



January 27, 2021

# Mason Planning Board

Approved

16 Darling Hill Road, Mason, NH 03048

Location: Zoom Video Meeting

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- Meeting called by:** The meeting was called to order at 7:00 PM by Chair Dane Rota
- Attendees:** Dane Rota (Chair), Dotsie Millbrandt (Vice Chair), Charlie Moser (Ex-O), Kate Batcheller, John Suiter, Cassie Mullen (NRPC)
- Absent Members:** None
- Attending Public:** Steve Wells, Liz Fletcher, Garth Fletcher
- Voting Members:** Dane Rota, Dotsie Millbrandt, Charlie Moser, Kate Batcheller, John Suiter
- Next Regular Meeting:** February 24, 2021 at 7:00 PM ET

## Regular/Old Business

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**Agenda item:** Unapproved Minutes

**Discussion:**

The Board read the minutes of December 30, 2020 and approved the minutes as submitted.

**Vote:**

All in favor.

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**Agenda item:** Correspondence **Presenter:** Dane Rota (Chair)

**Discussion:**

- Email communication received on January 27, 2021 from Mike Emanouil on January 27, 2021 to Dane Rota. After review, Mr. Emanouil's questions should be directed to the Building Inspector and tax questions should be directed to the Tax Collector. No additional action taken by the Planning Board at this time. Dane will communicate this back to Mr. Emanouil.
- Correspondence, plats and records. In reviewing the amount of correspondence, plats, related to the Planning Board. Currently spacing and storage is becoming limited. In planning for future budget items, The Planning Board requires additional storage/space to include flat file cabinets for storing plats and additional space for record retention. Dotsie will create a list of items, to include suggestions on space requirements and needs for record retention.
- Electronic correspondence to be posted on the Town of Mason official website has been updated to include the 2021 Planning Board Calendar, Approved Meeting Minutes and Planning Board Notices.

**Conclusions:**

No action needed.

## New/Hearing Business

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**Agenda item:** None

## Other Business

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**Topic:** Wetlands Buffer Draft Ordinance

**Present:** Liz Fletcher, Garth Fletcher

**Discussion:**

Liz Fletcher submitted the draft of the Mason Wetlands Buffer Amendments DRAFT 01.27.2021.

**Conclusions:**

Cassie will accept the current feedback and provide a clean copy of the proposed Mason Wetlands Proposed Buffer Amendments. The Planning Board Members will review and provide comments back to Cassie before the February 24, 2021. The Planning Board also requested the Conservation Committee to provide an updated map outlying the streams/brooks. The Planning Board may consider a clause to cover streams/brooks no longer existing that are not reflected on the current wetlands map. During the initial discussion of the proposed wetlands buffer, the current USGS map showed a stream from Pratt Pond running past Starch Mill Rd. This stream no longer exists.

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**Agenda item:** Review Planning Board Rules of Procedures

**Discussion:**

Currently there are no new edits.

**Conclusions:**

We will review any additional edits during our second review scheduled for February 24, 2021.

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**Agenda item:** Review Updates to Subdivision and Site Plan Review Regulations

**Discussion:**

Dotsie makes the recommendation to move the application fees as their own appendix (outside the Subdivision Regulations) to allow us to effectively update fee changes in a timely manner.

**Conclusion:**

Cassie will work on pulling the fees out of the Subdivision Regulations and move them into their own appendix with the Application for Site Plan.

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**Agenda item:** New Members

**Presenter:** Dane Rota

**Discussion:**

Steve Well is introduced and provides a brief background on himself and expresses an interest in becoming a member on the Planning Board.

- Dotsie makes a motion to nominate Steve Wells an alternate member to the Planning Board. Kate seconds it.

**Vote:**

All in Favor

Dane will notify the Town of Selectman stating the Planning Board agrees to nominate Steve Wells to the Planning Board as an alternate member.

## Action Items

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Keep a running checklist of changes the board should make to the full subdivision regulations and application checklist at some future time:

Action items	Person responsible
✓ The HCRD block is no longer required by Registry of Deeds	NRPC/Mason PB
✓ Hillsborough County Conservation Service no longer certifies soils on survey plats	NRPC/Mason PB
✓ Cul-de-sac instead of hammerhead turnaround	NRPC/Mason PB
✓ Ordinance Update/Review Planning Ordinance with respect to non-conforming uses, (land/structure) update Wind Tower Ordinance / Solar Farm Ordinance, review	NRPC/Mason PB

## Adjourn

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Dane made a motion to adjourn. Kate seconded. Motion carried unanimously. Meeting adjourned at 8:20 PM.