

Minutes of the Planning Board Meeting

Monday November 8, 2021 6:00pm

Bonnie Ham called the meeting to order at 6:04.

Present: Bonnie Ham, Robert McAfee, Margaret LaBarge, Mike Donohue – alternate

Margaret motioned and Robert seconded that Mike be appointed to fill a vacant seat on the board for the duration of the meeting. Bonnie, Robert, Margaret all voted yes.

Minutes of October 18, 2021 meeting were presented. Robert motioned, Margaret seconded to approve the minutes as written. All present voted to approve.

Bonnie noted that we needed to submit our 2022 proposed budget before the next meeting and proposed that we carry forward the same numbers as had been presented for the previous year. Discussion ensued and a revised budget was proposed maintaining payroll and office expense at the same level, while reducing legal and consulting fees to a single line item at \$5000.

Margaret raised the question of whether the Board wanted to continue the use of hybrid meetings over Zoom, considering that there is also a room recording being posted to YouTube. She noted that if this is going to be an ongoing practice, it makes sense for the Board to have equipment dedicated for the purpose that belongs to the Town, rather than continuing to use her personal computer. Mike mentioned that he hadn't realized that we didn't already have a Planning Board computer and this would be a reasonable investment. Bonnie stated that she and I could investigate options and report to the Board what is available. On this basis, we reconsidered the office expense budget and adjusted it to be \$2500 to include funds for purchasing a computer next year.

The Zoom discussion also raised the question of whether there was sufficient salary included for a part time secretary. Bonnie noted that the hours listed for salary in the budget actuals for 2021 are incomplete as Margaret's hours for September and October have not yet been reported. Robert proposed raising the rate for secretary to \$28 per hour and making it retroactive to September. The Board did not vote on this – Margaret suggested that she would feel more comfortable having salary discussions occur with a larger percentage of the Board present.

6:15 PM Public Hearing – Application for Excavation Permit for Caulder Construction LLC, Daniel Webster Highway, Map 112 Lot 002

At 6:15, Bonnie called the hearing open, and then realized that the box of Planning Board files which is typically in the meeting room was not present. Upon investigation, it was discovered that the box was locked in the Town Clerk's office. Some time passed before it could be retrieved, and the hearing began at 6:25. Rex expressed frustration

that the Board was not organized and stated that his application had been misplaced as well. Margaret noted that she knows improvement is needed in keeping the records organized and that she has been working on it, and added that there is still more work to be done.

Bonnie presented the application and supporting documents to the Board members present and noted that she had reviewed the packet with Ben prior to the meeting and they had agreed that the application is complete. The question was raised as to why they reviewed the documents outside of a regular meeting, and Bonnie explained that this is common practice in preparing the agenda and that it was done without a quorum present and no decisions were made.

Robert motioned and Margaret seconded that the application be approved and permit be granted. All members present voted to approve.

Meeting adjourned at 7:10pm