

**NEWTON PLANNING BOARD
PUBLIC MEETING MINUTES
May 12, 2020**

Vice-Chair Hamel called the Public Meeting to order at 7:21pm and read the following statement:

**A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State
Of Emergency**

As Acting Chair of the Newton Planning Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, 2020-05 and 2020-08 this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Free Conference Call for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (976) 990-5000 and Access code 255105

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting telephonically. Instructions have also been provided on the Town website.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, email at: PlanningBoard@newtonnh.net.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Mr. Hamel asked board members to introduce themselves. Present were:

Mr. Hamel
Ms. Estabrook
Ms. Collyer
Mr. Foote

Mr. White
Mr. Andrews
Mr. Crnolic

Also Present:
Mr. Zalenski - Alternate
Ms. Rowden - Circuit Rider
James Doggett – PB AA

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1. Non-Public Meeting under RSA 91-A:3. II (a) – Compensation

Ms. Collyer **MOVED** to seal the minutes of the nonpublic meeting Mr. Andrews seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic - yes	

2. Board Re-organization

Election of Officers:

Chair – Mr. Andrews **nominated** Mr. Hamel to be chair, Mr. White seconded the motion
Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic - yes	

Mr. Hamel was elected as Planning Board Chairman.

Vice-Chair - Mr. White **nominated** Ms. Estabrook to be Vice-chair; Mr. Andrews seconded the motion.

Vice-Chair - Mr. Foote **nominated** Ms. Collyer to be Vice-chair; Mr. Crnolic seconded the motion.

Chairman Hamel asked that when the roll was called each reply with their choice of nominee.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel – Ms. Estabrook	Ms. Estabrook - Ms. Estabrook
Ms. Collyer - Ms. Collyer	Mr. Foote - Ms. Collyer
Mr. White - Ms. Estabrook	Mr. Andrews - Ms. Estabrook
Mr. Crnolic - Ms. Collyer	

Ms. Estabrook was elected as Planning Board Vice Chairman.

Appointment of Alternate Members

After a brief discussion of the process; the terms; and the candidates Ms. Collyer **NOMINATED**:

Mary Allen to be an alternate with a term ending March 31, 2023

Paul Szot to be an alternate with a term ending March 31, 2023

Barbara White to be an alternate with a term ending March 31, 2022

Steven Sforza to be an alternate with a term ending March 31, 2022

Mr. Andrews seconded the motion.

Mr. Andrews **MOVED** to amend the motion to remove Steven Sforza from the list to be voted on at the next meeting, there was no second.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

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Mr. Hamel - yes	Ms. Estabrook - no	Ms. Collyer - yes	Mr. Foote – no
Mr. White – yes	Mr. Andrews - yes	Mr. Crnolic - no	Pass 4/3

All Alternate Members were approved.

Nomination of Rockingham Planning Commissioners

A discussion of the positions was held during which Mr. Hamel proposed that James Doggett and Mary Allen be reappointed for a 4-year term and a 2-year term respectively, while Ms. Collyer and Mr. Crnolic offered to be representatives. Mr. Zalenski left the meeting during the discussion.

Ms. Collyer **MOVED** to recommend the Selectmen appoint Annie Collyer and Edwin Crnolic as Rockingham Planning Commission Commissioners; Mr. Crnolic seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:
Mr. Foote lost his connection during the vote.

Mr. Hamel - no	Ms. Estabrook - no	Ms. Collyer - yes	Fail 4/2
Mr. White – no	Mr. Andrews - no	Mr. Crnolic - yes	

Mr. White **MOVED** to recommend the Selectmen appoint James Doggett as a Rockingham Planning Commission Commissioner for a 4-year term, Mary Allen as a Rockingham Planning Commission Commissioner for a 2-year term, Ms. Estabrook seconded the motion and offered a friendly amendment to add Annie Collyer as an alternate. The friendly amendment was accepted by Mr. White.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes
Mr. White – yes	Mr. Andrews - no	Mr. Crnolic – no

James Doggett and Mary Allen were recommended as RPC Commissioners, with Annie Collyer recommended as Alternate Commissioner.

3. Board Business and Correspondence

a. Discussion of operating procedures during the COVID-19 Emergency

Mr. Hamel gave a brief history of how things had been going so far and his concerns about holding public hearings via telephonic methodologies.

Ms. Rowden told about how public hearings have been in other communities she serves. She feels it would be very difficult to hold a public hearing in Newton.

Ms. Collyer mentioned that the school district was successful using Zoom.

Mr. Hamel stated his concerns about the special nature of a public hearings over a board meeting and not only members making informed decisions but also managing abutter input.

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Ms. Estabrook has concerns about the technology available to board members and the public. Especially of concern are the size of the plans and trying to see them on a small screen.

Mr. Crnolic left before the vote

Mr. Andrews **MOVED** that the Planning Board postpone public hearings for all applications until the state of emergency is lifted. Once the emergency order is lifted, the public hearings will be rescheduled for the next regularly scheduled Planning Board meeting to occur after time for proper noticing has been conducted. All applications will be renoticed.

Ms. Collyer seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	unanimous vote
Mr. White – yes	Mr. Andrews – yes		

There was a discussion of changing the subdivision and site plan regulations to require applications to be submitted digitally in addition to the paper copies. Ms. Rowden will develop language to be discussed at the June 9th, 2020 meeting.

Ms. Collyer brought up her ideas for updating the Master Plan. There was a general discussion which followed. Ms. Rowden will prepare review materials for the board to be covered at a future meeting.

b. Acceptance of minutes of the 2/25/20 meeting

Mr. White **MOVED** to approve the minutes of 2/25/20, Ms. Estabrook seconded the motion. Mr. Andrews had one correction: to add him to the list of members present.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	unanimous vote
Mr. White – yes	Mr. Andrews – yes		

b. NPREA Manifests

Mr. Andrews **MOVED** to approve the April 16th Manifest in the amount of \$811.36, Mr. White seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes
Mr. White – yes	Mr. Andrews – yes	

Ms. Estabrook **MOVED** to approve the May 12th Manifest in the amount of \$414.89, Mr. Andrews seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook – yes	Ms. Collyer - yes	unanimous vote
Mr. White – yes	Mr. Andrews – yes		

4. Adjourn

Chairman Hamel adjourned the meeting at 8:47