

**TOWN OF TUFTONBORO
PLANNING BOARD
October 5, 2017
MINUTES**

Members Present: Jack Parsons, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Matt Young, John Cameron, Russ Steensma, Members, Laureen Hadley, Alternate.

Members Absent: Sue Wingate, Kate Nesbit, Members.

Staff Present: Lee Ann Hendrickson, Administrative Secretary.

Vice-Chairman Parsons opened the meeting at 7:05 PM.

Vice-Chairman Parsons appointed Laureen Hadley, Alternate, to sit in for Sue Wingate, Member.

**I. Consideration of Minutes
September 7, 2017**

It was moved by Bill Marcussen and seconded by Matt Young to approve the September 7, 2017 Tuftonboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

II. Action Items

a. Appointment of Chairman, Vice-Chairman and CIP Planning Board Representative

It was moved by Bill Marcussen and seconded by John Cameron to appoint Jack Parsons as Chairman to the Tuftonboro Planning Board. John Cameron, Bill Marcussen, Russ Steensma, Laureen Hadley voted in favor. Matt Young, Jack Parsons abstained. The motion passed.

Matt Young stated he abstained because he believes it is a conflict of interest for Mr. Parsons to be the chairman of the Board and employed as the Code Officer.

It was moved by Jack Parsons and seconded by Matt Young to appoint John Cameron as Vice-Chairman to the Tuftonboro Planning Board. All members voted in favor. The motion passed.

It was moved by Jack Parsons and seconded by John Cameron to appoint Laureen Hadley as Planning Board Representative to the Capital Improvement Program Committee. All members voted in favor. The motion passed.

b. Lot Merger

Stephen D. Snow

Tax Map #42-2-25, 26, 27, 29, 30, 31, 32, 33, 34

Jack Parsons stated he reviewed the application and deeds; noting the application is complete.

It was moved by Matt Young and seconded by Russ Steensma to approve the Stephen D. Snow Lot Merger, Tax Map #42-2-25, 26, 27, 29, 30, 31, 32, 33 and 34. All members voted in favor. The motion passed.

III. Discussion Items

a. 2018 Budget

Following discussion of the 2018 budget, the Board agreed to recommend the following changes to the BOS and Budget Committee;

- Increase Administrative Assistant to incorporate the 1.2% COLA (and Merit increase once determined)
- Increase Tuition Reimbursement to \$300 (to accommodate registration/attendance of workshops for new members)
- Increase Lakes Region Planning Commission to \$4,295 (reflects increase by LRPC)
- Decrease Recording Fees to \$150 (reflects estimated usage)
- Decrease Master Plan Review to \$1,500 (revised scope of services from LRPC)

b. Master Plan Update

LRPC Contract

Staff reviewed the revised scope of services and cost estimate related to such submitted by LRPC; cost for services \$5,347. She noted the balance in the 2017 budget for Master Plan Review is \$4,136.72.

The Board agreed with the revised scope of services and requested Staff to request LRPC submit an amended contract for BOS approval.

It was moved by John Cameron and seconded by Matt Young to request LRPC for an amended contract for services related to the Master Plan update. All members voted in favor. The motion passed.

Natural and Scenic Resources Chapter

Staff requested the Board review such and submit any changes directly to Staff; noting an outstanding component of the chapter is information on milfoil.

c. Planning Board Rules of Procedure, Mission Statement and Policy Statement

The Board discussed such and agreed to incorporate the Mission and Policy Statements into the Rules of Procedure. The Board discussed examples from the towns of Alton, Wolfboro, Belmont and OEP; noting they preferred Alton, Wolfboro and the template from OEP. The Board requested Staff prepare a draft Rules of Procedure.

d. Planning Board Meeting Schedule

The Board discussed the schedule and agreed to hold the Planning Board meetings year round on the first and third Thursday of the month at 7 PM.

III. Informational Items

None.

IV. Public Comment

None.

V. Other Business

None.

It was moved by Matt Young and seconded by John Cameron to adjourn the October 5, 2017 Tuftonboro Planning Board meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 7:54 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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