

**Moultonborough Planning Board**  
**P.O. Box 139**  
**Moultonborough, NH 03254**

**Meeting Minutes**

**June 14, 2023**

Present: Members: Scott Bartlett, Norman Larson, Sandra Kelly, Brendan Connolly,  
John Annaian, Peter Claypoole, Kevin Quinlan (Selectmen's Representative)  
Alternate: Allen Hoch  
Staff Present: Dari Sassan, Town Planner; Bonnie L. Whitney, Administrative Assistant

**I. Call to Order**

Senior Member Scott Bartlett called the annual organizational meeting to order at 7:00 PM, and congratulated Peter Claypoole on being elected as an elected member.

**II. Pledge of Allegiance** – Members recited the Pledge of Allegiance

**III. 2023 Board Organization** – Election of Officers and Review of Policies and By-Laws

Mr. Bartlett stated that this was their annual organizational meeting to elect their Officers, appointment to committees, and to review their Policies and By-laws.

**Motion:** Mr. Connolly moved to nominate Scott Bartlett as Chairman, seconded by Mr. Quinlan.

**Motion:** Mr. Claypoole moved to nominate Sandra Kelly as Chairman of the Planning Board, seconded by Mr. Annaian.

There being no further nominations for Chairman, the members voted by secret ballot for Chairman. Staff tallied the votes, with the ballot vote results in favor of Sandra Kelly for Chairman.

**Motion:** Mr. Bartlett moved to nominate Peter Claypoole as Vice-chairman, seconded by Mr. Quinlan.

**Motion:** Mr. Connolly moved to nominate Scott Bartlett as Vice-chairman, seconded by Mr. Larson.

There being no further nominations for Vice-chairman, the members voted by secret ballot for Vice-chairman. Staff tallied the votes, with the ballot vote results in favor of Scott Bartlett for Vice-chairman.

**Committee Assignments**

The Chairman continued with the organizational meeting stating that there were various committee's that the Planning Board needed to appoint a Planning Board member to be the representative.

Ms. Kelly expressed interest in serving as the Planning Board's representative to the Conservation Commission. Mr. Claypoole expressed interest in serving as the Planning Board's representative to the Capital Improvements Program Committee (CIPC).

**Motion:** Ms. Kelly moved to appoint Peter Claypoole as the Planning Board representative to the CIPC. Seconded by Mr. Bartlett. Motion carried unanimously.

**Motion:** Mr. Bartlett moved to appoint Sandra Kelly as the Planning Board representative to the Conservation Commission. Seconded by Mr. Quinlan. Motion carried unanimously.

Ms. Kelly noted that Allen Hoch was present this evening and that he had submitted a letter of interest in serving as an Alternate Member of the Planning Board. After a discussion with Mr. Hoch, the Board agreed to appoint Mr. Hoch as an Alternate Member.

**Motion:** Mr. Larson moved to appoint Allen Hoch as an Alternate Member of the Planning Board for a 3-year term ending in May 2027. Seconded by Mr. Connolly. Motion carried unanimously.

#### **IV. Workshop**

##### **Rules of Procedure**

Board members had been provided with a copy of their policies which were approved in May 2022. The Chair asked if there were any proposed changes to the policies. Members discussed the draft policies, making several minor changes, with all in agreement with those changes. Staff will make the changes as noted and prepare the final draft for review and approval, with a revised signature page to be signed at their next meeting.

**Planning Board Work Plan** – No discussion.

**Master Plan Update** – Board Members and Staff briefly reviewed the Planner’s memorandum of September 13, 2022, in which he provided the chronology of the most recent Master Plan work. Members agreed to work on the Vision and Executive Summary Chapters first. Members questioned if there were funds available for outside consultants to assist in the update of the Land Use and Housing Chapters. Mr. Sassan will research the availability of funds for outside assistance.

**Discussion on Table of Permitted Uses** – Members reviewed the Planner’s memorandum of September 23, 2022, relating to “Personal and Professional Services”. Members briefly discussed their concerns with the use as it relates to issues they have had with recent applications. Form-based code was noted along with questions if the definition for Personal and Professional Services should be clarified, and if so, would that contradict with form-based code.

Planner Sassan noted that the Land Use Department was in receipt of a letter from NHDOT regarding Moultonborough’s Greene’s Basin Rd Betterment, Project, #44266. Mr. Sassan briefly recapped the content of the Letter. Members will be provided with a copy of the letter for further discussion at their next meeting.

Planner Sassan stated that he was contacted by a property owner on Lady Slipper Lane regarding a shared driveway for access to two lots off the hammerhead turn around. The subdivision was approved by the Board in 2010 with the shared driveway depicted on the final plan. One driveway has been constructed, and the owner of the second lot was inquiring about constructing a separate driveway, not to be shared with the abutting lot. Mr. Sassan will provide members with additional information for their next meeting as to whether this requires board action.

**V. Adjournment:** Mr. Quinlan made the motion to adjourn. Mr. Bartlett Seconded. The Motion carried unanimously, and the Board adjourned at 8:44 PM.

Respectfully Submitted,  
Bonnie L. Whitney  
Administrative Assistant