

**Town of Fitzwilliam
Planning Board
Meeting Minutes
July 17, 2018**

Member's Present: Suzanne Gray; Ross Tourigny, Chairman; Terry Silverman; Robin Peard Blais, Secretary; Paul Haynes, Vice Chair; Charlie Kenison, Selectman's Rep

Members Absent: Matt Buonomano; Robert Young, Alternate; Carlotta Pini, Alternate

Others Present: Robert Jones and Jillian Jones, applicants; Ricard Pompeo, applicant.

Call to Order: 7:20

Preliminary Consultations:

Richard Pompeo, Preliminary Consultation, Antique Shop, in Residential District, M32-L44

The Chair asked Richard Pompeo to come forward and describe his plans for the Antique business he plans on having. Pompeo says this is a typical antique store that will specialize in clocks and old tools. Gray asked if he had other locations. Pompeo explained that he has an antique dealer/show business in Massachusetts. Gray asked about the percent of the house to be used. Pompeo said that the prior business used whole building; however, he plans to only use two rooms on the first floor initially and, perhaps, have inventory and an office on second floor. Pompeo estimated the space used initially would be roughly 1300-1500 sq. feet of retail space.

Blais asked about employees and signage. Pompeo explained he has one employee and she is his daughter. Pompeo showed Board members the basic design for the sign. Gray asked what his expected hours of business would be. He said he currently expects to have relatively short, part-time hours; but, the business could become full-time. Pompeo explained that he has a lot of advance work to complete before opening. His current hope is to have the business open maybe for Christmas.

Silverman moved and Blais seconded the motion that this be considered to be essentially the same business as approved in 1989 and would not require a Site Plan Review. It was pointed out that Pompeo would need to apply for any lighting change. The Board voted unanimously in favor of not requiring a Site Plan Review.

Silverman asked the LUA to prepare a Notice of Decision. There ensued a brief discussion about Notices of Decision and their filing.

Robert Jones, Preliminary Consultation, Expansion of Business- Firearms Sales, in Rural District, M10-L33-2

Robert Jones and Jillian Jones stepped forward. They explained that their business has expanded beyond their initial expectations. Blais asked how many working vehicles are usually parked in the yard for daytime. Jones said maybe 5 vehicles. He wants to have two parking areas. Jones explained that they currently work out of their mud-room; but, the addition they want will not have the windows that the current space has. He stated that will be more secure and Board members indicated agreement on that. Jones was asked about the hours expanding and said that any change would be small and reflect that the business is much busier. Asked about licensing for the business, both Joneses explained a bit about State Federal and local requirements and that they keep up with and requirements that they must to keep the business open a certain amount of the time. Mr. Jones told the board that there is a lot of paperwork for, local, state, and federal entities. Jones offered that, in the end, the change is physical more than anything else- the business is relatively the same just bigger. He reiterated that they are not planning to change what they are doing – it will remain substantially the same.

Blais moved that the Board not require a Site Plan Review; Gray seconded; there was one abstention; and the remaining members approved.

New Business:

New Land Use Administrative Assistant. The Chair explained that the newly hired Land Use Assistant is Laurie Hayward. There followed a discussion how best to have land use administrator support Planning Board Members? The LUA stated that she is happy to help members with any research that they might need done and that could include research on state and federal statutes.

Providing Documents to Members. The LUA asked members if they are OK with receiving email files with the documents for cases and then having paper copies in packets for them the night of the hearing. Robin, Paul & Terry prefer to get physical copies via mail and they agreed to bring the documents to the meetings. The LUA stated that she would send packet materials via mail to the three members who requested that and would email documents for review to the others

and have paper copies for them at the meeting. It was agreed that this approach would be tested and could be changed going forward.

Temporary Audio Tapes of Meetings. The LUA asked members if she could use a tape recorder at meetings as an aid to completing minutes of meetings. Members agreed that some prior Land Use Administrators had used tapes. Silverman objected stating that he did not think that would be allowed under statute as it would create two different “draft minutes”. The LUA stated that she did not believe that there is a problem with using a tape recorder to assist in preparing minutes. She further explained that the Fitzwilliam ZBA Rules of Procedure stated that minutes could be taped and that the tapes be destroyed once the Draft Minutes had been approved. She stated that she did not believe that the tape version is ever the “draft minutes” and that her minutes are not a transcription of the tape, rather the minutes give the essence of the meeting. The tape is simply an aid to creating the minutes. Silverman disagreed and suggested that the LUA check with The New Hampshire Municipal Association for guidance on what is the “draft minutes” and whether a tape creates a second, possibly illegal draft.

Silverman requested that the draft minutes use the line number format that the previous LUA used. He agreed that it was ok to drop that format for the final approved version of the minutes. The new LUA promised to use the line format on the next set of draft minutes.

Old Business:

The Chair opened a discussion on the current status of the Prime Wetlands project. Blais stated that there was not much to report. Blais says she is waiting to get Select Board approval to add Susan Silverman to the Prime Wetlands subcommittee. It was also noted that the Select Board wants to meet with the Planning Board regarding various questions including the question of changes at the state level and how it might impact what the subcommittee wants to do. Asked if the Conservation Commission was aware of their work, Blais stated that Rick Brackett is on Prime Wetlands subcommittee. She also noted that Rick Van de Pol was the Wetlands Scientist who worked on the Prime Wetlands Survey.

Prior Meeting Minutes:

The Chair asked the members to take up the Minutes from June 19, 2018. It was noted that the minutes were taken by Marion Wheeler. After a brief discussion, it was agreed that a statement that Marion Wheeler took the minutes should be added. Also, the first sentence under the heading Land Use Assistant position should be corrected, changing the word “may” to “is”. In the first sentence “may” should be changed to “is”. The last sentence should be

Approved as Amended August 21, 2018

changed to “he would like the PB to review”. Also. In the second paragraph, delete “proper training”. **Gray moved that the June 19, 2018 Minutes be approved as amended and Haynes seconded the motion. Silverman abstained because he was not at the meeting. Otherwise, it was unanimously voted to approve as amended.**

Gray told members that the Economic Committee is planning a networking event for August 27, 2018. Fitzwilliam is hosting the Renaissance Fair which will be held on October 6, 2018. Vendors planning on being a part of the October fair will be at the August 27th event which will be held at Crossroads.

There being no additional business to conduct, Gray moved; Haynes seconded and it was unanimously voted to adjourn at 8:54 PM. The next meeting is scheduled for August 21, 2018.

Respectfully Submitted,

Laurie Hayward
Land Use Administrative Assistant