

MINUTES
PLANNING BOARD
August 5, 2020
Via Zoom

Present: John Schaumloffel (phone)-Chair, Deirdre Daley-Vice Chair, Liz Freeman, Lou Alvarez, Nate Sikkila, Susan Mallet, Lou Guarino, Craig Smeeth and Debbie Deaton.

John read the attached "Right to Know Law Meeting Checklist" and took roll call attendance.

Minutes:

Liz asked to change #3 regarding the approval of the Matson subdivision. It should read "Receipt of" NH DOT approved Driveway Permit or Shared Driveway Agreement "with" Easement "noted on plan". Also, under Selectmen report should read "mentioned". John asked to have "presiding" next to Deirdre's attendance. Deirdre made a motion to accept the minutes as amended. Lou A. seconded the motion. All votes were 3 Aye and 2 abstentions. Motion passed.

Selectmen/Chair/Land Use Report:

John said if the Board would like to discuss the large event coming to town, we can talk about it at the end of the meeting.

John said most members of the Planning Board attended the Joint Board meeting on July 28, 2020. He said he isn't clear what the next steps are. Deirdre asked if this could be discussed at the end of the meeting also.

John recused himself and asked Deirdre to assume the position of Chair.

Green Farm/Jacqueline Drive Update:

Sam Benedict, 53 Jacqueline Drive and Alex Scribner, 57 Jacqueline drive were present via Zoom. Deirdre asked Debbie to give an update. Debbie stated we had received the final As-Builts. Peter had previously inspected the road and given his ok. Debbie then read an email from Gary Litchfield requesting the release of the bond (attached). Debbie informed the Board we need a motion to recommend to the Selectmen a request the release of the bond. Liz made the motion and Nate seconded it.

Deirdre asked if the emergency access road was maintained by the HOA. Alex answered it was. John asked if Debbie could forward Peter Goewey's inspection memo to the HOA. John also asked if it was in the Planning Boards authority to request the release of the bond and also accept the road as a Town road because the warrant article had passed. Liz said we should only recommend the release of the bond because all of the subdivision requirements have been met for the road. Lou A said we should add Peter Goewey has inspected it and agreed it has been built to plan. All votes were aye and the motion passed unanimously.

Deirdre asked Debbie to email the As-Builts to the Police, Fire and Highway Departments if they would want a copy.

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. There was a lot of discussion regarding the Town's responsibility on Private Roads. Peter Goewey's comments stated he was not responsible for Private Roads. Debbie said even if a road is private, a driveway permit still needs to be obtained from the Town in order to put in a driveway.

John made a motion to accept the Regulations as is. No one agreed and discussion continued. There was also more discussion on the definition of Access Point and Temporary Access Point. There was much discussion and it was agreed to suspend the discussion on the Regulations.

Other Business:

John said he had a talk with Scott Butcher regarding the return to face to face meetings. At some point the Governor will return meetings to face to face. He observed a large meeting at the Town Office where only one person was wearing a mask and no one was observing social distancing. He had asked Scott about removing chairs to accommodate social distancing, wearing masks and making sure everything is sanitized. Scott told him the meeting room surfaces are sanitized before meetings.

Liz said from everything she has read, it is the aerosols that can spread the virus. She said she would not attend any meeting at the Town Office for the foreseeable future and would resign if need be.

Deirdre said she has information from medical professionals and there is enough concern. There is enough concern that if we want to sanitize, remove chairs, etc. to accommodate the Board but we have no idea how many people from the public would attend any given meeting.

John said he told Scott he doubted if we would have a quorum if face to face meetings became mandatory again. We could mandate the wearing of cloth face coverings and remove seating. Liz didn't think face mask wearing could be enforced.

Deirdre asked if there was any policy regarding this at the Town office and if there is anything in writing.

Debbie answered there was not. John said the Planning Board should write their own policy for meetings based on what the Board feels comfortable with should the need arise to have face to face meetings.

The Joint Meeting with the Selectmen that occurred last night was interesting. John sensed from the meeting the Conservation Commission wants input on all processes. Debbie explained the purpose was so everyone would have an idea about what everyone else does and also to create processes or flow charts for permits, applications, etc. The basic problem is the tax maps are inaccurate. John thinks this process is illegal and doesn't give the applicant knowledge of comments that are going on behind closed doors. Debbie said if a department had a concern about a particular application, it would be brought up at a public hearing if there is one. The main concern about any application is wetlands and preventing problems before they happen. John doesn't think the Planning Board has any role in the process.

The Board also mentioned the TLR Revival. It has nothing to do with the Planning Board.

John mentioned, in his discussion with Scott, he mentioned the Selectmen brought up a Commercial District/Subdivision where the Transfer Station is.

Deirdre asked what the next priority item is. Liz said it was Underground Utilities. The Board will finish the Driveway Regulations then move on to the Underground Utilities discussion.

At 9:30 John made a motion do adjourn. The motion was seconded by Liz 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 868 9941 5977** or by clicking on the following website address: [https://zoom.us/j/868 9941 5977](https://zoom.us/j/86899415977)

- 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

- 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.

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.