

Henniker Planning Board

Draft Minutes

April 9, 2008

Members Present: Kristin Claire, Chair; Gary Guzouskas, Vice-Chair; Scott Osgood; Terry Stamps; Ron Taylor, Selectman, ex-officio; Jim McElroy; Kellie Dyjak; Ed Miner, Alternate

Others Present: Laura Scott, Planning Consultant; Jennifer Astholz, Recording Secretary

Chairwoman Claire called the meeting to order at 7:02 pm.

3/26/08 Meeting Minutes – Review and Approve

The Board reviewed and corrected the minutes of the 3/26/08 meeting. Terry Stamps **MOVED** to accept the minutes as corrected. Jim McElroy **SECONDED** the motion. Motion carried 7-0-1. (Kellie Dyjak abstained as she was not present at that meeting.)

2008 Planning Board Work List

1. Lot Merger Form

Laura Scott, Planning Consultant, presented a revised form to be used with voluntary mergers of pre-existing lots. It was noted that these do not require a public hearing but must be recorded. The recording fee for voluntary mergers is \$25. Ms. Scott is to add a “Revised April 9, 2008” note to the document.

Ron Taylor, Board member, **MOVED** to accept the proposed form titled, “Notice of Voluntary Merger of Pre-Existing Lots.” Mr. McElroy **SECONDED** the motion. Motion carried unanimously.

2. Rules of Procedure

Ms. Scott stated that she reviewed the existing document and has suggestions for the Board to consider. The use of the term “Clerk” as used in this document was discussed. Depending on the context, the task may be performed by the Planning Consultant or Town staff.

The procedure for resolving tie votes was discussed. The sections of 7.2, 7.3 & 7.4 will be revised.

Section 7.6, “Conflict of Interest or Prejudgment,” was discussed. Mr. Osgood suggested only using RSA language and not including examples.

The board members discussed ex-parte communication in detail. It is the understanding of the Board that members can report facts and procedural matters to the public in conversation but may not offer their personal opinions about cases. Any other communication outside of a meeting must be reported and made part of the public record. It was suggested that Article IX be removed from the Rules of Procedure document but be referenced in the member's binders for informational purposes.

Ms. Stamps suggested having a stated procedure indicating the all questions from newspaper reporters be referred to the Board Chair for comment.

Various other changes and corrections were made. Ms. Scott will make the recommended changes so that the Board may review the document at the next meeting.

Miscellaneous

- 1) Member Binder Tab #1 Update
- 2) Local Officials Workshop
- 3) "Court Update" NH City and Town, March 2008

Information on these items was distributed to the members.

- 4) Fee Memo to Board of Selectmen

Ms. Scott stated that the Selectmen will have the first reading of the Planning Board's updated fees list on April 15, 2008, and a public hearing is scheduled for May 6, 2008.

Visioning Session

Ms. Scott facilitated the discussion that began at the last meeting about the role of the Planning Board. This session included listing successes and setbacks incurred by the Planning Board during the last five years. Possible reasons for the successes and setbacks were also discussed.

(Mr. Osgood left the meeting at 9:20 pm.)

The Board stated that identifying people who could act as bridges between the Board and the community would be helpful. Increasing community involvement and communication with Town residents were identified as positive goals.

Adjournment

Ms. Claire **MOVED** to adjourn the meeting at 9:52 pm. Mr. Guzouskas **SECONDED** the motion. Motion **PASSED** unanimously.

Respectfully submitted,

Jennifer Astholz
Recording Secretary