

TOWN OF TEMPLE, NEW HAMPSHIRE
PLANNING BOARD
July 5, 2017
MINUTES OF PUBLIC MEETING

Board members present: Ted Sartell, Camilla Lockwood, Bill Ezell, and Allan Pickman

Call to order by Pickman at 7:05 p.m.

Approval of minutes: The minutes of 6/21/17 were reviewed. Motion by Lockwood to approve as amended, second by Sartell, and so voted.

Planning Board Clerk: Extensive discussion ensued about retaining the services of the current clerk while the town undergoes administrative staffing changes at the municipal office. Pickman had previously sent out a comprehensive email to board members which provided details and issues that would need to be addressed. Pickman stated the entire board would like the current clerk to stay. Ezell stated the Board of Selectmen (BOS) is unanimously in support of this as well. Topics brought up included: employee vs. contractor; approval of hours; transfer of budgeted funds from the BOS to the PB line item; how to handle inquiries that come into the office; consideration of working at home vs. office; whether there should be a separate PB contact email address. Current clerk duties were described along with an estimate of hours involved. Sartell summarized three areas to consider: 1) a fixed base of regular activities, 2) summer meetings being less, and 3) subdivisions producing more work/time. He also thought there should be someone in the office to be “the face” of the Temple Planning Board, and proposed a set amount of office hours per week. Ezell said this would tie into previous BOS discussion, and mentioned using the office computer and continuing to update the town’s website. Pickman then drafted and offered the following motion: “To request from the Board of Selectmen that Betsy Perry remain a permanent, part-time employee of the Town of Temple, reporting to the Planning Board and supervised by the Chairman of the Planning Board, at 10 hours per week, including regular office hours of 5 hours a week, with pay rate to stay the same. Responsibilities to be defined by the Planning Board.” This was seconded by Lockwood, and voted all in favor. It was decided Thursday would be the day of choice for office hours. Ezell said the next BOS meeting is scheduled for the following Tuesday at 7:30 p.m., and Pickman stated he would attend.

Master Plan update: Lockwood said she has revised language for the draft Vision Statement based on the Londonderry Master Plan, and will email it to board members and present it for discussion at the next meeting.

Building Permit discussion: Sartell asked the board to consider taking a look at the town’s Building Permit Application, which is currently undergoing revision by the BOS. He felt the Zoning Ordinance could be clearer in relation to the Building Permit Application process. Sartell spoke of his experience in trying to determine road widths and setbacks for his own properties, and recommended clarification of existing rules. Lockwood mentioned referring to the NHMA guide “A Hard Road to Travel”. Ezell suggested a joint meeting between the BOS and the PB might also be helpful.

Move to adjourn by Sartell, second by Ezell, and so voted at 7:56 p.m.
Minutes submitted by Betsy Perry

~ The next regular meeting will be held August 16, 2017 at 7:00 p.m. ~