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Town Planner's Review
DURHAM PLANNING BOARD
Wednesday, October 26, 2016

*See specific write-ups for agenda items not included below.

IX. Selection of a new secretary for the Planning Board

We now have a vacancy for the secretary officer of the board. This appointment would extend to May 2017. The Planning Board Rules of Procedure state:

II. OFFICERS

...C. Secretary. A Secretary shall be elected annually by a majority vote of the Board in the month of May. The Secretary shall verify and review Board records, which the Planning Department maintains, and shall see that minutes of site inspections are drafted and made available to the full Board.

D. Re-election. All officers shall serve for one year and shall be eligible for re-election.

Alternates are not eligible for officer positions.

XIII. Determination of dates for 2017 calendar of Planning Board meetings

The proposed calendar is attached. I suggest dates for the April meetings to be the first and third Wednesdays instead of the second and fourth, as April 12 is the second night of Passover when many people hold a seder. There will still be 2 weeks between all Planning Board meetings as the second meeting in March is March 22.

XVI. Other Business

Site walks. Just a reminder about site walks. These are public meetings and we post agendas and minutes for them. We try to follow the same protocol as for regular meetings to the extent appropriate. The public is welcome to attend site walks. Applicants need to give permission for us to hold site walks and go onto their property. This permission is considered granted when the board confirms the site walk and date with the applicant or agent at the meeting. We should officially open and adjourn the meeting. There should be only one discussion at any time about the site or the project. Of course, board members may stand or walk in smaller groups with other board members, the applicant, or members of the public, and it is fine to engage in general conversation in those groups but board members should avoid any discussion of the project or site during those times.

Accessory Dwelling Units. The state adopted a new statute for accessory dwelling units – RSA 674:71 – 73. I will have draft amendments to Durham's ordinance to bring it into compliance with the statute for the Planning Board's review at the November 9 meeting.