

Town of Roxbury
Planning Board Minutes
2 August 2015

Present: Marika Stuhlsatz, Amy Bodwell, Don Tardiff, Josh Hicks, Gerry Davis
Absent: Glenn Mallet (on leave), Chip Drogue
Guest: Beth Castagna

Meeting called to order at 7:05pm

There was no meeting in July as there was no quorum. Josh Hicks, the only person attending, waited 30 minutes in case a resident came with questions.

Beth Castagna came to the meeting to discuss the town website. She has been instrumental in rebuilding the site after it crashed. The Planning Board will assume full responsibility for the website management and updating. Beth has agreed to be the technical expert and will work with Planning Board representative Josh Hicks to reinstate lost information as well as build a calendar, a place for minutes, etc. With Josh as webmaster, he will be responsible for web oversight, updating, changes, etc. Thanks to both Josh and Beth for their expertise and willingness to assist.

The Planning Board has been requested by the selectmen to create a special event ordinance since there is none. This ordinance will need to be ready for a town vote next March. There was a lot of discussion about what might be included. Each member was given an assignment to research other sample ordinances, permit applications, etc. and be prepared to bring highlights of that research to the next meeting.

Some ideas discussed today:

Number of event participants

Dangers/threats to participants

What defines an event or permitted event? Paid, free, size, etc

Commercial event may be done differently than a non-commercial; what's the difference and how are those differences handled?

Contact police, fire, Otter Brook, Cheshire Fair, other towns for their input

Penalties for violations- 1st versus 2nd or 3rd

Should the town have "hold harmless" or release of liability?

Seasonality of event

Is a large private wedding, reunion, etc an event? Does it impact town property, roads, resources? Does it need to be defined?

Should there be a deposit required for some/all applications

Should we redefine Roxbury's special event permit application with the ordinance?

Should the town have a contract for renting out space, parking, etc?

Assignments:

Don- Town of Swanzey

Josh- City of Keene

Marika- Otter Brook Recreation (pavilion rental agreements, etc), 2 towns referred by Amy

Amy- Cheshire Fair, Town of Gilford (Meadowbrook), attorney input, Robb and Allen (police & fire)

Respectfully submitted

Amy Bodwell, Chair

Roxbury Planning Board