

**Temple Planning Board**  
**Minutes, Tuesday October 5, 2021**  
**7:00pm, Temple Town Hall**  
2021-10-25-FP

Present: Bruce Kullgren, Jr., Vice Chair; Keith Charlton, Secretary; Alan Fox; Christine Robidoux; George Willard, Select Board Ex-Officio; Olivia Holmes, Clerk

The meeting was called to order 7:01pm.

Absent: Nicole Concordia, Chair; Brian Kullgren

**Approval of Draft Minutes of 09/21/21 Meeting**

Christine moved postponement of amending and approving these minutes until the next meeting. The motion was seconded by Keith and approved by unanimous roll call vote, as a quorum able to vote on this was not present.

**Invitation for Comments from the Audience**

Connie Kieley said she had just sent Christine a link to the information about fees for LCHIP. She thanked the clerk for sending attachments with draft minutes.

**Old Business**

1. Ben's Maple Products Site Plan Review – Update (Bruce)
  - a. There is a signed Notice of Decision at the town office, signed by Bill Ezell, current Chair of the ZBA.
  - b. Ben has provided 6 checks for the Hillsborough County Registry; two for the ZBA, two for the Planning Board, and two for the plat plan.
  - c. The Planning Board is still waiting for revised plat plan from Jim Phippard, and when received Nicole will sign all documents.
2. Community Advisory Committee (Christine/Keith/Alan)
  - a. Affordable Housing: Christine shared a list of webinars coming up (attached to these minutes).
  - b. Zoom: Peterborough is live streaming, and sent Keith a spreadsheet of their equipment costs. Bill Chaisson from Wilmont asked to learn our plans when we have them.
3. Rules of Procedure (Christine)
  - a. A public hearing is recommended but not required for updating rules of procedure.
  - b. Christine had forwarded a copy of the changes that were approved at the 9/29/21 meeting which was inadvertently not attached to the agenda for this meeting.
  - c. In the copy sent with tonight's agenda, the Roman numerals need to be updated.

- d. Christine will combine existing Rules of Procedure with her updates for review at the next meeting. Christine reviewed for the Board what is required to be included in Rules of Procedure.
- e. Keith is also working on ensuring the Temple Site Plan Review regulations are compliant.
- 4. Tax Maps Update (Keith):
  - a. Keith will begin keeping a register of what documents are received requiring tax map adjustments. Our Site Plan and Lot Line Adjustment requirements include a thumb drive submission of all documents.
  - b. Keith is working to determine exactly what documents need to be forwarded to Franco Rossi so he can proceed with the tax map update.
- 5. Zoning Ordinance Updates (Keith)
  - a. Keith is working on pole height and rainfall event updates. These will be moved to the parking lot.
  - b. Deadline Extension (HB332) and Third-Party Inspections (SB86)  
Keith is working on updating the documents these two bills affect. He will let Christine know whether any of these affect the Zoning Ordinance.

#### **New Business**

- 1. Updating Site Plan Review Applications is high on the list of priorities to come.
- 2. Budget: Christine spoke with Cathy Joly, who reported that the Conservation Commission is planning to update the Natural Resources Inventory for the Master Plan. The Planning Board needs to give them authority to proceed.
- 3. Christine will research the RSA regarding storage of 4 paper copies of all plats.
- 4. Olivia has requested extra time for a special project to discern what needs to be done to organize the files. No decision on how to proceed was made.
- 5. Olivia reported that she and Nicole have agreed that no Planning Board documents should leave the town office without Nicole's or Olivia's specific permission. When someone wishes to view them at the town office, a town staff person must be present.
- 6. The Planning Board needs to create a budget for the Budget Committee's review by the end of October.

Keith moved adjournment of the meeting. The motion was seconded by Christine and approved by unanimous roll call vote.

The meeting was adjourned at 8:10pm.

**Next meeting: Tuesday, October 19, 7pm, Temple Town Hall Annex**

Respectfully submitted by Rev. Olivia Holmes

Attachments: 1. Upcoming Webinars and Conferences (10/05/21)  
2. Rules of Procedure Updated 10/06/21 Complete (but still with 9/29/21 date under title and at base of pages