

DEERFIELD PLANNING BOARD
DEERFIELD, NEW HAMPSHIRE
AUGUST 10, 2011

MINUTES OF MEETING

PRESENT: Board members Fred McGarry, Kate Hartnett, William Perron, Lisa Wolford. Secretary Jane Boucher

Chair Fred McGarry called the meeting to order at 7PM.

APPROVAL OF MINUTES

William Perron moved and Lisa Wolford seconded to approve the minutes of July 27, 2011.

The following corrections were made to the minutes:

Page 2: Paragraph 3: Correct to read: "...5,070 square feet..."

Page 3: Paragraph 3: Correct to read:"She questioned whether the town should be required to carry the burden of maintenance and questioned whether a maintenance agreement could be included in the easement to be effective if the Town does provide maintenance the owners will be assessed.

Chair McGarry called for a vote on the motion. Voted in favor.

CADY SUBDIVISION

Chair McGarry advised that Harriet Cady has requested a more detailed billing from Keach Nordstrom. He noted that he had e-mailed Steve Keach asking him to provide a detailed invoice for the Cady Subdivision.

APPROVAL OF MANIFEST

William Perron moved and Lisa Wolford seconded to approve the manifest for 8/10/11. (time sheet for Jane Boucher 15 1/2 hours). Voted in favor.

RULES OF PROCEDURE

Board members reviewed a guide for Rules of Procedure provided by OEP.

Lisa Wolford commented that she had been reviewing Rules of Procedure from other towns and felt that more specific rules should be contained regarding alternate members

The Board made several revisions to the guide for Rules of Procedure:

- a. Add "Vacancies" to "Members and Alternates"
- b. Under "Officers" add "Staff" to include secretary, Planning Consultant and Engineering Consultant.
- c. Under "Meetings" Add " In the case that a vote is not unanimous, the secretary will record who has voted in favor and opposition.
- d. Change all references to "Chairman" to "Chair"

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- e. Identify all references to RSA's with title as printed.
- f. Under "Public Hearings" Revise to read "The Chair shall read the Notice of Public Hearing."
- g. Under "Public Hearings" add "The Town Planner shall prepare a report noting is the application is complete and can be accepted."
- h. Under "Public Hearings" add The Board can accept the application and vote to hold a public hearing or schedule for a later date.
- i. Under "Amendment" Change to "The Board may amend the Rules of Procedure at a regular scheduled meeting under RSA 676:1."

Lisa Wolford will provide language used by other towns for

- a. conflict of interest procedure
- b. e-mail communication
- c. ex-parte communication

Chair McGarry will revise the Rules of Procedure incorporating language agreed to by the Board and language provided by Lisa Wolford.

The Board will review the Rules of Procedure at their August 24, 2011 meeting and vote to approve at their September 14, 2011 meeting.

OTHER BUSINESS

Lisa Wolford advised the board that she had spoken with Harriet Cady on July 30 at the Post Office. She advised Mrs. Cady that she was correct when saying that the Rules of Procedure are required by law.

During their discussion Mrs. Cady advised that Jason Dionne, an abutter, has refused to grant an easement and offered to sell the property to her. Mrs. Cady then said that out buildings on his property encroached on her property. Mr. Dionne told her he would remove them.

Ms. Wolford said that she told Mrs. Cady, at this point, that perhaps this was a bargaining process between them. Ms. Wolford said she was disclosing this to the Board as it might be conceived as ex-parte communication and a conflict of interest. (RSA 673:14). She added that, in her opinion, the application has been conditionally approved and the communication has no effect on that approval.

After some discussion Board members agreed that there was no conflict of interest because of the communication.

The meeting was adjourned at 8:45PM.

Recorded and transcribed by Jane Boucher