

TOWN OF CENTER HARBOR
PLANNING BOARD
Meeting
Tuesday, February 2, 2016

Chairman Charles Hanson called the meeting to order at 7:00 p.m. Present were Selectmen's Representative Harry Viens, David Reilly, Jackie Baker, Peter Loudon, Kelli Kemery and Clerk Aimee Manfredi-Sanschagrin. Bill Ricciardi absent with notice.

Voting Members: Charles Hanson, Harry Viens, David Reilly, Jackie Backer, Peter Loudon and Kelli Kemery.

I. MINUTES: Harry Viens motioned to accept the minutes of January 19, 2016 as amended. Seconded by David Reilly. All were in favor.

II. BOARD MEMBERS – APPOINTMENT

Appointment for Bob Coppo is up March 2016. Chairman asks Clerk to request if Bob would like to continue as an alternate member. Board has one regular member seat available, Chairman asks Kelli Kemery if she would like to be a regular member, Kelli responds yes. Chairman makes this recommendation to Selectmen's Representative Harry Viens. Harry will bring forth Planning Board Chairman's recommendation at the next Board of Selectmen's meeting.

III. REVIEW OF PLANNING BOARD POLICIES

Planning Board reviews and discusses their current policies by section:

Warrant Articles/Selectmen - policies reaffirmation date was added, no amendments made to this set of policies.

Minutes - amendments were made to some of the policies other policies needed further research. Clerk will check with Town Clerk and report back to Board regarding this section.

Subdivision/Boundary Line Adjustments - obsolete policies are to be deleted from the document, other policies required some research.

Road standards - needs to be updated with current information.

Voting Procedures - no changes made, add affirmation date.

Applications - research needs to be done on "exception is granted by the Selectmen per Section IV." Clerk will research and report back to Board. Newly adopted policy on Application Submission will be added to the policy document with adoption date. Under Plats, modifications made to multiple policies for consistency i.e. change from "Board" to "Planning Board."

Questions on two policies dealing with Registry of Deeds. Clerk will research and report back to Board.

Permits - Board would like clarification from Ken Ballance regarding the Planning Boards review on second dwelling units on a single lot.

Plats - no changes made, add affirmation date.

Miscellaneous - one policy will be deleted and the others will be modified with amended date.

Selectmen's Rep Harry Viens suggests the Board should reaffirm their policies every few years to keep policies up to date.

Chairman motioned to add the following policy "Policies shall be reviewed every even numbered year, right after Town Meeting" seconded by Peter Loudon all were in favor of adding this new policy and adoption date.

Once all changes have been made, Clerk will submit a modified document to the Board for final review. The final document will be submitted to the Town Attorney for review.

The Chairman adjourned the meeting at 8:12 p.m. Next meeting scheduled for March 1, 2016 @ 7 p.m. Respectfully submitted by Aimee Manfredi-Sanschagrin.