

Present: Patty Chaffee - Chair; Gabe Bailey – Vice Chair; Jeremy Wood - Ex-Officio; Alissa Bascom; Dick Lincourt; Alan Putnam; Keith Weed - Seated Alternate for Doug Neill

Alternates: Sharon Francis; Rosie Smith-Hull

Absent: Doug Neill; Robert Meier - Alternate

Public: Chris Sander – via zoom

Staff: Liz Emerson

Patty Chaffee called the meeting to order at 7.00 pm

Minutes of the meeting of August 17th: Changes: Alissa Bascom: Page 1, third to last paragraph, change “site” to “cite”. Richard Lincourt: Page 2, para. 6, line one add “maintenance” after driveway.

Motion by Dick Lincourt to accept the minutes, seconded by Alissa Bascom. All in favor, with the abstention of Gabe Bailey and Jeremy Wood; motion passed.

Agenda Review: Patty Chaffee went through the agenda; the meeting will continue as planned.

Sign Permit Application: REV’S Enterprises LLC - Patty Chaffee asked Liz Emerson to present the sign permit application. Liz Emerson stated REV’s has currently covered the Dean Hill RV sign with a banner. REV’s has not received their permanent sign yet. Liz Emerson is asking the Planning Board to review the application as a banner, and once the permanent sign is completed, the applicant come back and update the Board.

Patty Chaffee asked for clarification on the internal lighting. Liz Emerson stated there is internal lighting for the sign. However, it is not functioning at this time. This will be fixed once the permanent sign is installed.

Gabe Bailey made a **motion to approve** the sign permit application. Seconded by Jeremy Wood.

Dick Lincourt questioned the approvals for the Uhaul sign and the portable sign on wheels advertising oil changes. Liz Emerson stated that Uhaul has been in the building for many years and the Saab Dealership / Repair owners had stated the rolling sign was approved in 1994. Patty Chaffee asked Liz Emerson to obtain the minutes and present the findings to the Board.

Alissa Bascom asked for clarification that the permit is for a temporary banner, which will be replaced once the permanent sign is completed and if the wattage of the bulbs matters at this time because it’s inoperative. Patty Chaffee stated if the lighting was functioning the applicant could light up everything that’s on the sign.

Dick Lincourt asked for clarification, that this application is for the temporary banner and not a permanent sign and that this is something that can be approved by the Planning & Zoning Administrator. Liz Emerson stated since the sign company has not yet completed the permanent sign; she felt that the Planning Board needed to approve this temporary banner as it has exceeded the temporary regulations of 70 days. Liz Emerson continued that in speaking with the Applicant, there is an understanding once the permanent sign is completed they will come back to the Board to update everyone with the progress.

Patty Chaffee asked for further questions or concerns. Hearing none she called for a vote. All in favor, motion passed.

Patty Chaffee asked Liz Emerson if there is any new business to come before the Board. Liz Emerson stated there are no applications at this time and nothing set for the September 21st meeting.

Patty Chaffee continued and invited all Board members to a Town cookout September 16th 2:00pm at Patch park.

Patty Chaffee asked Liz Emerson to give an update on the Route 12 closure. Liz Emerson explained the location of the project and it will involve roughly 700' of Route 12. The State plans to remove all unstable ground, repair drainage and create a better slope for watershed. There is a bed of concrete below the pavement that is holding the road together. There has been no information given on a start date or deadline.

Patty Chaffee gave an update on where the Master Plan stands and she would like the Board to vote on the chapters that are in final draft form. After general discussion on the following chapters, the Board agreed Historical & Cultural Resources, Transportation, Natural Resources, Land Use and Community Facilities are in final draft form, ready for public review. Patty Chaffee expressed her gratitude and that everyone has put in so much time and effort into this project and we should all be proud of what has been produced. A Master Plan is not an easy undertaking and all the hard work has paid off in creating a document that can guide the Town into the future.

Patty Chaffee stated that all recommendations that have been rejected from the survey results will be removed from the chapters.

Gabe Bailey asked for clarification on costs of projects and the timelines in the Implementation Chapter. Liz Emerson stated she filled these sections in, they are by no means concrete numbers. These numbers will be confirmed before the Master Plan public presentation.

Patty Chaffee asked for any further business, seeing none. Motion to adjourn by Jeremy Wood seconded by Alissa Bascom; all in favor, meeting adjourned at 7.52 pm.

Respectfully Submitted,
Liz Emerson - Staff