

**Draft**  
**Hartford Planning Board**  
**Meeting Minutes: April 5, 2021**

Present: Mike Dubois, chair; Margaret Matthews, secretary; Robin Farrar

Attending: Doreen Jackson

Meeting Convened: 7:30 pm

Meeting minutes of March 1, 2021 were approved by all members present.

**New Business**

**Item One:**

Doreen Jackson, 212-6677, has a preliminary plan to subdivide into three lots a property that will be accessed by a common private road. She intends that this access road will meet the road standard of allowing a fifty foot wide corridor. She has not had the lots surveyed yet but thinks they will be 4 acres each prior to taking some portion of each for the road. Each lot will be accessed by a driveway off this road. The property is located on Town Farm Road. Her major question is how to proceed to get approval for the road. She is under the impression this plan does not constitute a subdivision.

**Discussion:**

There was general discussion that the Board has not addressed the issue of a possible subdivision in the history of any of the members currently serving on the Board. It was suggested that division into more than two lots qualifies as a subdivision. The road standards were reviewed that seemed to indicate only five or more lots served by one access might be concerned. Review was hindered by only having one copy of the subdivision standard which does not specifically reference how many lots constitute a subdivision and directs reader to State law. The Planning Board deals with shore land property and subdivision issues, roads not involved in either would come under the purview of the code enforcement officer..

**Outcome:**

The applicant was directed to have an initial discussion with the new code enforcement officer, Scott Mills, 415-4381, as to what is involved with the road issue and survey requirements.

After Doreen Jackson left the building, subdivision rules were researched on the State web site to see that it clearly states three or more lots constitutes a subdivision. For a subdivision, extensive provisions apply, including an application prior to the first Planning Board meeting to discuss the issue with specified posting of the plan and meeting for public review, etc. This process will be researched by the Board members prior to the next meeting scheduled for May 3<sup>rd</sup>.

**Old Business**

**Item One:**

Recording Planning Board meetings.

**Discussion:**

No provision has been made to meet the Bylaws requirement of having all Planning Board meetings tape recorded. The Select Board did record their meetings for a while but could not determine an acceptable way to keep track of the tapes so discontinued the practice.

**Outcome:**

The Board expresses no interest in recording their meetings. The process to change the Bylaws will be discussed with the Select Board and the Bylaws will be further reviewed by all members to see if all provisions seem to be currently applicable to current means and methods.

Under same general category of methods, the secretary presented a procedure to follow in obtaining from and submitting to the Town Clerk Planning Board permits. This was previously recorded in Board minutes in 2014. The procedure was reviewed and approved by the then and now current Town Clerk, Lianne Bedard.

**Meeting Adjourned: 7:55 pm**

**Agenda for May 3, 2021 Meeting:**

Subdivision procedure if application is made.

Review Bylaws, re recording minutes and other issues.