

# Dalton Planning Board

## Minutes of 10/03/2012

**Present:** John Letson, Bill Howe, Ann Craxton, Nancy McVetty, Erik Nilsen, and Carl Lindquist.

Meeting called to order at 7:05 PM.

Reading of the minutes from September 5, 2012, Nancy McVetty motioned, Ann Craxton seconded, all agreed to accept last month's minutes.

Nancy McVetty recused herself from the board. Ann Craxton motioned that Carl Lindquist be a voting member for this evening, Bill Howe 2<sup>nd</sup> and all agreed.

Nancy McVetty and Tom McVetty came before the board to present an application for subdivision of the McVetty property, owners being Rebecca J. McVetty, Thomas McVetty, and Terri Parks, on Union Road, Tax Map Lot # 123, of 42.88 acres to 2 lots.

Ann Craxton motioned, Carl Lindquist 2<sup>nd</sup> and all agreed to accept the Application for Subdivision.

The Planning Board members reviewed the Application for Subdivision packet presented to them. They reviewed the Plat, and upon completing the review of the Plat and Application for Subdivision packet Ann Craxton motioned, Carl Lindquist 2<sup>nd</sup> and all agreed to hold a hearing at 7:15 pm on November 7, 2012. The Planning Board secretary will send out the appropriate notices to the abutters and submit a notice of hearing to the local paper as required for the hearing.

Upon completion of the application process, Nancy McVetty rejoined her seat with the Planning Board members.

Mr. Gardner Kellogg came before the Planning Board to present an application for Boundary Lot Line Adjustment between the properties of the Joseph & Dorothy Murdock Living Trust and Thomasina Perugini Properties, TM 201-13, 1.03 Acres and TM 201-12, 0.29 acres respectively.

The Planning Board members reviewed the Application packet for Boundary Lot Line Adjustment. It was noted and a correction made to the county name, from Grafton County to Coos County on the Plat. After review of the plat and application packet, the Planning Board requested appropriate copies be provided to the Planning Board secretary. The abutter list & mailing labels of the named abutters along with a copy of the plat was provided by Gardner Kellogg to the Planning Board secretary and he will email the remaining Application Packet copies to the secretary within the next 5 days.

The Planning Board agreed to schedule the hearing for the Application for Boundary Lot Line Adjustment on November 7<sup>th</sup>, 2012 at 7:30 pm. The Planning Board Secretary will send out the

appropriate notices to the abutters and submit a notice of hearing to the local paper as required for the hearing.

Chairman John Letson noted that a correction to the earlier motion for acceptance of the Application for Subdivision of the McVetty property, which was 2<sup>nd</sup> and agreed by all voting Planning Board members was incorrect, as this would be done at the Hearing scheduled for November 7<sup>th</sup> at 7:15 pm. It was recommended to note the correction which was agreed to by the voting Planning Board members. Note that the application was agreed to be reviewed by the board and that the process of accepting or denying the Application for Subdivision would be done at the scheduled Hearing on November 7<sup>th</sup> at 7:15 pm..

Planning Board Chairman, John Letson then announced to the Planning Board that he will be stepping down from his position as Chairman of the Planning Board. He explained to the Planning Board members that they may choose to elect the Chairman for the Planning Board effective immediately upon the presentation of his resignation letter. John Letson handed his letter of resignation to Nancy McVetty, who read the letter out loud to the Planning Board members. John Letson then handed over the keys to the Planning Board filing cabinets to the Planning Board Secretary.

There was a pause of silence for a few minutes as the Planning Board members absorbed the information of the letter of resignation.

Bill Howe motioned to accept with regret Chairman John Letson's resignation letter. The motion was 2<sup>nd</sup> by Nancy McVetty to accept with regret the resignation letter of Chairman John Letson. All Planning Board members agreed to accept with regret the resignation letter of Chairman John Letson.

There was then discussion in regards to the position of Chairman for the Planning Board. At the end of the discussion, Bill Howe stated he will accept this position if nominated by the Planning Board. The Planning Board members at this point are Nancy McVetty, Ann Craxton, and Bill Howe, with Erik Nilsen and Carl Lindquist as alternates.

Nancy McVetty motioned that Bill Howe becomes the Chairman of the Planning Board. Ann Craxton 2<sup>nd</sup> the motion, and all agreed. The Planning Board then discussed the need to place one of the alternates into the vacated voting position on the Planning Board with John Letson's resignation. Erik Nilsen in the discussion deferred to Carl Lindquist for this position.

Nancy McVetty motioned to move Carl Lindquist into the voting member position which was vacated with John Letson's resignation. Bill Howe 2<sup>nd</sup> the motion and all agreed. Carl Lindquist is now a voting member of the Planning Board, Entering Class of 2014. The Planning Board Secretary then handed the keys to the filing cabinets over to Chairman Bill Howe. It was noted that Erik Nilsen is now the Primary Alternate for the Planning Board. The Planning Board Secretary will advise the Dalton Town Selectmen of the changes to the Planning Board.

Discussion on access to the Municipal building for meetings of the Planning Board then occurred. The Planning Board Secretary then advised the Planning Board that the Chairman, Bill

Howe may make a formal request to the Board of Selectmen for a key for access to the Municipal Building. In the meantime the Planning Board can request that someone is available to open the doors to the Municipal Building and the meeting room until the request is approved and a key provided to Chairman Bill Howe.

Goodbyes, various thank yous, and appreciation of John Letson's work on the Planning Board were said by the Planning Board members. Questions in regards to the continuing process of the review and update of the Regulations were raised. John Letson then advised that once they have a Final Copy, they will need to make 6 copies and hold a hearing with Notification to the local newspaper of a hearing in regards to their recommended changes. He also stated that they should have the Final Copy reviewed by an attorney, contacting LGC to insure all verbiage is correct within the Final Copy prior to scheduling and announcing of the Hearing.

John Letson then advised the Planning Board that the Planning Boards Master Plans and Projector are currently within the Town Vault. He advised/recommended that as the Planning Board does have filing cabinets with appropriate locks and keys, that these items be moved into those cabinets which the Planning Board has access to. He also requested to receive his copy for the Master Plan, which was also placed within the Town Vault with the other copies of the Master Plan.

The Planning Board took this under advisement, and Chairman Bill Howe requested that the Planning Board Secretary contact the Town Selectmen and make the formal request to remove the Master Plans and Projector from the Town Vault so that they may be placed securely within the Planning Board's filing cabinets.

John Letson also advised the Planning Board that the Secretary of the Planning Board contact the North Country Council and introduce themselves as the Secretary of the Dalton Planning Board, advising the North Country Council of the list of members on the Dalton Planning Board, that they would then be able to assist the Planning Board members in any questions they might need answered. This will be especially helpful in obtaining the updated "New Hampshire Planning and Land Use Regulations," be it hard copy form or electronic form.

The Planning Board then thanked John Letson once again. Nancy McVetty requested the Planning Board Secretary to call Selectman Julie Simmonds to notify her that the Planning Board is completing their meeting so that the meeting room and Municipal Building can be secured. The call was placed and the Secretary of the Planning Board and Planning Board members agreed to wait for Selectmen Julie Simmonds arrival.

Bill Howe Adjourned the meeting at 8:00 pm

Next meeting, Wednesday, November 7<sup>th</sup>, 2012.