

**Temple Planning Board**  
**Minutes Tuesday, May 18, 2021; by Zoom, 7:00pm**  
051821 TPB Minutes

Present: Bruce Kullgren, Jr., Chair; Allan Pickman, Vice Chair; Nicole Concordia, Secretary; Christine Robidoux; George Willard (Select Board Ex-Officio); Olivia Holmes, Clerk. Members Elect, Alan Fox, Keith Charlton

The meeting was called to order at 7:00pm.

Reading of the "Checklist To Ensure Meetings Are Compliant With the Right-to-Know Law During the State of Emergency."

**Approval of Draft Minutes: May 4, 2021**

Nicole moved approval of the minutes as amended. Allan seconded the motion, which was unanimously approved by roll call vote.

**Invitation for Comments from Audience Members:**

Keith Charlton reported that he learned in a training today that documents preserved in the official town files should be in a PDF format.

**Old Business**

**Site Plan Review Application Form Update Review (Allan Pickman)**

Steve Anderson expressed his concern about fees; that they should be applied equally to all applicants.

Nicole reported that the women working at the Registry told her the TPB could mail plans and avoid the need for a drive. The cost for an appropriate mail tube postage would be approximately \$12 plus the mail tube cost, which she will figure out.

**Review of PB Rules of Procedure Updated Draft (Christine)**

Christine explained the updates she had made to the text of the Rules since the last meeting, which were not included in the draft she had distributed after the Board agreed to it at that meeting. She reached out to Stephanie Verdile of the OSI, who helped clarify that the TPB Secretary is responsible for record-keeping. A representative from the Municipal Association advised that it does not have to be the Secretary, but the Board must clarify who is responsible to ensure protection against legal challenges. Stephanie suggested minutes of meetings should also be stored in project files.

Christine will resend the updated Rules she has drafted to the Board for consideration at the next meeting.

**Permanent File Retention Process in the Town Office**

At Ken Caisse's recommendation, Olivia asked the Board to consider increasing her hours by 4 hours a month to allow her time to be responsible for the accuracy of town records. She also asked the Board and Ken to consider increasing her rate of pay by the

same percentage offered to the rest of town staff, which Ken reported will be 2.5% this year. She is currently paid \$19 per hour for 8 hours a month. With an additional 4 hours, and the increase planned for town employees this year of 2.5%, her annual salary would be \$2804.

Nicole moved that Allan present this increase to the Select Board tomorrow night. Christine seconded the motion and it was unanimously approved by roll call vote. If the Select Board approves this solution, Christine will change the designation from Secretary to Clerk in the Rules of Procedure.

Ken will place Allan second after the Lucas Community on the Select Board's agenda for tomorrow night.

#### Whitcomb Minor Subdivision Update

Bruce reported that all the paperwork has been filed. However, the Board is still waiting for the second mylar for the town. Bruce needs to complete the Notice of Decision. There should have been one for Randy Martin's subdivision; Nicole drafted it for Bruce to sign. Bruce will complete it for Randy's subdivision.

#### Confirmation of Revised Zoning Document with 2021 Warrant Article Changes Uploaded to Website (Allan Pickman).

Allan reported this has been sent to the Town Office and has been posted on the Website.

#### Education Corner

Olivia explained that she is experimenting with sending the Board action items from a meeting the day after the meeting to give them plenty of time to complete the action (if possible) before the next meeting. Further, she is experimenting with sending the Board the agenda for the next meeting, with the draft minutes of the previous meeting and any attachments required, on the Thursday before the next meeting, again, so Board members have time to absorb any documents they are required to review before the meeting. Board members approved of the experiment.

#### New Business

George reported the town hall may be open for lunch for the Memorial Day parade participants for use of the facilities and for lunch; the common may be open for the town band in the afternoon. Face masks and social distancing will be required in some instances.

Nicole reported the Registry requires a named account for organizations bringing plans for the purpose of billing any discrepant amount; and the Select Board has such an account, so having the Select Board (rather than the Planning Board) the registrant of notice makes sense.

Allan reported Sean Skuse is looking at property on Rte. 45 with a covenant in the deed that says a house must be at least 250 feet from the road. He was wondering if he could

get a variance, and Allan reported no, that this is not a town rule. Allan suggested he get in touch with a lawyer knowledgeable with property case law.

Christine said Emily requested a site review application for Ben's Pure Maple Products, and Allan has sent it to her.

A motion to adjourn was made by Nicole, seconded by Allan, and approved by unanimous roll call vote.

**Next Meeting: Tuesday, June 1, 2021, 7:00pm by Zoom**

Respectfully submitted by Rev. Olivia Holmes, Clerk

Attachment: Allan Pickman's Email with the request from Mr. Skuse