

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held upstairs in Town Hall**

**Wednesday – March 6, 2019**

The meeting was called to order by Chairman Mark M. E. Frank at 6:30 P.M., followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular Members:

**Present:** Chairman Mark M. E. Frank, Selectmen's Representative Leo Enos, Rusty Scott, Mark M. St. Pierre and Penny Noyes.

**Absent:** Vice Chairman Andy Nadeau and Justin Carter.

Alternate Members:

**Present:** Don Doolan and Greg Westcott.

**Absent:** Shane Beattie, Rick McCarten and Garret Savard.

Student Representatives:

**Absent:** Andy Smith and Isabella Gaetjens-Oleson.

Others Attending:

Planning/Zoning Coordinator Benjamin S. Gaetjens-Oleson and Assistant Fire Chief Ted Joubert

**Alternate members Don Doolan and Greg Westcott were appointed to full voting members for the night's meeting in the absence of Vice Chairman Andy Nadeau and Justin Carter.**

**To review and approve the minutes of the February 13, 2019 meeting.**

**A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to approve the minutes as written. A vote was taken and the motion carried.**

**Appointment(s):** None.

**Application Submission(s)/Public Hearing(s):** None.

**Other Business:**

**Preliminary Conceptual Consultation:** None.

**Commercial Building Permit(s):**

- MMCM Properties, LLC/Catherine Mros – 17 Bunker Hill Street to pour concrete slab floors and install insulation throughout the interior of the building. This is a permit renewal from 2018.

**Voluntary Merger(s):** None

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

**Training Topic(s)/Material(s):**

- Planning/Zoning Coordinator Benjamin S. Gaetjens-Oleson reminded the Board that the NH OSI Spring Conference will be June 1. Registration is supposed to be open by the end of March.

- Mr. Gaetjens-Oleson announced he would be conducting a Planning Board training for North Country Council at Stratford Town Hall on April 27<sup>th</sup>. As a member town the registration is free.

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

- Review Planning Board Rules of Procedure.
- Review Subdivision Regulations.
- Review Site Plan Regulations.

Mr. Gaetjens-Oleson passed out draft copies of edited Planning Board Rules of Procedure, Subdivision Regulations and Site Plan Regulations. He made some changes in each. He explained that he added in the Rules of Procedure that meeting and hearing notices could be placed on the Town's website. In the Subdivision Regulations he also placed in some edits that the Board had been discussing for several months, mainly concerning Road Design Standards. In both the Site Plan and Subdivision Regulations he has created a new application step that will be mandatory. This will require applicants to meet with Department Heads prior to even developing plans for their project. This step would even come before any Preliminary/Conceptual Consultation with the Board. The purpose is to ensure the applicant is aware of all the infrastructure and issues at the property under consideration prior to them even beginning project development. The hope is any issues that could arise are identified and addressed prior to an application even coming to the Board. He stated the Department Heads were in agreement and fully supportive of the idea. The meetings would occur after the Town's Department Head meetings. Mr. Gaetjens-Oleson stated that before he set up any Public Hearing to approve the Regulation changes he would like the Board to review the drafts to offer additional ideas.

Assistant Fire Chief and Health Officer Ted Joubert explained that due to a very negative inspection of a local restaurant he was going to implement an inspection process of all places in Town that prepare food. He explained he will be sending a letter to each location explaining he would be conducting at least 2 surprise inspections a year. The intent is to minimize any chance of a repeat episode at any other place in Town and also catch any minor issues before the State would conduct their annual inspections. The Board thought this was a good idea and thanked him for coming in and informing them.

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

**A motion was made by Mark M. St. Pierre and seconded by Rusty Scott to adjourn. A vote was taken and the motion carried. The meeting adjourned at 7:35 P.M.**

**Respectfully,**

**Sandra E. Doolan – Clerk**

**Approved:**

**Mark M. E. Frank - Chairman**