

**Town of Northwood
Planning Board
May 3, 2012**

Chairman Robert Strobel calls the meeting to order at 6:45 p.m.

PRESENT: Chairman Robert Strobel, Vice Chairman Tim Jandebour, Joe McCaffrey, Alternates Victoria Parmele and Adam Sprague, and Town Planner Elaine Planchet.

VOTING DESIGNATION: Bob Strobel, Tim Jandebour, Joe McCaffrey, Victoria Parmele, and Adam Sprague.

ABSENT: Selectmen Representative Scott Bryer, Herb Johnson, Rick Wolf, and Babette Morrill.

MINUTES

April 24, 2012

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to approve the minutes of April 24, 2012, as written. Motion passes; 5/0.

April 26, 2012

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to approve the minutes of April 26, 2012, as amended as follows:

Page 4: Add: *...recommend...*

Page 5: Add: *... recommend...* and *...be amended...*

Motion passes; 5/0.

Mr. Strobel states that Mr. Bryer has indicated via email that he will be available to attend Saturday's Master Plan Visioning Session.

Mr. Strobel states that he wants to clarify that the e-mail he sent to members this morning about the visioning session approach is his recommendation for the process, not a directive to the board.

NEW CASE

Case 12-05: Peter and Kimberly Mihelich; 362 Ridge Rd. Map 209; Lot 18.

Applicants seek home business review application for an in home business for handcrafted soaps and lotions.

The plans and application are reviewed by the board. Ms. Planchet states that the application is a great example of how the home business application should be completed. She states her only comment is a suggestion that the hours of operation be noted on the plan.

Ms. Parmele states she'd like to know if there are any state codes to be met for the manufacture of soap.

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OTHER BUSINESS

Master Plan Visioning Sessions

Ms. Planchet states that she was asked to draft a letter for Dunkin Donuts for Mr. McCaffrey to deliver requesting donations of food for the visioning sessions. She states that she has that letter for Mr. Strobel's signature. Mr. Strobel states that he had stopped at the town hall and signed the letter there.

Mr. Jandebour states that the economic development committee (EDC) meeting was held last night and a discussion was held regarding the town's master plan. He states that the EDC would like to have input regarding the master plan process. He explains that the EDC has an e-mail list of local businesses in town and the EDC will send an email out asking folks to turn in the survey. He states that some members of the EDC will be attending the visioning sessions. He adds that the members of the EDC would like to have more input at the visioning sessions.

Ms. Planchet states that the analysis of the surveys will take place at a later time and if there were updates to be made to the economic development section of the master plan then the planning board could hold a meeting specific to that section and that would be a good time to invite members of the EDC to participate. She adds that this approach could also work well with other stakeholders or focus groups for other sections of the Master Plan update. Ms. Planchet states that at the visioning sessions the board should mention to those present that there will be additional meetings relative to specific sections.

Further discussion ensues regarding the surveys along with assignments for the visioning sessions. Mr. Strobel explains his recommendation for the visioning session and small groups.

Mr. Jandebour makes a motion, second by Ms. Parmele, to approve Mr. Strobel's e-mail relative to assignments/recommendations for the visioning sessions.

Discussion ensues regarding voting from the small groups on the specific topic. **Ms. Parmele amends the motion, second by Mr. Jandebour, that no voting will occur by the whole group on the small group preferences. Motion passes unanimously; 5/0.**

A discussion is held regarding the materials required for the visioning sessions and members volunteer to address the needs, as discussed.

Board members will arrive at 6:30 p.m. on the May 10th; and 9:30 a.m. on May 12th.

Ms. Parmele makes a motion to adjourn. Mr. Jandebour seconds. Motion passes unanimously at 8:00 p.m.

Respectfully submitted,
Lisa Fellows-Weaver
Board Secretary