

**Town of Easton
Planning Board Meeting
February 7, 2019**

DRAFT COPY

Planning Board:

Denys Draper – Chair – Present
Anita Craven – Present
Bob Lamanna – Present
Frank Woodruff – Present
Zak Mei (SB ex-officio) – Present

Tom Boucher (Alternate) – Not Present
Jim Collier (Alternate) – Not Present
Ned Cutler (Alternate) - Present, Not Seated
Bob Thibault (SB ex-officio Alternate) –
Present, Not Seated

Public in Attendance:

Scott Viveiros

Denys Draper opened the meeting at 7:05 PM.

Approval of Minutes

- Bob Lamanna moved to accept the January 3, 2019 minutes as written. Frank Woodruff seconded. All in favor. None opposed. Passed.
- Anita Craven moved to accept the January 4, 2019 minutes as written. Bob Lamanna seconded. All in favor. None opposed. Passed.
- Frank Woodruff moved to amend the January 17, 2019 minutes by taking out the word “to” in the fourth bullet under heading of Cistern/Water supply. Denys Draper seconded. All in favor. None opposed. Passed.
- Frank Woodruff moved to accept the January 17, 2019 minutes as amended. Bob Lamanna seconded. All in favor. None opposed. Passed.
- Denys Draper moved to amend the January 29, 2019 minutes by marking Bob Thibault as “Not Present”. Anita Craven seconded. All in favor. None opposed. Passed.
- Anita Craven moved to accept the January 29, 2019 minutes as amended. Bob Lamanna seconded. All in favor. None opposed. Passed.
- Denys Draper moved to accept the February 4, 2019 minutes as written. Frank Woodruff seconded. All in favor. None opposed. Passed.

Subdivision Checklist

- The board compared the subdivision checklists for Easton and Franconia discussing the pros and cons of creating separate checklists for subdivisions of varying sizes.
- Anita Craven emphasized the importance of keeping a space on the page to actually check off each item.
- The board considered making a simplified checklist for application submission that could be used by the person receiving the subdivision application.
- Zak Mei noted that a checklist cannot replace the Subdivision Regulations and RSA's.

- Frank Woodruff noted that designating a specific newspaper for public notices would be helpful to our citizens.
- Denys Draper will develop a checklist proposal to be reviewed at the next meeting. This checklist will break out fees such as application fees, including costs for abutter notifications and newspaper notices.

Planning Board Old Business

- The board determined that the Water Supply Subdivision Regulation amendment needed more discussion and could be deferred until after the town meeting.
- Scott Viveiros informed the board that his subdivision had been granted Driveway Permit 01-137-5659-P by the DOT. A copy of the DOT letter was added to the Viveiros I Subdivision folder.
- The Planning Board needs to appoint two Commissioners to North Country Council. Planning Board members will seek appointees.
- The board modified the Notice of Decision Template in order to clarify extensions for conditional approvals.
- The board discussed breaking out the Planning & Zoning budget line for more detail but declined to make any changes.

Planning Board New Business

- The Goals Review will be completed at the April Planning Board meeting.
- Zak Mei will send out the CIP review to the various departments.

Bob Lamanna moved to close the meeting at 9:02 PM. Zak Mei seconded. All in favor. None opposed. Passed.

Next Meetings:

Regularly Scheduled Planning Board Meeting – March 7, 2019 at 7 PM.
Special Meeting for Master Plan – Thursday, March 28, 2019 at 6 PM.

Respectfully submitted,

Claire Mei
Secretary to the Easton Planning Board