

**Town of Northwood
Planning Board
March 28, 2013**

Chairman Robert Strobel calls the meeting to order at 7:03 p.m.

PRESENT: Chairman Robert Strobel, Vice-Chairman Tim Jandebour, Selectmen's Representative Scott Bryer, Joseph McCaffrey, Rick Wolf, Lee Baldwin, Lucy Edwards, Town Planner Elaine Planchet, and Board Administrator Linda Smith. *Adam Sprague arrives at 7:06 p.m.;*
Alternate Victoria Parmele arrives at 7:45.

VOTING DESIGNATION: Bob Strobel, Tim Jandebour, Scott Bryer, Joe McCaffrey, Rick Wolf, Lee Baldwin, and Lucy Edwards.

MINUTES

March 14, 2013

Mr. Jandebour makes a motion, second by Mr. McCaffrey, to approve the minutes of March 14, 2013, as written. Motion passes; 6/0/1.

Mr. Sprague arrives at 7:06 p.m. and is not added to the voting designation as there is a full board present.

REVOCAION HEARING:

CASE 13-01 (R) of Case 11-14: Denise Gordon, 68 First NH Turnpike. Map 234; Lot 19. Revocation Hearing of 12/22/2011 Conditional Approval due to conditions not being met, per RSA 676:4-a.

Ms. Planchet explains that the Gordons received conditional approval in December 2011. She states that the applicant and abutters have been notified and no correspondence has been received and that a phone message was not returned. She adds that a DOT driveway permit was received in January of 2012 which had the condition that it was good for one year only.

Ms. Planchet refers to the December 2011 minutes and explains that the applicant stated they would go through the site plan approval process and find out what the costs would be and then decide whether or not to proceed.

Mr. Bryer makes a motion, second by Mr. McCaffrey, to revoke the conditional approval for Gordon. Motion passes unanimously; 7/0.

Ms. Planchet reminds the board that it is important to set timeframes on conditional approvals.

ORGANIZATIONAL ITEMS

Election of Officers

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Mr. Jandebaur states he thought that there was another person who received a large number of write-in votes for the planning board seat. Discussion ensues and it is deemed to not be the case.

Mr. McCaffrey nominates Mr. Strobel for chairman, second by Mr. Bryer. Motion passes; 6/0/1. Mr. Strobel abstains.

Mr. McCaffrey nominates Mr. Jandebaur for vice-chairman, second by Mr. Bryer. Motion passes; 6/0/1. Mr. Jandebaur abstains.

Consideration of Alternates

Additional discussion is held regarding alternate members. Ms. Smith states that Ms. Parmele is up for re-appointment and she has expressed an interest in being re-appointed. Mr. Strobel states the discussion will be continued to later in the meeting when Ms. Parmele is present.

Master Plan Update Discussion

Board Discussion on Process

Mr. Strobel provides a brief overview of the status of the master plan update thus far. He states that there have been public sessions and community discussions held on various issues.

Mr. Strobel states that the next public input session is scheduled for April 11, which will be a continuation of the agriculture discussion. Mr. Jandebaur states there is a lot of interest with this topic and he heard concern about the previous session that the people who may be interested in agriculture were not aware and were not contacted. Ms. Planchet states that the sessions have been posted in the local papers, town website, and the typical public posting places.

Ms. Edwards states that the farmers market has a list of customers and vendors. Mr. Jandebaur suggests posters being placed in the local restaurants. Further discussion is held regarding placing the information on signs in town. Ms. Planchet states that the board should consider that, if the board puts in extra effort for folks to go to agriculture meetings, if they don't do the same level of effort for other master plan subjects it could reflect bias and may not be fair. Mr. Jandebaur states that the agriculture and water issues seem to garnish the interest. Mr. Jandebaur requests that the information be added to the Metrocast bulletin board.

General discussion is held on whether the board should continue with the master plan update. Mr. Jandebaur states that the process has been long and he would like to finish the project. He suggests parameters being added so that there is a timeline of completion. He suggests that the master plan be completed

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by December 31, 2013, and present to the town during the 2014 deliberative session.

Mr. McCaffrey suggests tracking from the 2004 master plan and feels that the data needs to be updated. He states that most of it is a framework. He states that he feels that it is similar to recent input, they should simply add new comments and input, which should speed things up.

Ms. Planchet suggests that, if it would be helpful, she could draft an outline, add updated tables, etc. She notes that it should be the board's own master plan and not just be an edit of the 2004 Master Plan.

Mr. Jandebaur suggests setting up a schedule for each month; 5 months divide by 5 sections and each month discuss the section. He states that the board should have a goal to finish in November and have a final draft for December.

Ms. Parmele arrives at 7:45 p.m. and is not added to the voting designation given the full board.

Ms. Edwards states that the implementation section in the 2004 Master Plan is important and would be a good place to start to review and edit. Ms. Planchet states that she has created a spreadsheet outlining what has been addressed and what has not.

Ms. Parmele states that there has been much discussion held to date and she believes the process is important and should include thoughtful deliberation of public input, etc.

Mr. Jandebaur asks if there is a way to provide the documents to the new members. Ms. Planchet states she could provide the information. She states that she could do a skeleton/draft master plan outline for both the visioning statement and general update.

Board Discussion on Visioning

Ms. Planchet explains that the visioning statement should be a broad concept and that the details could be in the recommendations or even to be determined later. She states that she has read the minutes over the past few months and it seems that the board has become bogged down in the details at this point. She states it would be helpful if members could do more work/consideration between meetings. She states that the planning board is responsible for the master plan and she could prepare drafts as directed by the board, but it shouldn't be staff's master plan. She states that if there is a draft for review, it would be much easier to edit items than to come up with something from scratch.

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Further discussion is held regarding how the visioning statement should be drafted. Ms. Edwards requests information from the planner as to what the board has done so far relative to the update. She states that she will review for the next meeting. Mr. Strobel states that he feels that an outline for the visioning statement is not necessary.

Ms. Parmele asks how the data from the public input can be added into the visioning statement. She states she believes that this information is important for the board to have. Ms. Planchet states that the information could be summarized.

Mr. Strobel states he did an exercise designed to quantify words that are within specified content which prints repeated words in different font sizes depending on the number of times they are used. He provided two examples from planning board visioning minutes, etc. Discussion ensues.

Mr. Strobel suggests that members consider drafting vision statements to be discussed at the April regular meeting. Ms. Planchet states that if members could get their comments to her by April 18, she will merge the information somehow for the board to work with to draft visioning statements at the April 25 meeting.

OTHER

Consider Change in May 9 Work Session Date

A discussion is held to consider changing the date of the May 9 planning board meeting; consensus is to keep it as scheduled.

Alternate Position

Mr. Strobel makes a motion, second by Ms. Edwards, to appoint Victoria Parmele as an alternate member, with a term to expire in 2016. Motion passes unanimously; 7/0.

Mr. Bryer makes a motion to adjourn. Mr. Wolf seconds. Motion passes unanimously at 8:30 p.m.

Respectfully submitted,

Lisa Fellows-Weaver
Board Secretary