

TOWN OF LISBON, NEW HAMPSHIRE

Joint Meeting of Selectmen, Planning Board, Zoning Board of Adjustment and
Conservation Commission
September 17, 2015

MEMBERS PRESENT: Stephen Knox, Donald Butson – Board of Selectmen, Stephen Morrison, Bob Adams, Sandra Butson – Planning Board, Robert Clark, Jennifer Trelfa, Skylar Boutin – ZBA, Rosalind Page, Mark Roberts, Robert Cook, Phyllis Armstrong – Conservation Commission.

Town Administrator: Daniel Merhalski

Also Present: Tara Bamford, North Country Council; Gabrielle and Al Costa, residents.

MEETING OPENED: S. Morrison called the meeting to order at 6:00 pm. The members of the Board and the audience introduces themselves.

PRESENTATION BY NORTH COUNTRY COUNCIL: Tara Bamford of the North Country Council spoke to the assembled members about the services that NRC can provide, generally, and specifically, what they can offer to Towns for Master Planning. NRC can assist Towns with Zoning, Planning, Master Plan Creation and amendment and Economic Development. She reviewed her notes on a preliminary review of Lisbon's Master Plan and indicated some deficiencies, specifically, a lack of targeted goals and a missing Natural Resources Section. She also reviewed the Master Plan process that she has helped facilitate in many communities and said that some services NRC can provide for free, while others are able to be provided for an additional fee. She also reviewed comments on the Site Plan and Subdivision Regulations and answered some questions from the Board about the process of amending these documents, indicating that they can be amended with a public hearing and simple vote by the Planning Board, and do not need to go to Town Meeting unless a Zoning Amendment is proposed. She noted that Developments of Regional Impact, new notice requirements and stormwater regulation updates were all needed in the current regs.

S. Butson asked T. Bamford for a written overview of these items to be provided to the Town and the process be outlined so that the Town could begin this process.

S. Butson asked if the ZBA had any questions for T. Bamford R. Clark said that they needed to review the zoning regulations but that it seemed that they were not going to be involved too much in the early stages of the process and would comment after the Planning Board reviews the amendments.

B. Adams asked if there were any other questions from the membership for T. Bamford?

R. Cook asked what we need to do to get everyone that needs to be involved in this contacted and begin the process?

S. Knox asked D. Merhalski if he had any suggestions or if he had worked on Master Plans before?

D. Merhalski said that he had worked on them and described the process that he has used in the past, specifically appointing a Master Plan Revision Committee to spearhead the revision effort, holding public meetings to gather input and brainstorm, gathering data and inputting it by staff, etc. He had done plans recently for the Town of Farmington and a Tribal Government and the data collection process that staff put together to update the material in the Master Plan prior to setting goals can be a long process. The entire revision usually takes 1-2 years.

S. Knox asked if he could put together a step by step process for the Master Plan to give to the Selectmen and the Board members? D. Merhalski agreed that he could and would try to have it to the Selectmen in the next few weeks.

REVIEW OF MINUTES:

S. Butson made a motion to accept the minutes of the previous meeting, as amended, seconded by R. Page. Motion passed unanimously.

OTHER BUSINESS: S. Knox said that the residents who had left earlier had been there for a subdivision/lot line adjustment discussion on Bishop Road and had asked if Suze Tavernier, the Board's Secretary, had forwarded any information to the Board about it. The Board had not received any information. S. Knox asked D. Merhalski to find out from Suze what the series of events were behind her investigation of this matter with legal counsel and the timeliness of their requests. He said that it was not right that residents had to wait to through the meeting to hear back from the Board when the Board did not have the information from staff about this matter. D. Merhalski said that he would ask Suze about the issue and find out when requests to the Town Attorney had gone out.

S. Knox also said that Suze's notice that she was not going to be present at the meeting was not delivered to anyone prior to the meeting and that there should be a protocol as no one was aware of her absence as the minute-taker and the Town Administrator had volunteered to fill in for her, but a process should be established to make sure that staff support is in place for meetings when there is an absence due to sickness, etc. D. Merhalski said that he would see to the policy being drafted.

S. Butson mentioned the training in Whitefield on October 15th and said that the Town has the ability to have alternates to the Planning Board and requested that the Selectmen look into appointing some in the future. She also asked the Board

to look into appointing a 2nd representative from the Town to serve on the North Country Council.

S. Butson made a motion to adjourn, seconded by B. Adams. Motion passed unanimously.

The meeting was adjourned at 7:47 pm.

Respectfully submitted,
Daniel Merhalski, Town Administrator