

**LPB - Public Meeting of the Lisbon Planning Board  
Board Minutes  
Thursday, April 9, 2020 - via Zoom Electronic Meeting  
6:00 PM**

Meeting opened at 6:02 PM by chair Rosalind Page  
Present: Rosalind Page "RP"  
Sandra Butson "SB"  
Scott Champagne "SC"  
Bob Adams "BA"  
Travis Bailey "TB"

Quorum present: yes

Rosalind, as chair of the Lisbon Planning Board read the finding - that due to the state of emergency declared by governor as result of covid 19 pandemic in accordance with governors emergency order number 12 pursuant to executive order 2020-04. This public body is able to meet electronically. She confirmed that we are providing public access to the meeting by telephone with additional access possibilities by video or other electronic means. We have provided public notice via our website. We will adjourn the meeting if the public is unable to access the meeting. All votes taken during this meeting will be done by roll call votes instead of I's and Nay's. For the record Travis Bailey has been sworn in as a full member of the board and Mandy Bailey has been sworn in as an alternate and the minute taker from now on, so she will be getting the stipend for doing the minutes.

**Agenda Items:**

**Roll Call:**

Quorum present

**Approval of Minutes:**

**Motion made by SB to approve the March 2020 minutes, seconded by SC. ALL IN FAVOR, RP, SB, TB, SC, BA - All stated names and said "AYE". APPROVED.**

**Public Input:**

No public input

**Voluntary Lot Merger:**

The voluntary lot merger we have is that of Mr. Wetherbee. He was pleased that RP reached out to him and yes he does realize he will be undoing the subdivision that he did before. There is only one house on the property, as he knocked the other one down.

MAP R71 - 5 acres R71 132 acres

**MOTION MADE BY SC TO APPROVE THE VOLUNTARY LOT MERGER FOR MAPS R71 - 5 acres AND R71 - 132 acres, SECONDED BY SB. ALL IN FAVOR, RP, SB, SC, BA, TB - All "AYE's" when their names were called. APPROVED.**

Filing fees and protocol for application discussion:

The first thing we have is to do with planning board fees for Voluntary Mergers. Right now once we approve it, because we don't take any recording fees, the applicant takes it down to Grafton County and gets it filed. We are thinking that when we accept a voluntary lot merger application, it might be more efficient to charge them the filing fee, so that when it's approved, the town actually files it down in Grafton County. The fees are \$12 for the first page and \$4 for the second page. So we will need to add a line item on our Planning Board Fees, that the voluntary lot merger is a \$16 filing fee. There was some discussion about increasing the fee to a flat \$25. This is to incorporate some administrative time, mailing and updating maps.

**MOTION MADE BY SC TO INCREASE THE FILING FEE TO \$25 FOR VOLUNTARY LOT MERGERS, SECONDED BY SB. ALL IN FAVOR, RP, SB, SC, BA, TB - ALL "AYE's". APPROVED.**

**Road Slope Design Standards:**

At our last meeting we discussed changing the road grades from 8% to 10%. We will schedule a public hearing at the May 2020 meeting. RP will work with Tara Bamford to make sure we have everything ready for that.

**Building permit log:**

We have four building permit applications to review this evening.

1. Eric Clement - Building a new house on Gilman Road.
2. Chris Andrew - Building a new house on Berkshire Road.
3. Rebecca Lockwood - Residential addition to existing residence (455 Northey Hill Rd.)
4. Lisbon Lions Club - Replacing the cook shack on 87 West St. with a new one.

**North Country Council Commissioners Report:**

No Report

**North Country Council Transportation Committee Report:**

No Report

**Any Other business:**

1. Filing cabinet organization update - four filing cabinets that have been moved, cleaned and emptied upstairs. RP has almost back to 2008 in terms of organizing all applications by map and lot. Another filing cabinet has minutes, agendas, and zoning regulations - old sets that she has

been finding. RP will need some more supplies like files and hanging folders. It will be helpful to be able to find everything easier.

2. We received a copy of a dredge and fill application for wetlands from the DES. This application was put in by the Ammonoosuc Conservation Trust on land they own. They are looking to do some river stabilization on the banks of the Ammonoosuc river to prevent erosion. They tried tree plantings a few years ago, but it did not take. They will be sticking tree trunks into the bank and then putting some fillings in.

3. Tara's proposal for the master plan update phase 2- Tara just wants to sort out the funding situation with SC. We have money that was rolled over. Tara still needs to send her final invoice of \$500 for the zoning to do the document. We will want to print some copies when we are finished with all the chapters. Tara will work with RP to come up with a budget for the next meeting. This will allow more details for the next meeting. Tara will work on getting estimates for printing.

4. Reminder to look at the approved zoning ordinances to make sure they look good before posting as the official set. On the first page it says "as amended", it was discussed that it should say "at the town meeting" instead of just the date. This will show that it was not just the planning board but that the town approved it. Tara will change it.

5. SB has not yet been sworn in for her next round on the board. SC said that she can call Audrey at the town hall and make an appointment to go in. She will do that asap.

6. Since we are not together for this meeting and are not able to sign the approved minutes in person, it was discussed that we can vote to have the board chair put everyone's initials on it as "signed".

**MOTION MADE BY SC TO PERMIT THE BOARD CHAIR IN THE EVENT OF AN EMERGENCY ZOOM MEETING TO SIGN THE MINUTES ON BEHALF OF THE MEMBERS, SECONDED BY TB. ALL IN FAVOR - SB, SC, BA, TB, RP - all "AYE's". APPROVED.**

**Next Meeting:**

May 14, 2020

**Motion to adjourn:**

**MOTION MADE BY SB TO ADJOURN, SECONDED BY SC. ALL IN FAVOR - SB, SC, BA, TA, RP. APPROVED.**

Respectfully Submitted,  
Amanda Bailey, LPB Alternate and Board Minutes Secretary

**Approved / Not Approved - Date** 5-14-20



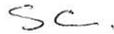
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Rosalind Page, Chair



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Sandra Butson, Vice Chair



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Scott Champagne, Ex Officio for SelectBoard



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Robert Adams



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Travis Bailey