

**Town of Ossipee
Planning Board**

**January 6, 2015
7:00pm**

Board Members Present: Ski Kwiatkowski, Roger ter Kuile, Robert Gillette, Roy Barron, Peter Zavas, Bruce Parsons, Rick St. Jean (Alternate), Condict Billings

Meeting called to order at 7:00 p.m.

Approval of Minutes

MOTION: A motion to approve the December 16, 2014 meeting minutes passed by majority vote.

MOTION: A motion to approve the December 2, 2014 meeting minutes passed by majority vote. To satisfy the request that the wording of the proposed 2015 zoning changes should be in the body of the minutes, it was agreed Chairman Kwiatkowski would instead attach a separate sheet containing the wording to the minutes.

2015 Proposed Zoning Ordinance Amendments

Chairman Kwiatkowski reported that Attorney Sager drafted the public notice that includes the proposed zoning ordinance changes and notice of the public hearing. This notice is set to be advertised in the newspaper this week. There are copies of the notice posted at Town Hall, Freight House, post office as well as extra copies available as handouts to the public at Town Hall and the Freight House. The public hearing will be held at the Freight House at 7 p.m. on January 20, 2015. A second hearing, if needed, will be held February 3, 2015.

Mail/Announcements

1. The Board received notice of planning and zoning law training sessions to be held in Concord over a six-week period at a cost of \$175 per person. No members expressed interest in attending.
2. The Board received notice of a retirement party for Town employee Ron Davis that will be held January 14, 2015 at 12:00 p.m. at Town Hall. Members are asked to RSVP to the selectmen's office no later than January 9, 2015.
3. The Board received a thank you letter from Pat Jones (former planning board secretary) expressing her appreciation for the Christmas present the members purchased and sent to her.
4. The Board received notice that the 2014 Town audit will commence the week of January 26, 2015. Chairman Kwiatkowski will contact the town administrator to inquire if any records are needed from this Board.
5. The Board received a copy of a survey of Map 117, Lot 15. The copy is to be filed but no action is required.

6. The Board received notice that submissions for the annual Town report are to be given to the town administrator no later than January 22, 2015. Chairman Kwiatkowski said he will be drafting this and is using last years' submission as a basis for the report.
7. There was discussion about scheduling planning board workshops to begin looking ahead to proposed zoning ordinance changes for 2016. Some members expressed a preference to have these discussions on regularly scheduled meeting nights rather than scheduling additional meetings. No scheduling decision was made.

MOTION: On a motion by Mr. ter Kuile, the Board approved sending a letter to Ms. Jones (as drafted by Mr. Gillette and with a spelling correction) acknowledging her years of service to the Board.

Secretary vacancy

Chairman Kwiatkowski reported he met twice with the board of selectmen to discuss the hiring of a new secretary. He indicated there is agreement that the Chairpersons of the planning board, zoning board, and conservation commission will serve on an interview panel with one selectmen present. This panel will then make a hiring recommendation to the board of selectmen for their approval. He reported that the previous secretary worked many more hours than she billed the Town for. He expressed that this presents a challenge because the proposed 2015 budget is based on the average hours she submitted rather than the actual hours that will be expected of a replacement employee.

MOTION: Mr. Billings motioned to have the board of selectmen hire the secretary. The motion failed 3-3 with Mr. Zavas abstaining.

MOTION: Mr. Zavas motioned and with wording clarification from Mr. Gillette, the Board voted 5-2 (with Mr. Billings and Mr. Barron opposed) to ask the board of selectmen to hire a secretary based on the recommendation to be provided by the three Board chairpersons and to authorize the planning board chairman to participate.

Meeting adjourned at 7:42 p.m.

Minutes approved by majority vote of the Board on _____

Ski Kwiatkowski, Chairman