

1 Planning Board special meeting and work session

2 Meeting House, May 7, 2024, 6 pm

3 FINAL Minutes

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5 Members present:

6 Greg Meeh, (Chair), John Schneider, (Vice Chair), Kent Ruesswick, (BOS rep), Joshua
7 Gordon, Rich Marcou, Logan Snyder, Megan Portnoy

8 Jonas Sanborn, Hillary Nelson, Ben Stonebraker, Brendan O'Donnell (alternates)

9 Others present:

10 Kal McKay, (Administrative Assistant), Calvin Todd and Web Stout, (ZBA), Scott Doherty and
11 Beth Blair, (Selectmen), Tim Meeh and Jill McCullough, Aaron Portnoy, Alfred Nash and
12 Cathy Viau, Howard Moffett.

13 1. Call to order

14 Chair Greg Meeh called the meeting to order at 6 pm.

15 2. Additions re Designation of Alternates and Minutes procedures to Board's Rules and
16 Procedures (including meeting code of conduct)

17 Members had the printout from a draft of the Rules and Procedures document with
18 markups from the town attorney.

19 (a) Discussion about rotation of, designation of, and participation of Alternates

20 Greg: asked town counsel if the Board could use the waiver provision in Article 1 at times to
21 put in a different alternate, if it was relevant. It would allow some flexibility.

22 Joshua Gordon asked what procedure would be in place to ensure the Board knew who was
23 the next alternate in the rotation. Greg: noted that at the top of page 2 the attorney had
24 removed some language about holding a ballot, which violates RSA 91-A:2,II. Greg had
25 attended a NHMA workshop that day and clarified that election of officers should be by
26 voice vote. The document does not actually specify how elections should take place.
27 Hillary Nelson: elections could be by ballot. Town counsel had requested that be removed,
28 It did not say how, just that election should take place as soon as possible.

29 Greg read from Page 3, regarding Alternates. Section A was about participation, alternates
30 being encouraged to attend all public meetings and participate as non-voting members and

31 be identified as ‘alternates’ where they were seated. To be in compliance, Ben Stonebraker
32 was asked to sit away from the table at that point.

33 Megan Portnoy: asked to discuss participation. Her concern was for efficiency given that
34 this was a large board, she had appreciated some of what she had heard from alternates,
35 so was torn about it. She requested that the agenda show clearly what was a hearing and
36 what was a work session, so that everyone would know when it was appropriate for
37 alternates to speak. Greg: agreed.

38 Greg: on to the designation of alternates. The town counsel advised that the Chair not do
39 this. Greg suggested using the first letter of an alternate’s last name. He read from Section
40 5. B, of the Planning Board Handbook, page 3 of the handout, stating alternates have all the
41 powers and duties of a regular member when designated to serve; the BOS designate their
42 own alternate; and if an alternate is absent, the next one in rotation will be designated and
43 the rotation will continue without disruption. So if an alternate did not show up, they would
44 just miss their turn.

45 Joshua asked how to keep the recording of this simple. **Rich Marcou: the secretary could**
46 **keep a spread sheet or a Word document recording alternates who attended.**

47 Greg stated these were the changes that the Board had talked about so far. Should these
48 be voted upon? **John Schneider moved to vote upon these changes.** Rich disagreed.
49 pointing out they were almost through the document and could get to number 12. Greg
50 stated the difference was that the town counsel had approved these changes.

51 Megan: asked about the total number of alternates. It was set at 5, but for efficiency, and
52 given the smallness of the town, if they were all seated for discussion, could it be changed
53 to read 4. Members discussed. The consensus was that keeping it to 5 was good, it did not
54 mean 5 would be seated regularly.

55 **The motion was still on the table. The motion was to approve the changes just**
56 **discussed about the participation of alternates, the designation of alternates, and the**
57 **rotation of alternates.**

58 Rich noted the typo at the end of 5,B, at the top of page 4. Greg clarified that the last
59 sentence of that paragraph should read “A vote on a question of disqualification shall be
60 advisory and non-binding and may not be requested by persons other than board
61 members.” Greg: if that change was to be included, a new motion was needed. **John**
62 **agreed to that new motion. Joshua seconded.** Greg asked if there was more discussion.

63 Megan: clarify what ‘board member’ meant on page 4 with regard to disqualification. Would
64 it include alternates? Greg said only if they were seated. Megan said the law on

65 disqualification distinguished between members and alternates. **Greg called for a vote,**
66 **and all members present voted aye for those agreed upon changes.**

67 Alternates Hillary Nelson and Ben Stonebraker were seated.

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69 (b) Code of Conduct/Ethics discussion

70 Greg proposed to use Town Moderator language for Town Meeting as a guide. Logan: it
71 should be modified to be relevant to PB specific purposes, ex. Members did not need to
72 introduce themselves or where they lived. Greg: this was only relevant for hearings, not
73 work sessions. **Greg would confer with town counsel and bring something back for**
74 **them to work on.**

75 Rich proposed adding something to 4A, because there was a slight incident in the last
76 meeting with the public at large, insert something to do with decorum and behavior at a
77 board meeting: “all other persons shall refrain from excessive talking among themselves
78 such as to be distracting to the proceedings, the public, or board members”. **Greg: would**
79 **be sending language to town counsel for review. This would be for the Board and the**
80 **public.**

81 Megan: was this exclusive to public hearings. Greg: yes. Megan suggested adding a Code of
82 Ethics, which would be for members of the Board. Belmont has quite a substantial one.
83 She said the Board should have one and hold themselves to higher standards. Greg: send
84 that to the secretary. Greg reminded members that they were instructed not to circulate
85 emails to each other or ‘reply all’ on any emails having to do with Planning Board business.

86 Hillary asked about a recent BOS meeting where it was mentioned that a code of ethics
87 should apply to all boards across town. Kent: they were working on one, generic to all
88 boards. Hillary: maybe they should wait for that to come down. Greg asked about the time
89 frame for that. Maybe 2 weeks? Scott Doherty responded as Chair, doubtful about that time
90 frame, they had several major issues in front of the Select Board at present. Megan: that
91 was not prohibitive of the Planning Board going ahead and holding themselves to a higher
92 standard. Members discussed next steps. **Greg asked Megan to forward the Belmont**
93 **Code of Ethics document to Lois as secretary and Greg will contact town counsel to**
94 **ask if they should wait on the BOS version for all Canterbury boards and committees.**

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96 Discussion regarding Board members receiving application materials, when and how

97 Rich pointed out on page 5, letter D, the term ‘reasonable time’ is not defined. He asked
98 that applications and supporting materials, if they had come to the town hall (office) 21
99 days before, that Board members should be able to have them at least 10 or 14 days before
100 the hearing. That would give the town time to process applications. They could replace
101 ‘reasonable time’ with ‘10 to 14 days’. Greg: wanted direction from the Board.

102 Members discussed: they wanted materials as soon as possible for hearings especially,
103 though not to receive them twice (forwarding when received as well as with agenda). Greg
104 said this was only about applications for hearings. **He suggested trying 10 days, replacing**
105 **language in 5D to: ‘as soon as possible but no later than 10 days’. Greg will propose**
106 **that language to the town counsel.**

107 Logan raised the issue of using shared document in a google share drop box, though that
108 could be regarded as a ‘meeting.’ Megan said that town counsel could respond on the
109 issue of shared drop boxes.

110 Brendan O’Donnell and Jonas Sanborn were seated as alternates.

111 **Greg will ask town counsel if there is a way to use drop boxes without crossing the**
112 **Right to Know law.**

113 Rich turned to page 5, section B, asking if they had to approve the town counsel comment,
114 and Greg: they voted on and approved that several months ago.

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116 Discussion re ascertaining attendance for each meeting

117 Lois asked about a system for attendance, so that it was known how many members and
118 alternates would be attending a meeting, for chairs, photocopying etc.

119 Logan: work under the assumption that members would be here and notice if they would
120 NOT be. Megan: how much notice members should give the secretary. 24 hours was
121 sufficient since most of preparation was done in the town office on Tuesday afternoons.
122 Logan: it would be helpful to know if there was to be a quorum. On that issue, **Rich said go**
123 **back to page 3 number 4, add this, and put a little a. under section 4. Greg will ask**
124 **town counsel. It is not written as a policy, but it is relevant to alternates too, and**
125 **should be sent via the pb email to the secretary.**

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127 Greg moved on to some issues that came up at a NHMA training earlier that day. All these
128 issues would be taken to town counsel and were not for voting on this evening.

129 (i) How are items added to an agenda?

130 Greg: NHMA suggests a specified way to do that, typically a secretary and chair, or 2
131 members of the board or a majority of a board. What would the Board like. Currently the
132 secretary and chair make the agenda and members can send in requests. Joshua: he had
133 added things to the agenda by contacting Lois in the past. Greg: he understood from NHMA
134 that if a secretary said they were too busy and a chair declined to put something on the
135 agenda, what was a member to do. They could raise it in New Business. Members
136 consensus was there was never a problem with getting their requests onto an agenda. **Greg**
137 **will take this to town counsel and see what he says.**

138 (ii) Conduct of hearings with time limits

139 NHMA suggests setting time limits for hearings and typically most boards have a time limit
140 per person, and the advice was to have something in procedures to fall back on if there is a
141 problem. Members asked questions and pointed to different situations where different
142 times might be needed for different issues.

143 Calvin Todd: ZBA does not have formal time limits and people could be cut off if their
144 testimony has ceased to be pertinent to the dialogue.

145 **Logan suggested Greg ask town counsel for advice about how to have some flexibility**
146 **in setting time limits, maybe on a case by case basis.**

147 (iii) Use of personal electronic devices in meetings

148 Greg: the NHMA recommends that no personal electronic devices be used in a board
149 meeting. There had been a number of RTK cases where people demanded to know what
150 members had been doing on their phones during the meeting. The recommendation was
151 that if members needed to look something up it is not done on a personal device, but on a
152 display screen that showed what was being looked at.

153 Members discussed. Texting one another in a meeting would be a RTK violation but there
154 was a consensus that several members use their devices for various purposes during
155 meetings (ex. accessing information, availability for family). Members requested not asking
156 town counsel about the direct screen. **Greg would ask about devices for family contact.**

157 (iv) Relations by blood or marriage on a board

158 Greg said the NHMA recommends against that. He asked the Chair of the Canterbury
159 Community Power Committe about spouses on their board. Howard Moffett: the CCPC has
160 2 sets of husbands and wives and it is not a problem, but this is the Planning Board. Jonas
161 Sanborn: the lawyer for the Sherwood Forest Association was against it but it is allowed.

162 Hillary: the NHMA said there is no law in NH that prohibits married people from being on
163 same board. Greg: but the Board can have a policy against it. Megan: if there was a Code of
164 Ethics that constrains any conflict of interest, it would satisfy needs. There was discussion
165 about the issues small towns face in recruiting people to boards. **Greg concluded the**
166 **Board feels it can be dealt with an Ethics provision rather than prohibited.**

167 (v) Recusal procedures

168 This was in the disqualification section, on pages 3 and 4. Greg: there are different views –
169 sit away from the table or leave the room. He had talked to town counsel and NHMA about
170 this. It appears they can recommend, it but they cannot prohibit it because by serving on a
171 board and recusing yourself you do not give up your rights as a citizen to participate. They
172 have a policy that discourages it.

173 Joshua: leaving the table was sufficient. Logan: practically speaking, where would a
174 member go in the winter if they left the room. Hillary: you have a right to speak as a public
175 citizen. She has offered comments in the past. The NHMA said one must be treated as a
176 member of the public. Rich: if this was in the Code of Ethics, it should mention certain
177 behaviors like no facial expressions, no eye rolling, no trying to guide someone on the
178 board. Megan: it would be appropriate to add language that a recused member may not
179 attempt to influence the outcome of the matter in which he or she has an interest nor in
180 their public statements can they use any information obtained in their capacity as a
181 member.

182 Hillary disagreed with that. She had institutional knowledge about things that have been
183 done in town and on the Board. As a member of the public, she was entitled to share
184 opinions about a matter at hand, as were all members. Board members did not leave their
185 rights outside the door when recused.

186 Megan asked Hillary to distinguish between a public member commenting with knowledge
187 as a member of the board and just sitting here and having the discussion with everybody.

188 Brendan: the board should only be getting information through public processes, any
189 information the Board has should already be public. Statutory abutters are the main reason
190 for recusal. As members they can be abutters and still have a right to speak. **Greg will talk**
191 **to town counsel for language to clarify this. Megan said the language she had read was**
192 **from the Code of Ethics.**

193 Joshua asked Brendan a question, the Board was not a judicial body and as a member it is
194 his duty to canvas his neighbors if there is an issue and bring facts that are not bought by
195 parties to disputes. Brendan stated again that the Board gets information and anything they
196 get should be something the public has.

197 Megan said that is how it should be. And stated this is a quasi-judicial board, she had asked
198 town counsel about this.

199 Hillary asked Brendan if they were a quasi-judicial board. Brendan: the Board does some
200 things that are not quasi-judicial, like now or with zoning amendments, but when they are
201 hearing site plans or subdivision that is in a judicial capacity because they make a decision
202 that is appealable to the ZBA or Select Board. Joshua: quasi-judicial' is a legal term of art
203 and it has to do with the unity of judges. Megan read from a statement by NHMA that refers
204 to planning boards and zoning boards as 'quasi-judicial bodies' for reviewing applications.
205 Brendan cited RSA 673:14 in the ordinance, regarding recusal, the statute talks about when
206 the board is acting in a judicial capacity and that is when they are reviewing applications.
207 That is the only time when they are acting in that role, when there are abutters present.
208 Meghan said we have a legal duty to maintain at least the appearance of impartiality and
209 she did not consider the Board had done that well so far. She thought putting language in a
210 code of ethics would hold them to a standard.

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212 (vi) Discussion about Minutes procedures

213 Megan said there is nothing about the procedures for Minutes. There was a document from
214 a previous meeting.

215 Greg read: "The Board secretary shall take the minutes and make available to the public
216 within 5 business days of the meeting. These draft minutes shall be sent via email for board
217 members to review. Board members shall not reply to the secretary with suggestions but
218 should bring such suggestions to the next public meeting." That was where the Board left
219 off at the last meeting and then Brendan suggested alternative language and Greg had sent
220 that to town counsel. Copies were sent round.

221 Members looked at the second page at the bottom, regarding the request that board
222 members sent minutes changes to the secretary, only to the secretary, not use 'reply all'
223 and the secretary would compile those for the next board meeting where these would be
224 discussed. Town counsel was fine with both points. The other was to add the alternates
225 can serve on subcommittees and may vote on subcommittee recommendations to the
226 Board. These were the 2 changes.

227 There was discussion about where to place these changes, and also about the significance
228 of the 5-day requirement. Megan: there is actually no legal requirement to make final
229 minutes, all that is necessary to make them draft. Logan: that was problematic, let's not do
230 that.

231 Megan asked about making changes. Where is the language about who is compiling the
232 draft minutes. It seemed that was not included in the document. Greg reread the language
233 from the town counsel from earlier. Greg said he would put this language back together for
234 the town counsel and bring back to the Board complete. And then it will be added into the
235 Rules and Procedures.

236 Megan recommended that the secretary alone draft the draft minutes. Members discussed
237 pros and cons of having the Chair, the one elected, go over the draft, as there were always
238 errors, there could be bias and a second set of eyes helped reduce the amount of
239 correcting needed at a subsequent meeting.

240 **Rich: they had changed the addition Brendan made, added that members will respond**
241 **to the secretary individually and she will compile suggested changes from members**
242 **for discussion at the next meeting. It is another thing to run by counsel. Rich**
243 **suggested it be added into Rules and Procedures, article 4, #1, on page 2, Meeting and**
244 **Conduct of Business, right after that, as to how the minutes will be taken. The issue**
245 **was tabled and Greg will add that to the list for town counsel.**

246 Calvin spoke to the process on the ZBA, where the secretary records the meeting and if
247 there is a discrepancy in their proceedings, the audio tapes are kept on hard drives in the
248 Town Hall. Their secretary takes them, transcribes them, and they find that works well. Rich
249 said the Planning Board will have audio and video here with the film.

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251 3. Revisions to April 9 Draft Minutes

252 Members had copies of the requested revisions. Greg said that some corrections were
253 made at the last meeting. Were these incorporated into the draft. Lois said no. Rich said
254 that at the previous meeting they attempted to do this and then cut it off. Were those
255 changes added. Greg said apparently not. Lois said she understood Rich had asked Megan
256 to do the minutes and incorporate the corrections. Megan said that was why she had
257 revised the document to include the language that she is stating.

258 Brendan's recollection was that the language to be changed would be put in writing not
259 read out loud and the secretary could use that to take a note to make the change, have it in
260 writing.

261 Rich suggested that they keep the original and add Megan's minutes as an addendum.
262 Megan said no. Greg said the Board has to go through each one of these changes and
263 review them, using the revised document with proposed language.

264 The first had been dealt with, from line 80, which was 'Hillary' not 'Megan'. That did not
265 need a vote.

266 At line 162, the proposed correction was 'Greg sent members an email summarizing
267 recommendations for alternate participation based on the Planning Board Handbook for
268 NH, specifically noting his suggestion to change the Board's current procedures on
269 alternate participation to allow all alternates to participate in discussion at hearings and
270 that all alternates be seated at the table.'

271 Joshua: did not remember that level of detail, and the way it had been stated was general
272 enough to refer to the issue talked about. Rich agreed. Megan: specificity was important
273 and gave clarity to the fact that the Planning Board Handbook for NH is not a policy
274 document so that is factually incorrect and the suggestion for changes for alternate
275 procedures in the bylaws is not ?(inaudible).

276 Joshua: Megan's first sentence was more clear, but suggested replacing 'policy' in the
277 original with 'recommendations'. Rich disagreed, that Megan's proposal was almost word
278 for word what Greg had edited, but she added the word 'specifically'. He disagreed with her
279 about the Planning Board Handbook for NH, in that it might not be a 'policy document' but
280 it is a document provided by the state to provide guidance to planning board members to
281 deal with things they are presented with in hearings. There was some misrepresentation in
282 the proposed correction because there was a lot more verbiage than he or Joshua recalled.

283 Megan: there was a recording to review, but the topic they were discussing was changes to
284 the Procedures and Bylaws and alternate policy and the Chair was stating his opinion
285 about what those changes should be, that is what that line is in reference to. Greg asked
286 the Board if they wanted to schedule a meeting to review the recording. Megan: she was
287 fine changing it to 'document summarizing guidance' if folks were getting hung up on her
288 exceptional memory and specificity, because the issue here is that it is not a policy
289 document.

290 Logan: if there was going to be a significant amount of discussion about each one of these
291 it might be a good idea to vote on them one at a time.

292 So back to Line 80, all voted in favor.

293 Then Line 162, Joshua and Rich were ok with it as it is, Megan wants some changes, to
294 simply change 'policy to 'guidance'; no, Megan said change 'policy' to 'recommendations'.
295 Joshua moved that change to the minutes, John seconded. All voted in favor, except for
296 Logan who was absent that evening.

297 Next, Lines 186-189, Joshua thought the proposed correction was more accurate. Rich
298 disagreed, because he had said those words, 'there is a section in the Bylaws and
299 Procedures document from 2011', word for word, and that was not in the proposed change.
300 Megan said she has included 'the document probably needed updating as it is from 2011'.
301 Megan asked Rich to clarify. Joshua said he was saying the correction was incorrect. Rich
302 said Megan had paraphrased his words. Rich read from the minutes. He said there was
303 nothing to correct in the first part of that paragraph. Joshua moved to leave it alone, Rich
304 seconded, all said aye, except Logan who abstained and Megan who voted nay. That
305 change was not approved.

306 Line 192, Greg read the correction 'Megan expressed an ethical concern, based on
307 disqualifying bias, of the Chair being the sole person responsible for seating alternates
308 considering the Chair is married to an alternate.' Joshua said Megan's proposal was more
309 accurate. Greg did not remember the exact language but this was what Megan was
310 concerned about. Joshua moved to accept correction #4, Megan seconded. All voted aye.

311 Correction 5, language missing after line 197, proposed: "Greg noted that he does not
312 always appoint Hillary and stated that we would table the discussion of alternate policy
313 until later in the meeting under agenda item 'rules of procedures and bylaws'." Joshua
314 moved to approve that addition. Megan seconded. All voted aye.

315 Line 201. Greg read the sentence, which it was proposed to remove as that summary of the
316 discussion included information from a discussion that had not yet happened at that point
317 in the minutes. Megan: it was one of Greg's edits. The minutes should be in order of things
318 discussed. Greg: it definitely happened so what place should it go back in. Megan said it
319 should be referenced in the appropriate spot. Some discussion, and Joshua moved to
320 delete stuff identified in item 6. John seconded. All voted aye.

321 Line 229, Greg read the original sentence, that his document should be in the Handbook,
322 and the proposed correction 'Greg states that Town of Canterbury Planning Board Rules of
323 Procedure and Bylaws should be in Members' binders.' This was about confusion between
324 handbooks and binders. Joshua: 'should' was ambiguous, he had understood Greg to mean
325 'ought to be', not that it already is. Discussion about binders and who had this document,
326 Joshua moved to make the changes, Megan seconded, all voted aye.

327 Item 8 referred to what was missing from the minutes at line 244, the proposed correction
328 being: 'Megan noted that we had not revisited the discussion of alternate procedures,
329 which the Chair had said in discussion of agenda item 5 that we would discuss at agenda
330 item 8.'

331 Joshua said that now he got it, why that was added. Greg continued: ‘She reiterated both
332 efficiency and ethical concerns previously mentioned. The Chair responded that this would
333 require more discussion and offered that it could be done in subcommittee or discussed by
334 the Board as a whole. Megan recommended that bylaws and procedures not be discussed
335 in subcommittee and stated they should be decided on by the entire Board. The Chair
336 requested that alternate policy be put on the agenda for discussion at the next meeting.’”

337 Joshua moved to amend to just want it says here. Megan seconded. 3 members voted aye,
338 John, Logan, and Rich abstained. Greg said they needed 4 votes for majority. Joshua asked
339 who was the alternate? Megan asked Kent if he voted. Kent: he chose not to, he was
340 abstaining, he liked the Board to decide what they wanted. Joshua asked if they could seat
341 an alternate who happened to be there at the meeting. Greg said the motion did not carry.
342 Joshua said it was a problem because they had eliminated reference to this entire issue
343 before so they could not just leave it hanging, and it occurred. Logan asked if the majority
344 vote meant a majority voting yes or people voting yes rather than no. Brendan said it was
345 not a quorum issue and it was only majority votes. Greg said they would say it passed.

346 Item 9, missing from the summary, between lines 247-8, the proposed correction: “Prior to
347 recusal, the Chair handed out a copy of a letter from Alfred Nash’s attorney to each seated
348 member of the Board and stated that it was not a hearing. A Member asked what we were
349 supposed to be deciding if wasn’t a hearing. Attorney Hall replied that they were there to
350 hear if the Board had a response to the letter.”

351 Greg said that what Megan had written captures the essence of it. He did say it was not a
352 hearing and he did pass out the letter. Joshua moved to adopt the proposed correction,
353 John seconded, and all voted aye.

354 Item 10, Line 253, regarding Rich and Kent saying they had not seen the letter. The
355 proposed correction was: ‘All Members made mention that they had not seen this letter
356 before. There was substantial discussion of how the letter was sent, to whom it was sent,
357 and confusion over why the Board was just now seeing it.’”

358 Joshua: it was not ‘All’ members because he had seen it. Some had and some hadn’t.
359 Megan: why. Rich: he had commented he had not seen it, and Kent also said that. Megan
360 said she had (inaudible). Rich: she had been sitting next to him and she had not said
361 anything. Megan: There is a recording. Joshua said resolve this by saying ‘some people had
362 not seen it’. Megan asked why some board members had got it and not all.

363 Alfred Nash spoke: Joshua had said at the time he didn’t have it, and he said I just had this
364 piece of paper and it’s too much to read right now to go on with it. Joshua repeated he had
365 seen it before the meeting. Alfred Nash referred again to his language he had not seen it –

366 Joshua repeated he had seen it. Cathy Viau spoke, saying that on the recording it shows he
367 said he had not seen it. Alfred Nash: Joshua said 'it was too much to read'.

368 Greg said change it from 'all' members to 'some members'. He read the rest of the
369 proposed correction and said it seemed roughly accurate. Rich made a motion that the
370 amendment on the amendment be moved. Megan asked for specific names of people who
371 did see it and who did not. Greg said we would have to go back to the recording to figure
372 that out. Rich repeated he said he had not and so did Kent, Joshua said he does not
373 remember what he said but knows he did see it ahead of time. Greg repeated the motion on
374 the floor. Megan seconded it. All voted aye. Logan abstained.

375 Item 11, Line 256, referring to the letter, the proposed correction was: 'Megan asked the
376 Secretary why the letter was not included in the preparatory materials we were sent on
377 April 8 and when the letter was collected from the mail. The Secretary was not sure.'

378 Megan said this was reflected in the original minutes made by Lois and had been changed
379 to the line they saw there. Joshua moved that they adopt item 11. Megan seconded. All
380 voted aye. Logan abstained.

381 Item 12, Line 259, question from Ruth Hall, proposed correction was: 'Attorney Hall asked a
382 procedural question regarding what stage the Board was at in considering Mr. Nash's
383 application.' Joshua moved to adopt this amendment. Megan seconded. Members voting
384 aye were Joshua, Megan, Greg. John was opposed. Rich also opposed. He remembered the
385 attorney saying those words verbatim. Megan's correction was elegant with some verbiage
386 but Rich did not remember her saying those exact words. Megan said there is a recording.
387 Rich: very good Megan but they did not have that recording here. Megan asked Rich to
388 speak to her respectfully. Megan said that Attorney Hall had specifically asked the Board to
389 be referred to as Attorney Hall and that was reflected in Lois' original minutes. The 'Ruth
390 Hall' was changed in gm edits. Joshua asked what gm meant – Greg said his name. Greg
391 said he thought they had just voted on that, members said they did, but Greg noted there
392 had been some objections. 3 members had voted in favor, and 2 against, so it passes.

393 Item number 13, regarding words missing from the summary: 'There was uncertainty
394 among the Board on the answer to Attorney Hall's question. Several members commented
395 that they were not sure about the state of the application. Joshua recalled Alfred Nash
396 requesting extensions. Megan pulled relevant documents from Mr. Nash's application,
397 including written notice of the Board's decision to request resubmission with five
398 conditions to the application. Megan read the letter aloud. The Secretary confirmed this
399 notice in an oral review of minutes from the relevant meeting. Attorney Hall acknowledged
400 her awareness of this notice and stated they did not agree with the stipulated changes.'

401 Joshua recalled that the secretary read it out loud, not Megan. Greg recollected the
402 secretary reading something and Megan reading something. Joshua suggested saying 'it
403 was read' or say 'the letter was read aloud'. Megan said that Greg had said he recollected
404 her reading something. Joshua said if they were unsure about who read it, that was less
405 important for the record than 'it was read'. (Inaudible sentence). He proposed 'the letter
406 was read out loud'. Megan said that this specifically pertains to something she did in the
407 meeting she would like her name associated with it. Greg asked for a motion. Megan moved
408 to approve the standing correction. No one seconded. Greg suggested considering
409 Joshua's language. Joshua moved to adopt item 13 as written except that we say the letter
410 was read out loud. Megan asked why. Joshua said he did not remember. Rich seconded.
411 Greg invited discussion. (inaudible sentences, more than one member talking). Megan said
412 it was important and relevant, she was new to the Board, and no one on the Board
413 answered this question but she did (inaudible word). There being no further discussion
414 members voted. All voted aye except Logan and John abstained, and Megan voted nay.
415 There was discussion about the vote, concluding it was 3:1. That passes.

416 Item 14: Line 266-7, re Megan asking how the Board would do this. The proposed correction
417 was: 'Megan asked the Acting Chair for the Board's process when an applicant disagrees
418 with the Board's stipulated changes.' Joshua said he did not remember that level of detail.
419 Megan definitely said something about how it was going to happen, but he did not
420 remember the rest of that sentence in that detail. Two other members agreed they did not
421 remember that detail. Megan said the original was completely out of context, and she did
422 ask John what happens when an applicant disputes stipulated changes. Joshua said the
423 context was quite clear. Joshua read from the minutes regarding the continuation of the
424 hearing. Megan disagreed, she was not asking how it was going to be done later, but about
425 how the Board deals with an applicant who disagrees with conditions.

426 Rich said this was different, stipulated changes, or conditions. Logan read from the original
427 minutes and stated the last sentence 'Megan asked how the board would do this' did not
428 really make sense. The correction specifies what it was she was actually asking.

429 Joshua asked if it should be 'stipulated changes' or 'conditions'. Megan was fine with
430 conditions, as she was asking about the process when an applicant disagrees with
431 conditions. Joshua moved to accept correction 14 with the change from 'stipulated
432 changes' to 'conditions'. Megan seconded. All voted in favor.

433 Item 15, re New Business. Megan pointed out there was none, because Adjournment
434 happened before New Business. The correction was to remove that. Megan stated that
435 Greg presented a map after Adjournment and that discussion is in the Minutes as New
436 Business. Joshua asked was that all after Adjournment. Greg said they had agreed last time

437 to strike it from the Minutes. John moved to strike item 15 from the minutes, and Joshua
438 seconded. All voted in favor.

439 Logan asked if they were to wait for an updated draft of those minutes from Lois or do they
440 approve the minutes with corrections. Joshua said wait on them for 5 days. Brendan said
441 that they had just voted on exact language changes so they can approve them as final.

442 **Greg asked for a motion. Joshua moved and John seconded to approve the minutes of**
443 **April 9 as corrected. All voted aye.**

444 4. 4/23 Minutes Style

445 Greg: after the last meeting and the controversy over minutes and Lois and himself working
446 together, he had decided not to have anything to do with the minutes until the issue is
447 resolved. Lois did the minutes, including a more abbreviated version and asked if it could
448 be on the agenda to see how the Board felt. Logan: what was different about those
449 minutes, they had reviewed them and not seen anything notable about style or format.
450 Lois: she had tried to compress them, Logan had seen that in the accompanying email.
451 Lois recalled Bob Steenson asking about 4 years ago for shorter minutes, with issues,
452 decisions, votes etc. but not the 'he said she said' format. The Board had not had a
453 discussion about minutes since then. Logan: the minutes from 4/23 were reasonable,
454 readable, and more or less accurate. Joshua: they did not include the word 'draft' on them.
455 Lois apologized, had not been thinking clearly. Joshua said he sat on a board where the
456 minutes were just an exact recording of votes, nothing else, and that is too abbreviated. On
457 the other hand he sees the ZBA minutes, and no offence meant to the ZBA but they are
458 long, without paragraphs and too much the other side. He thought the secretary got it right
459 down the middle somehow. Megan: the standard of transparency for this Board is high and
460 accurate specificity, without being overly long, was important, the public want to know who
461 said what, and what was discussed specifically rather than in generalities. She did not
462 know if the public had a say in what they would like to see in the minutes, but the bar of
463 accountability and transparency they had, being a municipal board, is higher.

464 Joshua: from his experience of Supreme Court litigation of town minutes, there should be
465 more specificity when they are approving specific plans or when a plan is contentious, but
466 they can be slightly more abbreviated when it is general policy.

467 Megan agreed with that. Her email had been accidentally sent round by the secretary, and
468 she had more specificity to add to the minutes of April 23, because it was a contentious
469 hearing and she did not think that one should be done in the more executive summary
470 style, because it does not meet that standard. (Next sentence inaudible).

471 Brendan: the reason for adding more detail when you have an actual hearing is that the
472 Notice of Decision that the Board issues, and there is a requirement in law that the Board's
473 decision has to be in writing, it is that piece plus the minutes, so the minutes support the
474 decision. So having more detail in the minutes makes the Board's written word more
475 defensible. Greg asked if that was specific to hearings. Brendan said right, it is a way of
476 expanding on the written words, instead of having a member go back and draft a highly
477 detailed written summary, it is there and the minutes supplement it. For everything else, to
478 Lois' point, the Board had spent a lot of time talking about specific points in meetings not
479 related to hearings. The minutes just let people know generally what happened. People can
480 find the recording if they want to get more detail but it should be a basket process for us,
481 but we are here, detail is good.

482 Logan: suggested they set aside the style question until they discuss corrections at the
483 next meeting when they have to consider that.

484 *****

485 5. Megan Portnoy's letter of April 21 regarding drafting and handling of the minutes of
486 the Planning Board

487 Greg: he had asked town counsel for guidance on the proper procedure for this discussion
488 in terms of recusal. His advice was because it is not a hearing, and because it is Planning
489 Board business, there is no recusal requirement, it would be handled like any other
490 Planning Board business.

491 Megan: handle what. The letter. Greg: the letter says Lois did something bad, that he did
492 something bad and the Board has participated in some bad actions. Megan said that was a
493 lot of qualifying statements that were not included in the letter. Greg: can we say thinly
494 veiled accusations? No, Megan said. Greg said the letter is formulated, as described in the
495 NH Planning Board Handbook, how a letter needs to be worded for the removal of elected
496 members, and it was sent to the Select Board, which is the board that would remove
497 elected members. So, (to Megan), you're telling me this letter does not have any
498 accusations of ethical violations or anything that Lois did not do wrong things in compiling
499 the minutes, that he did not do wrong things in compiling the minutes.

500 Megan said the minutes were not compiled in accordance with 91A. Joshua: in what
501 specific way were they not in accordance. Megan said it was due to the substantial level of
502 changes in what they were sent to approve was done outside of the public hearing. Joshua
503 asked if the town counsel had said anything about this thing that the Chair can review the
504 drafts. Greg: town counsel had no problems with the secretary and the Chair working

505 together to compile the draft minutes. That also was discussed here when the town
506 counsel was here before that meeting.

507 Joshua: putting aside the allegations of allegations, he felt that the discussion they had had
508 today about the level of detail that should be in the minutes and when the level of detail
509 might change, did Megan feel like the discussion today about how minutes are done has
510 addressed her concerns. Megan: About the Chair making substantial changes outside
511 public hearings and (inaudible few words) until it is determined either through some sort of
512 standard of what can and cannot be changed outside of public eye, or that the Chair is not
513 involved in the compiling of the first minutes. Joshua: even if she disagreed with the
514 outcome, did she feel they had addressed it. Megan: no.

515 Hillary Nelson, alternate, raised her hand to speak. She believed that what was written in
516 that letter probably should have come first to the Planning Board. Megan should have
517 brought those concerns here before (inaudible). It felt underhand, like she had gone behind
518 the back of this Board, that she was making accusations that were very upsetting to people
519 on this Board, and it represents a misunderstanding of the role of the Select Board in
520 relationship to the Planning Board. The Select Board is not 'boss of the Planning Board'. It
521 was premature to take it to them, that is the last stop. It seemed as if Megan had been
522 trying to set the stage to ask for removal. She may not have intended that. The Board has a
523 lot of work to do. She thought that everybody on the Board wants to achieve that work, she
524 thought that everybody on the Board believes that they have behaved ethically. Megan
525 might disagree. But she thought properly, the question of whether or not there was
526 something unethical about the way those Minutes were handled should be presented to
527 this Board first, and if this Board chooses to say to the Chair 'we disapprove of the way this
528 was handled, we expect you not to do this again', that's fine, and the Board could also say
529 'we think this is wrong'. But properly it should have come here first and not the Select
530 Board, and it is neither transparent, nor collegial for you to have gone to the Select Board
531 with that letter before presenting your concerns to the rest of this Board. Megan (reply
532 inaudible on video).

533 Greg: he was confused by the accusations of editing outside of the public eye. Greg said he
534 asked town counsel specifically about this and he does not see a problem with it, he would
535 like us to add something specifically into the Rules and Procedures if we intend to do that.
536 Greg asked if members want to take action on this or say they don't believe there were
537 ethical violations that took place? Logan responded, they have some concerns, the Board
538 has addressed a number of those concerns by taking another look at the Rules and
539 Procedures, they are working on them and have consulted town counsel who says there is
540 not an issue with the Chair and the Secretary working together to draft. So from what Logan

541 can see they have addressed this to the extent that they can, they have taken appropriate
542 action, so the question to Megan is what would she like to see done. (outcome?).

543 Megan said she had not known this was going to be on the agenda, that was not made
544 transparent. It was not clear to her why her letter was on the agenda again. She had written
545 it, there had been a discussion on it, so that is a question for the Chair. It seems to her that
546 the Chair and an alternate would like a public reprimand of her letter. Hillary said that is
547 putting words in her mouth, that is not what she said.

548 Joshua said this was an ad hominem allegation, to use words like integrity- the allegations
549 made in the letter were serious. Megan said she did not say a specific person was
550 (inaudible word) she said supported by her oath of office to maintain the integrity of the
551 Board and that includes not giving the public the perception that the Board is partial. The
552 editing, the substance of the editing, editing on a matter in which the Chair was recused, is
553 giving the perception that the Board is partial. Joshua said that was a good point, did she
554 feel the issue that she has been raised has been discussed sufficiently and corrections
555 were in the works or not? Megan said she did not know what the results of those
556 corrections would be, but they were making progress towards transparency, which she
557 appreciated. Joshua: it seemed they had responded to that letter. Megan: she had not put
558 this letter on the agenda nor had she called this meeting so she was not sure what they
559 were discussing about it. Joshua said she could not have it both ways. She had sent the
560 letter to the Planning Board (meant Select Board). Megan repeated she had not put it on the
561 agenda so that was a question for the Chair. Logan asked whoever put it on the agenda,
562 had they discussed it sufficiently.

563 Howard Moffett spoke. He had no business telling the Planning Board what to do but he
564 wanted to say some words to the most recently elected member. He had been glad when
565 Megan came to talk to him during her campaign, thought it was important for the town to
566 have younger generations getting involved and was delighted at the number of people who
567 ran for the Board. It was a huge step forward for the town. He said he was speaking as a
568 resident of the town, but he was stunned by Megan's April 21 letter. He read it, read it again
569 and was astonished by it. He was astonished by the tone of it, the lack of respect for her
570 colleagues on the Planning Board and people who have made a lot of contributions to this
571 town, and he read it as an attack, a very personal attack, on several of her colleagues on
572 the Board. He wanted to say he hoped she could find a way to learn to get along with the
573 people on this Board, in a way that doesn't cause the kind of friction that they have seen
574 tonight. He wished she would think long and hard about the impact she was having. There
575 was a saying, from someone of her generation, maybe Elon Musk or Mark Zuckerberg, but it
576 goes something like 'move fast and break things'. This felt like that, to him. He hoped she

577 would think about it a bit, he would hate to see the Board have to go on dealing with
578 minutes the way they had tonight, and he would hate to see this kind of implicit attack,
579 which to him were a combination of arrogance and ignorance about how people get along
580 in a small town and the civility that is required and the respect for colleagues that is
581 required. He apologized for taking the Board's time. Her letter had been a very public letter
582 and he felt he wanted to respond to it in public.

583 Cathy Viau spoke. She referred to earlier in the meeting, talking about respect. What just
584 happened should not have happened. It was unacceptable because it was directed at one
585 person and would not have been allowed if it had been someone else on this Board, she
586 could almost guarantee that. It is not acceptable to make personal attacks in front of
587 everybody. That is not allowable. Greg thanked her.

588 Alfred Nash began to speak as Rich did. He invited Rich to go ahead. Rich said that at issue
589 is how the Minutes are formulated. He is on another board, and Lois has always been an
590 exceptional secretary, and in past practice the Chair has worked with the secretary to have
591 a second set of eyes on the Minutes and that's what happened. Megan's letter from the 21st
592 is an outright attack and he wanted to speak to Megan, to get something out in case he
593 forgot, she had requested he speak to her in a respectful voice, and he apologized if she felt
594 he was being disrespectful. He did not mean to be disrespectful, maybe it was a bit of
595 passion bubbling up. But he went back to when they were going through the Minutes, and
596 repeated that he said it was what he said, and she was a little dismissive of it, a did not
597 equal b, and he apologized if he seemed disrespectful, and he was not trying to be that now
598 – but this letter was very 'attackful', and even though his name was not associated with it,
599 and he was not sure how far it was disseminated to the public, but he read from the
600 paragraph listing the accusations, including changing of names, factual inaccuracies,
601 omissions, inaccurate reflections of Board discussions and member statements, changing
602 a context to support a point of view, inclusion of information that was not discussed at the
603 meeting. Rich said he was a law enforcement officer with Fish and Game for some years
604 and these were the kinds of accusations that he would have been fired. So, to put that in a
605 public document and even though they were not directed at him, he felt they were because
606 he was part of the Board. He felt it was an attack, and (her) being a new member, he was at
607 a loss for words.

608 Alfred Nash declined to speak. Cathy Viau spoke. She said they had been to meetings
609 where they were present and none of their information was put into those Minutes, her
610 name was not mentioned and she spoke, his name was not spelt correctly and it was not
611 anything about what he said, and there were other people who spoke on their behalf and
612 those things weren't mentioned. But it was very much one-sided, so she did understand,

613 and she had seen it and that is why she recorded to be transparent and now the meetings
614 are recorded so it is a better depiction of what happens. Previously they did not have that
615 and going forward they will and there will be more tracking of what happens. Previously we
616 did not have that, all we had was 'he said she said'. They had put their trust into this town
617 being new residents here and when we saw the minutes were already approved, they did
618 not have a say in it anymore. That is disheartening. And that is not against anyone in
619 particular, she used to do minutes and knows it is super hard and super frustrating, they
620 had a different process, so she is not attacking anybody, but she can understand both
621 sides.

622 Rich: as a board member, he thought the initial meeting was back in September, and there
623 were extensions over a period of time, there was some confusion about where they were
624 with the hearing, and it confounded the whole mess. Cathy: it was from the initial meeting
625 with the Board, those minutes were not necessarily accurate.

626 Megan said she appreciated hearing the board's perspective, her intention was not for it to
627 feel like an attack. She was curious about that perception and then this discussion being
628 put on without (inaudible) – it seems a bit hypocritical if this was perceived as an attack.
629 Her perception was it was put on the agenda as an attack against her, and it seems if we
630 don't want that we would model, but that's not how we do things. Also while she
631 appreciated the personal feelings and see where they are coming from the fact of the
632 matter was they were making great strides for transparency and accountability and she
633 thought they were well on their way to changing the public perception of the Board because
634 of her letter. She had been in a tricky position in finding out what she found out by
635 happenstance that it was about the Chair of the Board, to bring it to the Chair of the Board
636 seemed troublesome. Greg: but not transparent, she was not being transparent with the
637 Board and her colleagues.

638 Brendan: the Board needs to amend the bylaws and decide what minutes people want.
639 That is something for another day.

640 Greg: the Board was volunteer, none were land use professionals, but they had worked
641 hard the last 2 years. Members had diverse knowledge and participation, discussion and
642 deliberation. Members were aware the Board sometimes makes mistakes. Many members
643 are taking and currently taking training to be better Board members. This is how democracy
644 works in small towns in NH. The Board has accomplished a lot by working effectively as a
645 team, and there is a lot of Planning Board business ahead, finishing the Master Plan,
646 updating the Subdivision Regulations, the Capital Improvement Plans. He hoped they
647 could continue to work as a team, to accomplish these important goals.

648 6. Conditional Use permit form

649 The draft form had been passed out and members discussed initial impressions. It had
650 been drafted by CNHRPC. It was proposed to use the form for an applicant seeking a CUP
651 for a detached ADU in the hearing next week, who had submitted her original application
652 on a site plan application form, and see what issues arose in using the new draft form. The
653 applicant was willing to do that. Members concurred.

654 Road Waiver discussions from recent Select Board meetings

655 The Select Board had been looking at advancing or modifying this and wondered if there
656 was interest from this Board in updating it and making any changes. Greg explained that
657 right now the road waiver language and the zoning ordinance language do not agree. It was
658 the ‘Class 5 road standard’ that the zoning ordinance says the road has to be upgraded to.
659 The road waiver application has different language than the ‘class 5 road standard’.
660 Members felt there should be the same language used in the different documents. Kal read
661 from BOS minutes – the road waiver language is ‘good and passable’ and judged by the
662 Road Agent. The consensus was to table the issue, the secretary would collect the different
663 documents (road waiver form, Class 5 road standard, zoning ordinance) together into one
664 packet to be reviewed at the May 28 work session, to see what needs changing (zoning
665 ordinance and/or road waiver application form).

666 7. Master Plan hearings and applications - May 14 Meeting

667 Greg outlined what would be happening at the May 14 public hearings for Master Plan
668 chapters on Land Use and Housing. Rich, John and Logan had volunteered to assist Greg in
669 presenting these. CNHRPC would come with materials. Members discussed where and
670 how to find the draft chapters via the Planning Board website.

671 Greg asked if we ever got the new school enrollment figures from regional planning. No. He
672 would call them to find out.

673 The applicant hearings on May 14 would be for a Detached ADU and also for a lot line
674 adjustment for the Town’s Cemetery Trustees. Neither seemed to be too complicated. It
675 was agreed not to provide refreshments on this occasion.

676 *****

677 8. Other Business

678 (i) Capital Improvement Plan (CIP)

679 Joshua raised the issue of the CIP needing to be worked on, since the current document
680 that the Town has is essentially a spreadsheet, with projected expenses, without the

681 narrative that is required in a CIP. It would look something like a chapter of a Master Plan,
682 but it could not be written until the Master Plan is completed. It was important in that it
683 supports the growth cap and would be needed if there was litigation. Members discussed
684 who was in charge of making this happen. It would be the Planning Board. Greg had already
685 talked to CNHRPC about having assistance from them to create the CIP as soon as
686 possible after the Master Plan is complete. A contract was being drawn up.

687 Hillary asked if the whole Board has to vote on that contract for the expenditures? Members
688 were aware that there had been talk in town about contracts with CNHRPC. The CIP would
689 have a public session, so people could come and understand. Greg and the Town
690 Administrator had signed the last contract. It had been for \$4000, part grant and part town
691 payment.

692 Megan was aware of the public perceptions about CNHRPC. She reviewed the contract and
693 there was nothing out of the ordinary. Put that on the record. Joshua: what were the public
694 perceptions about that? Megan: there 's just stuff on social media about concerns. She
695 wanted it on the record that she had looked at the contract and it seemed fairly standard,
696 not overpriced, typical consulting contract.

697 Members' consensus was expressed that their experience of Central Regional Planning is
698 that they have been exceptional value, often doing extra things for them. Greg to contact
699 CNHRPC to get more information on the next contract and work.

700 Re: composition of CIP committee: Greg said NHMA recommends School Committee
701 representation so generally it would be 2 people from the Planning Board, 1 from the Select
702 Board, 1 from Budget Committee and 1 from the Schools. Members were informed by
703 Calvin Todd that the person to contact would be the Chair of the School Board, Michelle
704 Lewis.

705 (ii) Revisiting issue of members receiving information included in Rules and
706 Procedures

707 Megan asked to return to the Bylaws and Procedures and have town counsel opinion about
708 some members receiving information pertaining to a hearing or a working session and
709 others not. She would like to see something along the lines of saying all members receive
710 the same information at the same time, so that some of the Board does not come in with
711 knowledge that other parts of the Board have not have seen.

712 Greg noted there was provision for the Chair to ask advice of one member of the Board,
713 prior to a meeting, but that was something to clarify in the Procedures also. Joshua: from
714 time to time Greg has asked him legal questions, not as town lawyer. Greg: in this instance

715 it was, we got this letter, when we spoke – Megan referred to the stickiness of that with
716 Hillary being Greg’s wife. She understood, she shared things with her husband.- .

717 Hillary responded that at home they close the door when Greg is on the phone and she was
718 not privy to the conversations he had with Joshua. Joshua said he and his wife were on
719 different sides of the same issue and they also close doors and do not discuss those
720 things.

721 Cathy Viau spoke to the Board. She asked them to keep alternates in mind when looking at
722 policies and procedures, keep them in the loop with all information so they are prepared if
723 they have to stand in for somebody. Greg agreed 100%, that was why the Board was making
724 changes to their participation.

725 (iii) Board members training – Vice Chair role

726 Greg said that the this experience with the Nash application revealed to that they needed to
727 do better training, for the Vice Chair or whoever is going to come in to take the place of a
728 sick or absent or recused person. He had not been able to prep John for this case as he was
729 recused. Maybe in the future the Vice Chair could more routinely take control of part of a
730 meeting, maybe Minutes.

731 Megan had one more thing, for transparency, she had just sent Lois an email from a
732 resident in support of my request for transparency and accountability and its for
733 dissemination to others, and as those come in, I will send them to her.

734 Greg reminded everyone that all communications have to go through – they cannot be
735 sending email back and forth at all.

736 (iv) New email addresses for town committees

737 Jonas was given his new email information. Kal spoke about everyone on land use boards
738 being given new email addresses, on gmail. Rich asked questions about how that would
739 work. Kal offered to help, to get the new email onto a phone or laptop, either in a session at
740 Sam Lake House, as this is town business, or at the Library.

741 Megan said it was possible to go to gmail account and add an Outlook. Kal: perfect. I
742 thought gmail had added that recently.

743 Hillary: could they all just give Kal a hand for this. Members did, acknowledging this is hard,
744 and pushing up against a wall.

745 Greg invited Kal about the Right To Know presentation for them. Kal had not had a chance
746 to give her presentation last time but they had the packets. They went over the background,
747 which was that they had attended a RTK workshop, learned a lot, including how the process

748 works and how onerous and fraught with liability it is if everybody is using their personal
749 email. Every single board is facing this. Members had the information packet, and could
750 contact Kal for help.

751 Megan said she has been working with Kal on AI transcription. Kal has tried it out with the
752 Select Board, it is easy to use and provides a lot of information and data – she can provide
753 that for anyone or Lois to poke around with.

754 Rich spoke about his wife, a teacher at Concord High, a computer scientist, computer
755 engineer. He thought it was too early to adopt AI.

756 Kal explained they were in the process of testing it, with a background in computer science
757 and software engineering. They were hesitant about AI but giving this a very thorough test –
758 to see if it was both accurate and time saving. Rich was concerned that it could not pick up
759 more than one person talking at a time.

760 Megan: they had comments. Aaron Portnoy said that AI had come a long way and was quite
761 accurate now and recommended waiting to see the results. He invited Rich to google his
762 name and wait for the data.

763 Prior to the motion to adjourn being made, Joshua noted that this was the second meeting
764 that went over 3 hours recently and there used to be a time when they started at 7 and
765 finished by 9. There had been a commitment to keep to 2 hours.

766 9. Adjournment

767 Rich and Logan moved, and John seconded, that the Board adjourn. It was 9.30 pm.

768 Respectfully submitted,

769 Lois Scribner, secretary