

# **Enfield Planning Board Meeting Minutes**

**December 11, 2019 7:00 p.m.**

**Members Present:** David Fracht (chair), Phil Vermeer, Linda Jones, Kurt Gotthardt, Dan Kiley, Erik Russell (vice-chair), John Kluge, Paula Rowe Stone and Jim Bonner

**Staff Present:** Rob Taylor- Land Use and Community Development Administrator, Ryan Aylesworth- Town Manager

**Members Absent:** None

**Guests:** Dr. J. H. Theis, Paul Morrison, Bill Finger

## **I. Review of Minutes of November 13 2019**

A correction was offered to finish the sentence on line 57, to add the boards support for the technical review committee concept. Kurt Gotthardt asked that changes to the previous meeting minutes be listed in the minutes for the meeting where they are approved. The board was in agreement. Dan Kiley asked that the “public comments” section be included in all future agendas.

## **II. Zoning Regulations**

David Fracht noted that the board should work on prioritization of the Proposed Warrant Articles (Zoning Amendments). Article's 7 and 8. Redundant. Omit Article 7. Article 8 has a conflict of building frontage and road frontage.

Kurt would like the Zoning Ordinance article's to be in order on the warrant.

Article 2 should include the appropriate sub sections - paragraph letter- L with 401.1, and so forth.

Add the text “for commercial purposes” to the paragraph under Section 411 REMOVAL OF NATURAL MATERIAL FOR COMMERCIAL PURPOSES.

Remove article 7.

The articles will feature a narrative as to why the changes are made. Larger font and bold type would be in order in the Town Report, not the voting ballot.

There will be a public hearing January 15, 2020 on these Articles.

### **III. Master Planning work Session**

#### **CSG Contract Review -**

#### **CSG Final Guidance Document**

Chairman Fracht went over the history of the relationship with the Center for Strategic Governance (CSG). He provided an overview of the “deliverables” promised from CSG including: 1. the development of “themes” for Master Planning with a focus group, 2. the list of data sets including who will provide analysis and 3. the communications plan (or overview). These were provided in the final guidance document from CSG. Fracht also detailed a conversation with Mike Akillian, Ryan Aylesworth, Rob Taylor and himself. In this conversation, Akillian outlined some next steps to keep up the momentum of the Master Planning process.

Town Manager Aylesworth updated the board on the available funds in the Town budget for more “pre-planning” work. It was noted that there are more funds available to do some additional work before the 2020 Town Meeting. Aylesworth also described some meetings that he and Mike of the CSG attended.

Dan Kiley noted that the Regional Commission has the data we need. Discussion led into contracting the Regional Commission versus Mike Akillian. There is a difference in the monies involved (hourly rate) as well.

A discussion ensued about Sub-committees/ Working Groups of the Planning Board to tackle the next steps in the Master Planning process. A basic plan took shape to create 5 sub-committees (no more than 3 PB members each). A document entitled “Planning for the Plan” was distributed. The basic outline is below:

#### **1. Team for Meetings and Events Venues:**

- Small meeting +/- 10 people
- Medium groups 25-30 people
- Large groups 30+
- Supplies, food, minutes takers
- Identify types of events
- Attendees/constituencies

#### **2. Team to ID Potential Master Planning**

- Taskforce members

#### **3. Team for Communications**

- Surveys

- Website
- Mailers
- Printed Materials
- Multi-media

#### 4. Team for Contractor Selection

- Our role?
- Contractor role?
- UNH Extension?

#### 5. Data collection, identification of data sets

This outline will bridge to the task force. The task force members are separate from the planning board. Detail sub groups. Involve residents of the town. The task force will support the Planning Board. An individual will be tasked with keeping on-point with the process of the direction of the Master Plan. The Plan will be a process not a product.

Fracht would like this to be well publicized and involve the residents through posters, web site, and the like.

Late Spring/Summer is targeted for a visionary charrette, with hopes of involving many people. This will aid in what the people want for a Master Plan. Then we will go back to the individuals and ask if we have done what they (conservation comm, energy comm, etc) want to see.

Membership volunteers for the sub-committees are as follows:

1. Venue: Linda and Paula
2. Taskforce: Erik and Dan
3. Communications: David and John
4. Contractor Selection: John and David
5. Data: Phil, Dan and Erik

Rob Taylor will help all of these sub-committees as staff.

## **IV. Communications**

Rita Seto has resigned from the Board due to family reasons.

Dr. Theis asked what is town land. It was answered all land in the boundaries of the town of Enfield.

The Community Development Administrator will be sharing survey results from the Focus Group #1 via email with the board.

Wetland Permit app - Bassey Lane on Mascoma Lake - Weaver.

## **V. Next Meeting**

January 8, 2020

## **VI. Adjournment**

Motion to adjourn 8:20 p.m. from John Kluge, with a second from Dan Kiley and passed unanimously.

*Applications and planning documents are public records and are available at the Land Use and Community Development office for review.*