



**TOWN OF PITTSFIELD
PLANNING BOARD
TOWN HALL, 85 MAIN STREET
PITTSFIELD, NH 03263**

MEETING MINUTES OF Thursday September 17, 2020

ITEM 1. - CALL TO ORDER

Call to order at 7:06 P.M. by Adam Gauthier, Chair of the Planning Board.

ITEM 2. – ROLL CALL

Ray Ramsey – Alternate

Jim Adams - Ex officio Alternate

Adam Gauthier – Chair

MEMBERS ABSENT

Matt St. George – Vice Chair

Clayton Wood

Carl Anderson – Ex officio Alternate

OTHERS PRESENT

Bonnie Theriault – Administrative Assistant

ITEM 3. –PUBLIC INPUT

None.

ITEM 4. – APPROVAL OF MINUTES OF THE SEPTEMBER 3, 2020 MEETING

Two of the three Planning Board members at the meeting were not present at the previous meeting. Adam Gauthier tabled the September 3, 2020 meeting minutes until the next Planning Board meeting when a quorum could be reached.

ITEM 5. – REVIEW RULES OF PROCEDURE AND VOTE ON ANY AMENDMENTS

a. Discuss the status of changing the meeting weeks with ZBA

The Board discussed the proposed changes to the meeting dates for the Planning Board. The proposed changes are to switch Thursday monthly meeting dates with the Zoning Board of Adjustment. The Planning Board will now meet on the 2nd and 4th Thursdays of the month, while the Zoning Board will now meet on the 1st and 3rd Thursdays of the month.

The Zoning Board is OK with the changes and will be voting on the changes at their next meeting. Bonnie Theriault suggested waiting until November for the switch in order to give the Town enough time to post the changes in the paper for public input.

There were some concerns about extra meeting times for the Planning Board that would need to be

scheduled before the end of the year. Both Adam Gauthier and Ray Ramsey stated that they would be flexible and have no problem coming to extra meetings when available and if needed.

Adam Gauthier motioned to change Planning Board meetings to the 2nd Thursday of the month as a regular meeting and 4th Thursday of each month as needed starting November 12, 2020.

Ray Ramsey: Second.

Discussion: None.

Motion carried 3-0-0. Adam Gauthier – yes, Ray Ramsey – yes, Jim Adams – yes.

b. Address the items that need updating within the document

The Board members discussed changes to the Planning Board Rules of Procedure. A full copy of the proposed changes can be found posted at the Town Hall. The proposed updated changes are as follows;

III. Officers

1. The planning board shall elect a chair and a vice-chair. (See RSA 673:8.)
3. The chair and the vice-chair, shall be appointed or elected board members except that an ex officio board member shall not serve as chair or vice-chair. (RSA 673:8 and RSA 673:9, II; also see rules III, 10 and 11, providing that the vice-chair may become an acting chair.
4. Remove entirely.
5. The board shall elect its officers annually at the regular meeting in April (ordinarily on the first meeting in April).
7. If the office of either chair or vice-chair, becomes vacant before the end of the term, then the board shall elect a chair or vice-chair, whichever office is vacant, to fill the unexpired term.
11. Remove entirely.
12. Remove entirely.

Board members discussed changes to Secretary and Recording Secretary/Minute Taker duties and tasks. Wording of Secretary is changed to Administrative Assistant and the Recording Secretary/Minute Taker is not included as a member of the Board since the Recording Secretary/Minute Taker is hired by the Select Board and approved by the Planning and ZBA Boards. Jim Adams said it was also pointed out by the Municipal Association and Town lawyers that it could be a conflict of interest to have a Recording Secretary/Minute Taker as a member of the Board. The minutes of every meeting should be recorded without prejudice.

IV. Administrative Assistant

1. The planning board may retain or appoint an administrative assistant to administer the board's routine business in the town hall.
- (b) Previous section b will now be combined with section 1 (a) with changes as follows; composing and posting routine notices for regular meetings and special meetings, such as notices for hearings under RSA 676:4, notices for hearings under RSA chapter 675, and notices of decision. The administrative assistant will be a town employee that the board of selectmen provides, but the administrative assistant shall act under the direction or supervision of the planning board or the planning board chair.
- 1(b) The planning board may retain or appoint a minute taker or recording secretary who shall prepare the board's minutes.
2. The code enforcement/compliance officer and the town administrator shall provide other administrative assistance as the planning board may need.

Bonnie Theriault stated that the code enforcement officer Scott LaCroix is currently looking through the

proposed changes for approval. The code enforcement officer isn't requested at every meeting but will be available to the Planning Board and ZBA Board as needed.

VI. General Provisions for Meetings

1. The planning board shall hold at least one regular meeting in each month. (RSA 673:10, II.) The regular meeting shall be on the second Thursday of the month at 7:00 P.M except as follows;
 1. a) Remove entirely
 1. b) Remove entirely
 1. c) The board shall have two regular meeting in December, on the first Thursday of December at 7:00 P.M. and on the third Thursday of December at 7:00 P.M. The purpose of the second regular meeting in December is to set the dates of hearings for citizen petitions to amend or repeal the zoning ordinance. (See RSA 675:4, II, and RSA 675:4, V.)
7. All meetings and records of the board shall be open to the public in accordance with RSA 91-A. Minutes shall be available within 5 business days of the board meeting. (RSA 91-A:2, II, and RSA 91-A:4, IV.) The board shall review the recording secretary's minutes for accuracy.
9. Any board member who will be unable to attend a meeting shall notify the chair, the vice-chair the administrative assistant, or the town administrator as soon as possible. The board encourages regular members and alternate members to attend all meeting of the board. Board members who are consistently absent may be subject to removal under RSA 673:13.

Board members discussed various meetings that would need to be scheduled during holidays while leaving enough time to post the information for a public meeting before voting. December 9, 2020 is the last day to accept petitions and December 30, 2020 is the last day to post for a Public Hearing. The Board decided to move forward with meeting changes for November 12, 2020 and try to schedule a public meeting for December 10, 2020.

VII. Public or Board-Member Participation in Meetings

2. No person on or off the board may speak if the chair has not recognized that person to speak. The chair has the duty under state law to maintain order. (case law removed)
9. c) Case law removed
10. b) Case law removed
11. c) Case law removed

VIII. Disqualification of Board Members

1. If any planning board member disqualifies himself from sitting in a particular case, then he shall notify the chair, the vice-chair, the board's administrative assistant, or the town administrator as soon as possible so that the chair may ask an alternate to sit in the disqualified board member's place.
4. Remove entirely

IX. Order of Business at a Meeting

1. (k) Zoning Administrator's report.
4. (b) Case law removed

XI. Schedule and Notice for Meetings for Formal Subdivision or Site Plan Applications

2. For every meeting to consider accepting an application for subdivision or site plan approval as complete, the board shall notify the abutters, the applicant, holders of conservation, preservation, or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the

board. The board shall send the notice by verified mail, shall post the notice in the town hall and the post office, and shall publish the notice in a newspaper of general circulation in the area for not less than 10 days before the date fixed for the meeting. (RSA 676:4, I, (d), (1).)

XIII. Conduct of Hearings on the Merits of Subdivision or Site Plan Applications

- 20. a) Case law removed
- b) Case law removed

XVI. Issuance of Decision

- 2. The chair with the assistance of the administrative assistant shall write, sign, and date the notice of decision.
- 4. a) Remove entirely
- b) The vice-chair shall countersign the chair's signature if the vice-chair is present and is not acting as chair.
- c) A board member that the chair designates shall countersign the chair's signature if the chair and vice-chair are both unavailable to countersign according to subparagraphs (a).
- 6. The chair, the vice-chair, or the administrative assistant shall record the plat at the registry of deeds within 10 calendar days of the final approval. (See RSA 674:39, I.) The applicant shall pay all recording fees.

Board members discussed a clear-cut and easily understood process for applicants to follow to keep administrative and/or board members from giving personal opinions so that decisions on the board can be made without prejudice. It was noted that in section 2 and section 4(c), the administrative assistant would not be signing any documents. When the board meets during election time to vote on a chair and vice-chair, they will also vote in a designated board member to countersign documents if the chair or vice-chair are not available, including the Issuance of Decision.

XVII. Schedule and Notice of Meetings for proposed Master Plans, proposed Subdivision or Site Plan Regulations, or proposed Zoning Regulations

- 3. The board shall use its second regular meeting in December (ordinarily on the third Thursday of December) to set the date of the hearing for each citizen petitioned zoning amendment and the date of the hearing for each citizen petition to repeal a zoning ordinance. (RSA 675:4, II, and RSA 675:4, V.)
- 4. After the board has scheduled hearings on the citizen petitions to amend or repeal the zoning ordinance, the chair and/or the administrative assistant shall post in the town hall and the post office the notices of public hearings on the citizen petitions, and shall submit the notices to the newspaper where the board will advertise the hearings. (See RSA 675:7, I.) The chair will ordinarily do these notice tasks on the first day after the board has scheduled the hearings, to ensure that the board meets the notice-schedule requirements of RSA 675:7, I; but the chair may do the notice tasks on a later day if doing the notice tasks on the later day will have the board meeting the notice-schedule requirements of RSA 675:7, I.

Board members decided to table the vote for the changes to the Rules of Procedure until the next Planning Board meeting on October 1, 2020 when they are able to get input or possibly further change requests from the other Board members.

ITEM 6.- REVIEW AND DISCUSS POSSIBLE ZONING AMENDMENTS

Proposed Zoning amendments are as follows;

Proposed Amendment #1

Article 3. zoning districts, 3, use regulations, (6) Table of Uses and Districts

ADD one line;

Manufactured Housing: Urban & Commercial (N), Suburban, Rural & Lt. Industrial/Commercial (Y)

Effect of amendment; would prohibit placing manufactured housing (mobile homes) in the concentrated downtown area where extremely narrow lots are common.

Proposed Amendment #2

Effect of proposed amendment; would prohibit RV's and campers from being used as permanent residences or to circumvent the present accessory apartment article.

Add an Article entitled Recreational Vehicles & Campers.

- (1) A permanent resident of Pittsfield may store or park unused recreational vehicle(s) or camper(s) owned by the resident on his/her property, and are subject to setback requirements for buildings in Article 3;4 Dimensional regulations, (h) Table of Dimensional Requirements.
- (2) Any property owner or lessee may accommodate one recreational vehicle or camper upon his/her property for travel, camping, recreational or business purposes, whether the recreational vehicle is owned by the property owner, lessee or a non-paying guest of the owner/lessee, for a period of not more than 182 days in any twelve month period, provided that during all periods of use the recreational vehicle remains mobile, legally registered and inspected (where applicable) and disposes septage in one of the following manners;
 - (a) In a self-contained fully functional holding tank in the vehicle;
 - (b) In a septic system which is in compliance with all applicable New Hampshire Department of Environmental Services Rules and Regulations for a temporary connection to a fully functioning septic system.;
 - (c) Removal of septage from the vehicle by a licensed septic removal company;
 - (d) Disposal at a licensed septic disposal facility.
 - (e) Legal connection to the municipal wastewater treatment system.

Unlawful disposal of septage will result in an immediate order to remove the recreational vehicle and assessment of applicable fines and the financial responsibility to fully remediate the polluted area.

Any such recreational vehicle must meet the setback requirements for buildings in Article 3; 4 Dimensional regulations, (h) Table of Dimensional Requirements.

- (3) A property owner or lessee may place recreational vehicles on their property for temporary non-commercial usage of not more than a total of 14 days in a 60-day period without complying with the setback requirements or cap of one RV/camper stated in Section 2 (above).

Board members discussed the proposed Zoning Amendments. Adam Gauthier stated that he felt a third proposed amendment should also be added for a definition of RVs and Campers to align with the second proposed amendment. Adam Gauthier said that he would look up the definitions in Webster's 3rd New International unabridged dictionary (which the Planning Board uses) and present the third proposed amendment at the next meeting.

ITEM 7. – CENTRAL NH REGIONAL PLANNING COMMISSION – REPRESENTATIVE VACANCY

There are two seats on the Central NH Regional Planning Commission and one seat has expired. Board members discussed filling in the vacancy with one of the current Planning Board members applying for the position. Adam Gauthier stated that he was interested in the position.

ITEM 8. - SELECTMEN'S REPORT

Jim Adams updated the Planning Board with good news about DOT refunding the money to the Town for the road work that was already done and an update that the road on RT-107 by BCEP will be getting repaired soon.

ITEM 9. - MEMBERS' CONCERNS

None at this time.

ITEM 10. – ADJOURNMENT


Ray Ramsey made a motioned to adjourn at 8:46 P.M.

Jim Adams: Second.

Discussion: None.

Motion carried 3-0-0. Ray Ramsey – yes, Jim Adams – yes, Adam Gauthier – yes.

Approved:


Adam Gauthier, Chairman

Oct. 1 2020
Date