



**TOWN OF WILTON
PLANNING BOARD MEETING
DRAFT MINUTES**

DATE: January 21, 2015
TIME: 7:30 P.M.
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Chairman Alec MacMartin, Vice Chairman Jeff Kandt, Neil Faiman, Sara Spittel, Matt Fish, Alternate Dawn Tuomala, Board of Selectmen Representative Kermit Williams, NRPC Representative Camille Pattison, and Secretary Sorrell Downing.

PUBLIC HEARING

Chairman MacMartin opened the public hearing at 7:40 and read the first Proposed Zoning Changes as follows:

Section E – Code for Building and Sanitation Article II. Buildings – delete the words ‘an accessory’ and add the word ‘a’ in the last sentence of the paragraph.

Mr. MacMartin asked if there were any questions or comments and heard none.

A MOTION was made by Mr. Kandt and SECONDED by Ms. Spittel to place proposed ordinance change on the ballot for Town Meeting in March.

Voting: 6 ayes; motion carried unanimously.

Chairman MacMartin read the second Proposed Zoning Changes as follows:

Zoning Ordinance - Section 17.1(d) - to revise and add language regarding a non-conforming building or structure.

Mr. MacMartin asked if there were any questions or comments and heard none.

A MOTION was made by Mr. Faiman and SECONDED by Mr. Williams to place proposed change on the ballot for Town Meeting in March.

Voting: 6 ayes; motion carried unanimously.

APPROVED on 03/03/2015

A MOTION was made by Mr. Kandt and SECONDED by Mrs. Spittel to close the Public Meeting for Zoning Changes

PUBLIC HEARING

Chairman MacMartin asked the board to adopt the Master Plan Changes regarding Vision and Land Use as approved.

Mr Williams questioned if the Vision was too myopic. The Board decided to keep the Vision short.

Ms. Spittel suggested we remove the date from the logo and the board agreed.

The date of acceptance in the document will be changed to January 21, 2015.

With Changes, A MOTION was made by Ms. Spittel and SECONDED by Mr. Kandt to adopt the Vision and Land Use chapters as amended.

Voting: 6 ayes; motion carried unanimously.

A MOTION was made by Mr. Kandt and SECONDED by Mrs. Spittel to close the Public Meeting for Master Plan changes.

Voting: 6 ayes; motion carried unanimously.

REGULAR MEETING

Chairman MacMartin opened the regular meeting

Review of DRAFT Minutes from 12-17-2014

- Matthew Fish pointed out corrected to spelling of Joas Family.
- Add below Ms. Nichols resignation, "The Board thanked Ms. Nichols for her service to Town of Wilton Planning Board."

A MOTION was made by Mr. Kandt and SECONDED by Chariman MacMartin to APPROVE the meeting Minutes for 12-17-2014.

Voting: 5 ayes; Mr. Williams abstained

Review of DRAFT Minutes from 01-07-2015

- Line 36 should be changed to Ms. Pattison.

A MOTION was made by Ms. Spittel and SECONDED by Mr. Kandt to APPROVE the meeting Minutes for 01-07-15.

Voting: 3 ayes; Mr. Williams, Mr. Fish, Ms. Spittel abstained

Other Business:

Review of Secretary Handbook

- Chairman MacMartin had discussed with Silas Little the use of digital recorders in our Work Sessions and Regular Meetings. It was decided we would use a recording if requested but not on a regular basis.
- Digital recordings that are used for the purpose of creating Minutes can be destroyed after the APPROVED Minutes are published. (RSA 91-A:4)
- Strike Remaining part of paragraph on page 2, under “Taking Notes” - keep first sentence only.
- “Complying with State” Laws shall be updated to agree RSA 91-A:3, *all meetings, whether held in person, by means of telephone or electronic communication, or in any other manner, shall be open to the public. Except for town meetings, school district meetings, and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings. Minutes of all such meetings, including names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception.*
- Secretary Handbook needs to be dated.
- Contents of Written Minutes should also include members of the public who identify themselves when speaking.
- Public Notices will be posted at the Town Hall, Post Office and website. We will consider library or public kiosk if necessary depending on the case.
- The use of certified mail and return receipt mail was discussed and we need further clarification on the law regarding to specific cases. Camille will update according to New Hampshire State law.
- RSA 675:7 Notice Requirements for Public Hearing was discussed and will be further investigated as we detail the requirements for abutter notification.

- Under “Legal Requirements for Notification”, the use of the Milford Cabinet will be added. The Monadnock Ledger and the Nashua Telegraph may also be used.
- According to RSA 91-A:3 *a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings.*
- Rewording and reformatting of remaining document was discussed. Many overlaps and irrelevant topics to be removed from the Secretary Handbook.
- Ms. Pattison and Ms. Downing to work together to make necessary changes to format and content. These will be presented at the Meeting on 02-04-15.
- The filing system in the Planning Board office needs revamping. Ms. Downing to address and will bring suggestions to meeting on 02-04-15.
 - Plans found for High Mowing School. These will be filed by Ms. Downing with the existing approved plans and place with the existing tax maps at the Town Hall. The remaining copies will be distributed to Selectman’s Office, Fire Chief, and Planning Board files.

OEP Regulation of Master Plan Changes

Mr. Kandt cited the Master Plan changes accepted today need to be certified. Ms. Pattison to contact Chris Northrup about this.

Review of Sign Application

Chairman MacMartin and Ms Pattison will find procedures regarding sign application from Andrew Kennedy, PB15-001-SA. To be reviewed on 02-07-15 Work Session.

A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to adjourn the meeting.

Voting: 6 ayes; motion carried unanimously.

Chairman MacMartin declared the meeting adjourned at 9:50 PM.

Respectfully Submitted,
Sorrell Downing
Secretary