

**LINCOLN PLANNING BOARD
REGULAR MEETING MINUTES
TUESDAY, JUNE 12, 2013 – 6:00PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

APPROVED

Present: Vice-Chairman Jim Spanos, Clerk John Hettinger, Selectman, Paula Strickon, Patricia McTeague (Board of Selectmen's Representative) Norman Belanger (alternate) and Taylor Beaudin (alternate)

Members Excused: Chairman Pat Romprey, O.J. Robinson, Selectmen's Representative

Members Absent: None.

Staff Present: Planning and Zoning Administrative Assistant Carole Bont

Staff Excused: Town Manager Alfred "Butch" Burbank

Guests: Paul Beaudin

I. CALL TO ORDER: by Vice-Chairman Jim Spanos at 6:00 P.M.

Vice-Chair Mr. Spanos called the meeting to order as acting Chair. Chair Pat Romprey was away at a family event. Spanos appointed Norman Belanger to sit as a regular member of the Planning Board. OJ was away on business. Patricia McTeague was the member of the Board of Selectmen filling in for OJ Robinson.

II. CONSIDERATION OF DRAFT MEETING MINUTES FROM:

- May 22, 2013

The Board agreed to move consideration of the minutes to the next meeting.

Motion: "To move consideration of the minutes of May 22, 2013 to the next meeting."

Motion: Hettinger.

Second: Spanos.

Motion carried (4-0).

Paul Beaudin was present, expecting to hear the presentation about the State Building Code. The presentation was at the last meeting so Mr. Beaudin was given a copy of the draft minutes that included a recitation of the presentation given on May 22, 2013, and he left.

III. PLANNING BOARD WORK SESSION

A. Review Planning Board By-Laws and Review Proposed Rules of Procedure

*The Planning Board reviewed the Draft of the Rules of Procedure as modified by town counsel Peter Malia. They made the following changes to the draft: (Words that are added are **bolded and underlined**; words that are deleted are ~~bolded and striken~~ through.)*

1. Under **Members and Alternates**, Paragraph 5:
 - a. Changed “Up to ~~five~~ alternate members...” to “Up to **three** alternate members...” *The Planning Board usually has difficulty finding anyone to serve as an alternate.*
 - b. Removed the sentence, “~~Upon the close of the public hearing, alternates must remove themselves from the table and sit with other members of the public unless they are sitting in place of another.~~” *Unless it is illegal, the Planning Board prefers to have alternates participate in all of the discussion. At the meetings the Planning Board Chair makes it very clear to the applicant, the participants and the public who the alternates are and that alternates will not be making motions, seconding motions or voting.*
2. Under **Officers**, Paragraph 2:
 - a. They added the word “April” so the section will read, “The Officers of the Board shall be elected annually during the month of **April**...”
3. Under **Meetings**, Paragraph 1:
 - a. They added these words to the end of the sentence to read, “...on the second Wednesday of each month **and again on the fourth Wednesday of each month, if a second meeting is required.**”
4. Under **Meetings**, Paragraph 8:
 - a. *They changed the Order of Business as follows to conform to the way they have been doing business for many years:*
 - i. Call to order by Chairman
 - ii. **Attendance and appointment of alternates by Chairman**
 - iii. Minutes of previous meeting
 - iv. Unfinished business
 - v. Hearings on Subdivision/Site Plans
 - vi. Readings of communications directed to the Board
 - vii. Other business, public comment
 - b. They changed ~~Roll Call by the Secretary~~ and changed it to **Attendance and appointment of alternates by Chairman.**
 - c. They removed the “~~Report of officers and committees~~” *because it rarely if ever happens.*
5. Under **Meetings**, Paragraph 9:
 - a. They added the following to the end of the second sentence: “Voting shall be by roll call vote which shall be recorded in the minutes, **if requested.**”
6. Under **Notice**, Paragraph 1:
 - a. They added the following: “Public notice of the submission of and public hearings on each application shall be given in the Littleton Courier **and/or the**

Manchester Union Leader and by posting at both the Town Office and the Post Office...” *The Littleton Courier is only published once per week. Sometimes there is a problem with meeting the deadlines of the weekly paper and they would like to have another publication option, if necessary. They have to post the public hearings AND publish the public hearings. They do not have a choice about doing one or the other.*

7. Under **Public Hearings**, Paragraph 1:
 - a. They added the following: “...and ask for the Secretary’s **or agent’s** report on the proposal.”
8. Under **Public Hearings**, Paragraph 2:
 - a. They added the following: “...The Secretary **or agent** shall read the application...”
9. Under **Decisions**, Paragraph 3:
 - a. They added the following: “Notice of decision will be made available for public inspection at the **Lincoln Town Hall** within 5 business days after the decision is made...”
10. Under **Records**, Paragraph 1:
 - a. They added the following: “The records of the Board shall be kept by the Secretary **or agent** and shall be...”
11. Under **Joint Meetings and Hearings**, Paragraph 1:
 - a. They removed the following: “The Planning Board may hold joint meetings and hearings with other ‘land use boards’ including the Zoning Board of Adjustment, ~~the Historical District Commission, the Building Code Board of Appeals, and the Building Inspector.~~” *The Town of Lincoln does not have these other boards or a building inspector at this time.*
12. Under **Joint Meetings and Hearings**, Paragraph 5:
 - a. Subparagraph a. They added the following: “Call to order by **the** Chairman.”
 - b. Subparagraph b. They added the following: “Introduction of members by both boards by **the** Chairman.”
 - c. Subparagraph c. They added the following: “Explanation of reason for joint meeting/hearing by **the** Chairman.”

VI. PUBLIC PARTICIPATION AND OTHER BUSINESS: Public comment and opinion are welcome during this open session. However, comments and opinions related to development projects currently being reviewed by the Planning Board will be heard only during a scheduled public hearing when all interested parties have the opportunity to participate.

Members of the Planning Board asked about the status of the repairs to Black Mountain Road. They have not seen any movement there yet this summer. They asked the Planning and Zoning Administrative Assistant to ask Town Manager Butch Burbank and Planning Board Chair, Pat Romprey, about it.

There was no public present and no comments.

VII. ADJOURNMENT:

Motion to Adjourn.

Motion: Hettinger.

Second: Strickon.

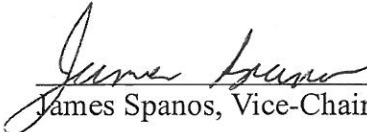
Motion carries unanimously by all members present (4-0)

The meeting was adjourned by at 7:06 pm.

Respectfully submitted,

Carole Bont, Planning and Zoning
Administrative Assistant

Dated: June 26, 2013


James Spanos, Vice-Chair