

LYMAN PLANNING BOARD MINUTES

April 3, 2024

Call to Order: Vice- Chairperson Todd Landry called the meeting to order at 6:02pm.

Roll Call:

Members: Todd Landry, Sandy McKee, Tom Smith ex-officio, Jennifer Stockley, Michael Belanger, Diana McGrath-PB Coordinator

Alternate – Donna Clark

Public - Sherrin Trombly

Elections:

Annual elections of officers to the board took place. Landry opened the nominations for chairperson. Landry explained that he did not have enough time to properly chair the board but would help as vice-chairperson. Tom Smith made a motion to elect Michael Belanger as chairperson, 2nd by Sandy McKee, all voted in favor. Michael Belanger made a motion to elect Todd Landry as vice-chairperson, 2nd by Tom Smith, all voted in favor. Tom Smith made a motion to elect Sandy McKee as secretary, 2nd by Jennifer Stockley, all voted in favor. Sandy McKee made a motion to appoint Donna Clark and Sherrin Trombly as alternates, 2nd by Todd Landry, all voted in favor.

Landry explained the alternate member's role on the Planning Board and encouraged alternate members to sit in on each meeting to keep apprised on Planning Board matters. Alternate members are not board members but may be seated and unseated as a member of the board at times of conflict of interest or lack of a quorum.

The minutes for February 7, 2024 were reviewed and approved. McKee made a motion to accept the minutes as written, 2nd by Landry, all voted in favor.

The board welcomed all new members and a brief discussion on the role of the Planning Board took place. Smith explained that the board follows zoning and subdivision regulations to assist not discourage Lyman residents on plans for their property. Clark explained that the board is responsible for the Lyman Zoning Ordinance which is a guide to the vision or master plan of the town. Landry explained that the board makes changes to town regulations to closely adhere to state regulations.

Correspondence and Miscellaneous

New board members received Planning Board Regulations and Information for Board Members notebooks which included:

:

1. Lyman Zoning Ordinance – last amended March 8, 2022
2. Subdivision Regulations - last updated February 1, 2023
3. Right To Know Guide - from training

4. PB By-laws-last approved December 7, 2022
5. Lyman Excavation Regulations – last updated February 6, 2019

McGrath presented all board members with a “Summary of changes” made in 2023, to the Planning Board in New Hampshire: Handbook for Local Officials handout for review. A copy of the handbook is on file at the town hall and can be found online at: <https://www.nh.gov/osi>

A copy of the New Hampshire Planning and Land Use Regulation 2023-2024 edition is also available at the town hall for all board members.

Michael Belanger and Todd Landry took home the Town and City March/April 2024 edition and any pertinent information pertaining to Planning Board will be shared at the next regular meeting.

New Business:

Lot Merger Application for The PF Revocable Trust of 2023-, Map 221, Lot 30-1 and Map 227, Lot 1 on 00 Parker Hill Road, was presented to the board. This property was previously owned by Juanita Hubbard and sub divided and approved by the board in November into two lots Map 221, Lot 30 and 30-1. McGrath presented the subdivision map to further explain the merger of the two lots. McGrath confirmed that the fee was paid in full and copies of the deeds are on file. McGrath also confirmed that there was a mortgage on the properties verified by a letter from Mascoma bank as mortgage holder. After reviewing the documents presented and confirming the lots are contiguous and under the same ownership, Smith made a motion to approve the lot merger request for map 221, Lot 30-1 and map 227, Lot 1, 2nd by McKee, all voted in favor. McGrath will forward the signed lot merger request application to the Grafton County Registry of Deeds. The approved form and map will be forwarded to CAI and CNP for mapping and assessing updates.

A review of “Voluntary Merger”(RSA674:39-a) section of the Lyman Subdivision Regulations is scheduled for future meetings.

New Hampshire Office of Planning and Development (OPD) online spring conference is scheduled for Saturday May 11, 2024. McGrath presented the agenda to all board members and will send a reminder and link for free- registration. Planning Board will review pertinent information for training purposes from the conference at future meetings.

Adjourn:

McKee made a motion to adjourn the meeting at 7:19pm, 2nd by Landry, all voted in favor.

Next Regular Meeting Date: May 1, 2024

Approved Date: _____

