, she said that we will need some help in the planning office. She said that this board needs to consider getting someone in the planning office on a part time basis who has background and can assist this Board. The Board discussed the following:

- Hank Whitney said that Susan Hoyland has been overloaded with work and when the snow melts, and surveyors get back to work, she may not be able to handle it all.
- Phil Simone asked if hiring someone part-time needs to be posted. Roberta Oeser said town policy says it is not necessary.
- Chairman Whitney said that we will continue, as we have been doing, to check applications for completeness. He said he will be gone between meetings, from March 21 to March 28.
- Kim McCummings said that longer term planning things need to be taken care of; it is not just the taking of applications. She said that there are planning functions beyond Susan's scope that need to be done.
- Hank said that Subcommittee work needs to be done. Roberta Oeser said that Jane Pitt could assist with this. Hank Whitney said that in his experience, a Planning Director would lead the subcommittee work. Roberta Oeser said that subcommittee work could continue without a director.
- Phil Simeone said that he believes we should have a non-public session, sooner rather than later, to address this.
- Kim McCummings said that the planning office needs someone knowledgeable in planning available in the office for when people stop in so that they don't have to wait for a meeting.
- Bruce Donati asked if this plan would also include filing help for the office. Kim McCummings suggested perhaps reaching out to FPU for interns to help with this.
- Roberta Oeser suggested the option of making Susan Hoyland's position full time and that the Planning Board needs to have a plan to submit to the BOS.
- Kim McCummings suggested that all members come prepared to discuss this at the next work meeting on April 15<sup>th</sup>.

Sam Bouchie said he will be out of town for the April 1 meeting.

**Adjourn: 7:35 PM**