

**Nottingham Planning Board Meeting**  
**Date: Wednesday, April 24th, 2024**  
**Un-Official Minutes**

**Members Present:** Eduard Viel, Chairman; Teresa Bascom, Vice-Chair; Chris Evans, Secretary; Drew Stevens, Member; Doug Cummings, Member; Grant “Skip” Seaverns, Member; John Morin, Select Board Ex-Officio Representative; Robert “Buzz” Davies, Alternate

**Members Absent:** None

**Others Present:** Blair Haney, SRPC Representative; Alana Kenney, Land Use Clerk

**Call To Order:** The meeting was called to order at 7:00 p.m.

**Non-Business Workshop**

**By-Laws**

There was discussion about how in the past, there had been a change to Article 3, Section 6 in the By-Laws so that the Secretary would not be the person Chairing a meeting if the Chair and Vice-Chair were not present. Mr. Viel suggested this could be one of the changes made before voting on the By-Laws. The Board agreed that this change should be made.

*Mr. Seaverns made the motion to change the wording in the By-Laws from “In the absence of the Chair-Person and Vice-Chair person ...” and “... until such time as the Chair-Person and Vice-Chair Person” to “In the absence of the Chair-Person, Vice-Chair Person, and Secretary ...” and “...until such time as the Chair-Person, Vice-Chair Person, and Secretary”*

*Mrs. Bascom seconded the motion.*

*Mr. Seaverns made the motion to amend the motion to use the term “Officers” twice instead of listing the three (3) officers.*

*Mrs. Bascom seconded the amended motion. The motion passed by a vote of 7-0-0.*

Mr. Viel reminded the Board that Mr. Davies would be participating fully in the meeting except for votes.

Mr. Viel stated that the amended date and adopted dates of the By-Laws would need to be changed before signing.

Mr. Seaverns suggested changing the wording of Section 8, Article 2, which included the Town Of Nottingham Municipal offices as one of the locations where notices are posted.

There was discussion about how the RSA does not require the Town to list specific locations where notices are posted. It also only requires two locations including the website for postings,

although the Town still uses the Post Office as a third location. The Board agreed that the wording “Town Of Nottingham Municipal Offices” could be removed.

The Board agreed that there was an extra word in Article 12, Section 2. The word “than” could be removed from the sentence including the words “... return receipt requested mail at least than ten (10) days before the date ...”.

Mr. Viel stated that although there was a suggestion to use a new type of certified mail to save money, the current fees for that are already covered by the applicant.

Mr. Seaverns suggested looking at Article 12, Section 3, Sub-Sections G, H, I, and J to see if the wording and order looked correct.

The Board agreed that in Sub-Section G, the word “agent” should be changed to “designated representative.”

Mr. Seaverns suggested adding a letter after G to split up the previous sentence and state that “Those appearing in favor of the proposal shall be allowed to speak.”

The Board agreed that there should be a statement added to Article 12, Section 4 that would state “In accordance with RSA 676:30, all decisions should include a Findings of Fact.”

The Board agreed to change the wording in Article 12, Section 5, Sub-Section B from “...will be posted at the Town Of Nottingham Municipal Offices” to “... will be available in the Land Use Office during open hours ...”

The Board agreed to leave Article 12, Section 7 as is. Mr. Viel stated that he would look into it further.

***Mr. Stevens made the motion to approve the By-Laws as amended. Mrs. Bascom seconded the motion. The motion passed by a vote of 7-0-0.***

### **Regulations Review**

Mr. Viel referred to a running list of goals for the Planning Board that he has been using. The list includes items within the Zoning Ordinances that may need to be discussed, including some house-keeping issues. The list also includes a review of Site Plans and Subdivision Regulations.

Mr. Haney asked who the official keeper of the 911 maps was. Mr. Morin responded that it would be the Police Chief.

Mr. Viel suggested that everyone on the Board read both sets of regulations.

Mrs. Bascom suggested taking some action to get the review of these started.

Mr. Morin suggested another working meeting to answer all the questions about the regulations that the new members of the Board may have.

Mr. Cummings had concerns about when it was appropriate to ask questions.

There was discussion about the Zoning Ordinances and how amendments to those have to go through the municipal calendar usually starting in the fall and requiring public meetings before they appear on the ballot in March.

There was a lengthy discussion about the housing crisis in New Hampshire and what the town should be doing to help with this. Mr. Evans suggested that senior housing off of Route 4 should bring in tax dollars. There were differing opinions on the subject. It was agreed that any additional housing uses town resources such as the ambulance service.

### **Land Use Fees**

Mr. Viel requested that he Board review the two examples he has sent out regarding Land Use Fees in other Towns. He suggested that an initial escrow may be the best way to cover fees up front. He asked that this be put on the agenda for the next meeting.

Ms. Kenney stated that the Board does not currently charge the applicant for attorney fees. The Board agreed that would need to be changed and would be included in the next meeting's discussion.

There was a discussion about impact fees and whether the Town should continue to use them or not.

**Public Comment:** None

**Minutes:** 04/10/24

***Mrs. Bascom made the motion to approve the minutes of 04/10/24 as amended. Mr. Stevens seconded the motion. The motion passed by a vote of 7-0-0.***

### **Updates:**

Mr. Morin stated that the new playground is set up and useable at the town offices. He stated that the improvements to the area in front of the parking at the town offices was a project of the Eagle Scouts. He also stated that the Budget Committee had a meeting and voted to fill the vacant seat.

***Mr. Viel adjourned the meeting at 9:20 p.m.***

Respectfully submitted,

Alana J. Kenney, Land Use Clerk