

MINUTES  
PLANNING BOARD  
August 19, 2020  
Via Zoom

Present: John Schaumlöffel (phone)-Chair, Deirdre Daley-Vice Chair, Liz Freeman, Lou Alvarez, Nate Sikkila, Susan Mallet, Lou Guarino, Craig Smeeth, Shawn Talbot-Ex Officio Selectman and Debbie Deaton.

John read an abbreviated version of the “Right to Know Law Meeting Checklist” and took roll call attendance.

**Minutes:**

Deirdre asked to strike the words “likened this to Polio” and replace it with “there is enough concern”. Deirdre made a motion to accept the minutes as amended. Lou A. seconded the motion. All votes were Aye and 2 abstentions. Motion passed.

**Selectmen/Chair/Land Use Report:**

John asked to have the discussion of face to face meetings put on the September 16<sup>th</sup> meeting Agenda. He also asked if it has been historical practice to have roads in subdivisions built to Class V standards but the Town not giving taxpayers a break for a private road in the case that it’s not accepted as a Town road. Liz replied it has been that way as long as she can remember.

John asked Debbie to email the list of terms for members so the Board can prepare for the vote in March. Debbie mentioned budget season is quickly approaching and we need to start thinking about that also.

John asked Deirdre to assume the role of chair and recused himself for the next topic.

**Green Farm/Jacqueline Drive Update:**

Debbie informed the Board she had contacted Kent Brown which was required by the Selectmen to release the bonds to Mr. Litchfield regarding Green Farm Road/Jacqueline Drive. She submitted Kent’s approval letter to the Selectmen and Town Administrator and asked for a letter stating they have received the letter and will be releasing the bonds. She also asked to have in writing that the Selectmen acknowledge the acceptance of the roads by the Town (2020 Warrant Article #16) for the file. She informed the Board Selectman Lage and Selectman Veaser did not sign the letter asking for it to be re-written. The Town Administrator will have a new letter for the Selectmen to sign at the August 25<sup>th</sup> meeting. She will keep the Board informed on the status.

Deirdre passed the role of chair back to John.

**Driveway Regulations Discussion:**

Deirdre shared her screen showing the draft copy of the Driveway Regulations. She informed the Board she had included the requested comments from others in the draft. The Board started at the beginning of the draft with some discussion but making progress.

John made a motion to accept Section V, A as modified. Deirdre seconded the motion and a roll call vote was taken. The vote did not pass with 2 Yea’s and 5 Nay’s. The discussion continued and the Board found acceptable verbiage for that section. The Board will continue the discussion starting with Section VI: Permit Process at the next meeting.

Liz mentioned the Board should send a copy to legal counsel prior to the Public Hearing. She also stated the Board will need to add some verbiage to the driveway portion of the Subdivision Regulations stating it will conform to the Driveway Regulations.

Debbie will make sure the Driveway Regulations (once finalized & accepted) will be attached to all Driveway Permits.

**Other Business:**

Deirdre and Lou A will be doing Gravel Pit inspections on Saturday, September 19<sup>th</sup> and asked Debbie to send letters to the pit owners informing them of the date.

At 9:35 Nate made a motion do adjourn. The motion was seconded by Lou A and verbally passed unanimously.

Respectfully submitted,

Debbie Deaton  
Land Use Administrator

## Town of New Ipswich Right-to-Know Law Meeting Checklist

As Chair of the New Ipswich Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1 646 558 8656** and Meeting ID **838 5321 8631** or by clicking on the following website address: [https://zoom.us/j/838 5321 8631](https://zoom.us/j/83853218631)

- b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of New Ipswich website at [www.townofnewipswich.org](http://www.townofnewipswich.org)

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 617-510-3551 or email at: [landuse@townofnewipswich.org](mailto:landuse@townofnewipswich.org).

Please be aware that for the purposes of transcription this meeting is being recorded (both video and audio via Zoom, and audio via a digital voice recorder).

For the benefit of phone only users, and RSA compliance, we will attempt to disable the Chat function in Zoom. Regardless, please do not use the Chat function in Zoom during the meeting.

In Zoom, if one wants to make a statement, they can raise their hand (electronically). The Vice Chair will now demonstrate how to raise their hand.

- d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the **general** public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.