

LPB minutes.

Jan. 21<sup>st</sup> 2016 at Rail Road Station, Lisbon  
Meeting opened at 6 pm

Present: Sandra Butson "SB"  
Steve Morrison "SM"  
Rosalind Page "RP"

Absent: Bob Adams "RA"  
Stephen Knox "SK"

Quorum present : yes

1. **Minutes:** Oct mtg minutes not found, so could not approve. May be on the recorder? Maybe SK took minutes? Discussion about procedure to collect materials for mtg beforehand. RP offered to collect as she does already for the Conservation Commission mtg that is before Planning. Question is who will return? To be determined.
2. **Annual Report request from Town Administrator "TA".** Board agreed to compile a brief report and discussed content. RP will type draft and send to board for review before deadline.
3. **Master Plan timeframe from Town Administrator:** Board agreed that this was acceptable and will move forward with input/ help from TA.
4. **Application fees:** Board reviewed fee structures from Franconia and Bethlehem. After discussion it was felt that Bethlehem fees were most appropriate with one addition; being a fee for submitting an application for a revision to a previously approved site plan.  
Also fee schedule should be an appendix to the regs. not part of them so that changes can be made over time more efficiently.  
Confirm next step to implement this change with TA. Vote by Board?
5. **Landscaping, parking, signs and lighting regs:** Board reviewed examples provided by RP. and made notes on possible changes to Lisbon regs.  
It was agreed that members would research into other local towns for additional information. SM will research Bethlehem, SB will research Haverhill, RP will research Franconia.
6. **Site Plan/ Subdivision Review Consultants:** Board noted that to its knowledge the Town does NOT have any Engineering Consultants on contract to undertake site plan review ( permitted by our regs as applicant`s expense) when requested by the Board. Suggestion was made to have two such consultants on call. RP has Engineer colleagues who perform this service in other locations that she will research into to determine how such arrangements are typically handled and report back next month.

7. **Meeting dates:** Due to possible changes in schedules SB enquired if Board could meet the second Thursday from March onwards. SM and RP have no issues, Need to confirm with RA and SK and Town staff.
8. **Next Meeting date:** Feb 18<sup>th</sup> 2016 at 6 pm.

**Respectfully submitted**

**Rosalind Page**