

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held upstairs in Town Hall**

**Wednesday – March 2, 2016**

The meeting was called to order by Chairman Mark M. St. Pierre at 6:30PM, followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular members:

**Present:** Chairman Mark M. St. Pierre, Vice Chairman Mark Frank, Selectmen's Representative Leo Enos, Andy Nadeau, Ben Southworth and Justin Carter.

**Absent:** Rusty Scott

Alternate members:

**Present:** Don Doolan, Barbara Peaslee-Smith, Penny Noyes and Rick McCarten.

**Absent:** Greg Westcott.

Others attending: Planning/Zoning Coordinator Benjamin Gaetjens-Oleson.

**To review and approve the minutes of the February 10, 2016 meeting.**

**A motion was made by Leo Enos and seconded by Mark Frank to approve the minutes as written. A vote was taken and the motion carried.**

**Public Meeting/Hearing Process Outline:**

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson provided, as part of the meeting packet, a draft outline for conducting a public meeting and hearing. He explained the difference between a public meeting and hearing where the public has a right to speak only at a hearing but not a meeting. The draft was reviewed with the only question being how many times to allow someone to speak and for how long. It was pointed out that the frequency of individual comment was already outlined in the order of comment but a time limit was not identified. Mr. Gaetjens-Oleson explained that a time limit is important so cases and meetings do not run excessively long. He stated some Boards have schedules for topic discussion and if a particular case or topic requires more time than scheduled a subsequent meeting may be held at another time. It may mean having more than one meeting a month but would be beneficial if there are a lot of cases to review and one or more attract a lot of input. After some discussion it was agreed to limit each individual comment to no more than 5 minutes based on the Chairman's discretion. Mr. Gaetjens-Oleson will make the change and include this outline in the Board's Rules of Procedure. He will also make any other changes to the Rules that may be necessary and bring to the next meeting for review.

**Appointments:** None

**Public Hearings:** None

**Other Business:**

**Commercial Building Permit(s):** None

**Voluntary Merger(s):** None

**Recent Zoning Decision(s):** None

**Announcement(s)/Correspondence(s):**

Mr. Gaetjens-Oleson stated that the Spring Planning and Zoning Conference scheduled for April has been postponed with a possible replacement date in early June. He will notify the Board as soon as he hears more.

Mr. Gaetjens-Oleson stated that the Jefferson Board of Adjustment was holding a Public Hearing on March 10 at 7:30PM to consider an application for a telecommunications tower. The site is off North Road across from where Danny Gates lives.

Mr. Gaetjens-Oleson will be identifying one or two Master Plan chapters to review at the next meeting.

Mr. Gaetjens-Oleson updated the Board on the Hicks subdivision on Spring Street. He told them he spoke with Mr. Hicks and he was accepting of the Board's refusal of the original plan. He asked if he would have to go through two meetings when he resubmits. Mr. Gaetjens-Oleson told him it would be required but he could seek a waiver from that requirement as the Board has seen a lot of the plan already. The Board would strongly consider it as long as what is resubmitted is very similar to the original submittal. Mr. Gaetjens-Oleson informed the Board Mr. Hicks may now propose to put all the new lots on individual septic systems with their own wells. The Board expressed concern for this plan as they are in Town lots that often require Town services. Also it is a lot of impact to the area.

Mr. Gaetjens-Oleson reminded the Board of Town Meeting on March 8. He explained there will be an Article seeking to fund installation of solar panels at the lagoons and Transfer Station.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.

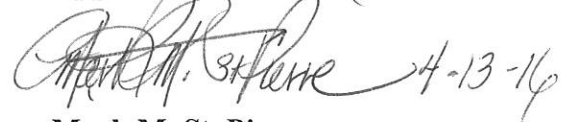
**A motion was made by Don Doolan and seconded by Andy Nadeau to adjourn. A vote was taken and the meeting adjourned at 7:26PM**

Respectfully,



**Sandra E. Doolan – Clerk**

Approved: 4-13-16



**Mark M. St. Pierre  
Chairman**