

Board Present: Alan Putnam, Alissa Bascom, Patty Chaffee, Richard Carter, Bill Rescsanski, Keith Weed

Alternate: Lenny Ostasiewski

Public Present: Tamara Golden, Duane Wetherby & Paul Belliveau – Heritage Commission

Zoom: Jessi Dussault – Sign Permit Application

Alan Putnam called the meeting to order at 7:00pm.

Approval of minutes of 5/02/2023:

Motion by Ms. Bascom to accept the May 2, 2023 minutes as amended [Line 27: “This year the Board plans to review and update two chapters,”] seconded by Ms. Chaffee.

6-0-0, motion approved.

Applications: None

New Business:

1. **Sign Permit Application – 125 Main Street**

Jessi Dussault explained that this is an existing sign. A counseling center has moved into the location and would like to install a double-sided banner sign. The sign is illuminated using ground floor lights that are on a timer from 5am-9pm.

Ms. Bascom suggested that this be a permanent sign. She would like a material that goes inside of the signposts and does not affix to it temporarily. Ms. Dussault noted that this is a leased location. This may be dependent on the material proposed. She believes the business would be comfortable with a higher quality material sign.

Ms. Chaffee noted that the bylaw mentions that the sign should be high-quality, though this is not well defined.

Motion by Ms. Bascom to approve the sign permit application with the condition that the sign is on a more permanent material than a banner backing. seconded by Mr. Carter.

6-0-0, motion approved.

2. **Heritage Commission Discussion on Historic District Ordinance**

Ms. Golden stated that she believes the next step will be for the Commission to develop clear design guidelines, per the ordinance. Ms. Emerson stated that there is a list of the properties on the National Register, along with pictures from the 70’s/80’s.

It was noted that one ordinance, with specific design guidelines, would be drafted. There was discussion regarding potential enforcement of this ordinance.

Continued Business:

1. **Approve Planning 2023 Board Procedures**

Ms. Emerson explained that she changed the formatting of the document and the recordings section on page 6, specifically bullet #2. She noted that there is not enough storage to keep recordings for three years.

Motion by Ms. Bascom to accept the updated Planning Board procedures, as presented. seconded by Ms. Chaffee.

6-0-0, motion approved.

Administration:

Mr. Rescsanski submitted his formal resignation as an alternate to the Planning Board.

Ms. Emerson stated that there is a new sign at the Fort that will require a sign permit or temporary sign application. She noted that last week the Senate adopted an amendment to HB 611, forming a Study Commission charged with figuring out how the State will legalize and sell cannabis. The Board may want to consider this moving forward.

Communications:

a) Board – Master Plan Discussion

None at this time.

b) Public Participation:

None at this time.

Motion by Mr. Rescsanski to adjourn at 7:45pm, seconded by Mr. Weed.

6-0-0, motion approved. Meeting adjourned.

Respectfully submitted,

Kristan Patenaude
Recording Secretary