

MINUTES  
PLANNING BOARD  
May 17, 2023 7:00pm  
In-person/Zoom

**Present:** Deirdre Daley (Chair), Josh Muhonen (Vice Chair), Craig Smeeth- in person Tim Somero-in person, Bruce Ruotsala-in person, Michael Christiansen-in person, Jennifer Minckler- in person.

Deirdre asked Mike to sit in as a member in the absence of Liz Freeman.

**Citizens in attendance** – Nancy Clark-in person, Sharin Smeeth-via Zoom, E B Solomont (Elizabeth) of the Wall street Journal-via Zoom, Louse Delpapa-in person, Stan Sabierek-in person, Ann Marie Fournier-in person, Robert Fournier-in person.

Chair Deirdre advised that a request was made that the Planning Board recite the pledge of allegiance and the Board will begin this at the next meeting due to this meeting starting late.

Chair Deirdre reviewed the use of name placards for all members and alternates of the Board to be placed at their seat for meetings. This is a follow up regarding a question at the last meeting about the role of alternates and ensuring everyone is clear who is an active Board member.

**Selectmen/Chair/Land Use Report:** Selectman Shawn Talbot (Ex-Officio) was not present for the meeting and report was not conducted by the Chair or the Land Use Clerk.

**Public Hearing 7:05** –Site Plan Review for Silver Scone-Jane Elwell, Map 11 Lot 128 99 River Road, New Ipswich NH 03071- continued from February 8, 2023, March 1, 2023, March 15, 2023, April 5, 2023, April 19, 2023 and April 26, 2023- Chair Deirdre advised that the applicant has requested hearing be continued to a date certain as the required plans are not ready. After discussion with the Board about items scheduled for the next meeting and Board member agreement to extend, Chair Deirdre advised the application will be continued to date certain June 7, 2023 at 8:05pm.

Nancy Clark stated the applicant at the last meeting gave the Board permission to extend to today to a date and time certain and she is not here today to extend again. Chair Deirdre advised that the applicant requested the extension to June 7 through Jen administratively. Nancy stated everyone was noticed that the hearing was to continue to now so the applicant needs to be here to extend. Chair Deirdre said that is not the Planning Board process. Nancy is objecting to that. In her view because the applicant is not here and it was continued to a date and time certain that it is now means that the hearing is concluded and it needs to be noticed. Chair Deirdre advised the change will part of this record and discussing the schedule and setting a future time/date certain at the scheduled hearing time is not unusual for the Planning Board to do this as the Board works with applicants (especially since engineers travel some distances). This may be inconvenient but there is no way to let all citizens know and there was no way to public notice with the timeline of events. Nancy agreed with and does not want to debate this.

**7:20 Public Hearing** – Site Plan Review for Accura Construction, Map 11 Lot 6-4 & 6-5 670 Turnpike Road New Ipswich NH 03071-Continued from 1/18/2023, 3/1/2023, 3/15/2023, 3/26/2023, 4/19/2023 and 4/26/2023. Chair Deirdre advised the applicant was not prepared to present and requested hearing be continued to a date certain June 7, 2023 at 7:20PM.

**Review of the minutes of April 26, 2023 and May 3, 2023**

Motion to approve April 26, 2023 minutes as amended by Tim. Motion seconded by Josh. Roll call vote. 1 abstain (Craig abstained due to Silver Scone hearing as part of minutes reviewed). Motion carries. Motion to approve May 3, 2023 minutes by Tim. Motion seconded by Josh. Roll call vote. Motion carries.

**Old/new Business:** Update of new members being paired with a Board “Buddy”. Part of the new seating is an attempt to seat Board Buddies near each other and minimize disruption as alternates move between the table and the gallery. Discussion of Dropbox and ability to sort, download to member computer, the need to organize Dropbox and minimalize documents, discussion of quorum of the Board.

Following up from the last meeting, Chair Deirdre advised that she contacted the attorney about alternates being seated at the table - State regulations/the Planning Board bylaws allow participation of alternates and that the Board should continue to indicate who is an active Board member hearing an application/who is recusing themselves, etc. The Attorney advised, during deliberation and voting on an application alternates should not be set at the table and should be in the gallery (audience). If there is a missing member, an alternate would serve in the member's absence. Chair Deirdre had passed out documents from NHMA, the New Hampshire Planning board Handbook, the Planning Board Bylaws which the Attorney interprets to allow participation of the alternate but the Attorney recommends updating the Planning Board bylaws for clarity of what where the boundaries of participation are.

A question arose of appointing an alternate for an application hearing in the absence of a member and at a subsequent meeting the member returns? After discussion of the Board member roles and the goal of having continuity of members hearing a case, Chair Deirdre noted consensus that no changes were needed. Bruce read a revision he wrote for the bylaws summarizing areas of agreement which will be discussed at the next meeting (proposed language would add after the second sentence: "Alternate members act as fully participating members of the Board for all functions except for Board deliberation or voting. At those times, alternate members should sit in the gallery with members of the public." Deirdre will contact the attorney about a question that arose if the Board needs to have a quorum of non-alternate members to meet.

The Land User Clerk noted an update to the application handling process following our last meeting to address a concern about communication at the last meeting The Land Use Clerk will copy the engineer/applicant when submitting plans to the Planning Board Engineer Deirdre also contacted the Planning Board Engineer regarding feedback on application processes, things that could be improved during application handling, etc.

Chair Deirdre reviewed with the Planning Board additional potential revisions to the site plan application to be worked on at the July 12<sup>th</sup> meeting. Review by Craig and Tim will be completed and added to Dropbox June 21, 2023. Craig will also review documents for the title designated to the Planning Board Engineer of which needs to be consistent in the document as currently documents use multiple titles.

Looking forward, the Dead end street document from the subdivision regulations was reviewed from January 2023 when the Planning Board discussed and revised the regulations. The revision to the regulation keeps the intent intact while updating/removing the word dead end. July 19, 2023 was scheduled as the date to have the public hearing on this revision. There will be a work session of the Planning Board scheduled on July 12, 2023 to be held down stairs in the town office. There will not be a meeting on July 5<sup>th</sup> due to the holiday, there will be a regular meeting on July 19<sup>th</sup>.

Josh motioned to adjourn. Craig seconded it.

Adjourn 9:06PM

Respectfully submitted,  
Jennifer Minckler