

**PLANNING BOARD
RINDGE, NEW HAMPSHIRE
March 18, 2008**

DATE: March 18, 2008 TYPE: Public Hearing DATE APPROVED: 05/06/08

TIME: 7:00 PM-9:00 AM CHAIR Kim McCummings

CALL TO ORDER, 7:00 PM

ROLL CALL MEMBERS: Kim McCummings, Rick Godin, Kirk Stenersen, Deb Sawyer,

ROLL CALL ALTERNATES: Art Fiorelli, Keith Halloran, Doug Gutteridge

EX OFFICIO Burt Goodrich

PLANNING DIRECTOR Jane Pitt

PLANNING ASSISTANT:

SEATING OF ALTERNATES Art Fiorelli for Dave Tower, Doug Gutteridge for Roberta Oeser

Kim opened the meeting and welcomed the new Planning Board Members.

Election of Chairman and Vice Chairman

Deb Sawyer made a motion to re-elect Kim McCummings to be Chairman of the Planning Board
Rick Godin seconded the motion. The motion carried unanimously.

Kim McCummings made a motion to re-elect Dave Tower as Vice Chairman of the Planning Board
Burt Goodrich seconded the motion. The motion carried unanimously.

Kim said that one of her goals for the year was for the Work Meetings to last from 7:00 PM to 9:00pm and Public Hearings to run from 7:00 PM to 9:30 PM. Time estimates have been added to the agenda items in order to assist in that goal.

ANNOUNCEMENTS

Atlas Fireworks Traffic Study Jane said that Steve Pelky requested a continuance to April 1st. Rob Faulkner of Clough Harbor is in the process of developing a scope of services for the traffic study following his visit to the Valley Marine site which he made accompanied by Jane and Police Chief Sielicki. The Chief has had the town's machine that records traffic counts and speed at the site as well. Although it is off season the issue of speed is something that needs to be understood. Hopefully a preliminary study will be completed by April first.

Winchendon Meeting Carlotta Mike Sielicki and Jane met with the Winchendon Planning Director, Public Works Director, and the Winchendon Police Chief. The Public Works Director said that they had a traffic improvement plan in to Mass Highway since 1982 and they thought they might get it in 2009. There is no proposal to widen that road, only to smooth it out.

OEP Conference Jane announced the Office of Energy and Planning Annual Conference. The Planning Board will pay the registration for new members; existing members would pay their own way.

Keith Halloran said he would not attend this planning session if it was coming out of his own pocket. He wanted that noted in the record because he believed that since the Planning Board had given up its Salary it was unfair to expect to pay out of pocket for training.

Doug Gutteridge asked if the town van would be used to bring everyone to the conference. Jane said that is a possibility.

Amended Zoning Jane distributed the pages of the Zoning Ordinance that had been amended at Town meeting. The revised GMO still needs to be distributed.

Budget Update Jane has reviewed the budget keeping the intention of the Board to bring the Planning Assistant up to 32 hours. She reviewed the adjustments to the budget that were necessary in order to do that. The cuts were the same except for cuts from the printing budget and the Master Plan budget. Jane thought that we could accomplish a great deal of the Master Plan work in house.

Meeting Schedule for 2008

For the benefit of the new members Kim stated that the first Tuesday of the month was a Business Meeting and the Third Tuesday of the month was a Work Meeting. There may be additional meetings necessary for events or public workshops.

Art Fiorelli said that at least a portion of some of the Work Meetings over the last twelve months have turned into continuations of Public Hearings. He was concerned about the Board running out of time, considering the number of Ordinances aiming for the September ballot. Art suggested rather than continuing a Public Hearing to the beginning of a Work Meeting, that an additional meeting be scheduled if needed to expedite applications.

Deb said that would be a good way to keep the time restriction. If it gets too late we can continue the meeting to another night, because meetings that go to 11:00pm or later are too late.

Keith said he felt shortening meeting times and adding another meeting to the month was unrealistic and he would prefer staying to 11:00pm or 12:00am than have a third meeting called.

Kim said the Board can make a decision to schedule an extra hearing on a case by case basis. The Board needs to learn to manage its self better by staying on topic, which has been difficult in the past.

Art suggested specific times be added to the agenda so applicants knew when to appear before the Board.

Deb suggested that the Board read the minutes prior to the meeting and come to the hearing prepared.

Timeline for Selection of Alternates

The posting will be in the newspaper for two weeks, and the deadline for submission is April 10 and at the meeting of the 15th the issue will be addressed.

Subcommittees for 2008

Kim distributed a paper with all of the subcommittees listed, the Subcommittees are being reconstituted. Kim directed the Board members to express their preference.

Kirk asked if there would be a call for citizens on the Subcommittees.

Kim said that all meetings were open to the public.

Art said he felt that three Planning Board members should be on each subcommittee in the interest of streamlining because of the time constraints.

Jane suggested advertizing after the Subcommittees are set up an ad be placed in the paper announcing the Subcommittees and encouraging the public to attend the meetings.

Part Two: Planning Board Orientation
Roles/responsibilities of Planning Board members

- The basic roll of the Planning Board is to represent the town.
- The Planning Board is expected to be objective.
- There should be no relationship between a member of the Board and an applicant bringing a matter before us. If such a relationship exists, that Board members should recuse themselves without it being necessary to prompt them. Because if they don't, it puts the Board in a negative light.

Kim said that there was a question raised at one of the previous meetings last year was regarding the Chair asking at the beginning of each hearing whether anyone on the Board has had communications with an applicant or if an applicant has communications with any Board members in regard to the matter being brought forward. It was decided at the time to discuss it at orientation and while discussing the rules of procedure.

There was lengthy discussion about ex-parte communication and how it can taint a case.

Jane has been asked to add verbiage to the Rules of Procedure about exparte discussion.

If anyone cannot attend a Planning Board meeting, call the Planning Office and speak to Robyn or Jane. Also if there is a case you cannot sit on please let the Planning Office know.

Roles/responsibilities of Planning Board alternates

We are required to seat an alternate for each member who is not seated. All members and alternates have name plates which show unless you are an alternate who is not seated, and then it is face down.

During the hearing sitting members and seated alternates speak. If an unseated alternate has a statement or would like to call something to the attention of the Board that is procedural in nature, they can request permission to speak. Other than that the alternates speaks when the public speaks.

Review/revise Planning Board Rules of Procedure

Jane said there was a sentence dropped between versions of the Rules of Procedure under Subcommittees that was corrected.

Kim said that there needs to be a cover page on the application that states the submission rules that the applicant signs so we are sure that the applicant is clear about the submission rules.

Jane said she would review the document for review at the next work meeting.

Review of procedure for acceptance/approval of applications/plans (See Chapter IV Planning Board Handbook)

The Planning Board reviewed and discussed the process flow of applications of applications. There was a detailed discussion about conditional approval.

Meeting Adjourned 9:00 PM

NEXT MEETING

April 1, 2008

Respectfully submitted,

Robyn Payson