



**BARRINGTON PLANNING BOARD MEETING
EARLY CHILDHOOD LEARNING CENTER
77 RAMSDALL LANE
BARRINGTON, NH**

**TUESDAY JANUARY 24, 2012
6:30 p.m.
MEETING MINUTES**

- PRESENT:** John Huckins, Chair
Alan Kelley, Vice-Chair
Michael Clark, Ex-officio
Anthony Gaudiello
George Calef
Stephen Jeffery, Alternate
Steven Oles, Alternate
Jacki Kessler, Alternate
- ABSENT:** Dave Vincent – Resigned
E. Lemos - Resigned
- STAFF** John Scruton, Town Administrator
Peter Cook, Road Agent
Keith Pratt, Board of Selectmen Chairperson
Greg Jones, Transcriptionist
- GUESTS:** Jeff Adler; Dubois & King, Inc.; 28 North Main Street; Randolph, VT
05060

NOTE: THESE ARE SUMMARY ACTION MINUTES ONLY. A COMPLETE COPY OF THE MEETING AUDIO IS AVAILABLE THROUGH THE LAND USE DEPARTMENT.

ROLL CALL

Chair John Huckins called the January 24, 2011 meeting of the Barrington Planning Board to order at 6:30pm.

Chair J. Huckins delegated alternate member S. Jeffery for D. Vincent.

MINUTES REVIEW AND APPROVAL

Vice-Chair A. Kelley motioned to move Items #1 & 2 to the Unfinished Business portion of the agenda. A. Gaudiello seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

1. Approval of January 3, 2012 Public Hearing Meeting Minutes.

See unfinished business.

2. Approval of January 17, 2012 Meeting Minutes.

See unfinished business.

ACTION ITEMS

3. Discussion of Counsel Engineering with Town Administrator, John Scruton, Selectmen Chair Keith Pratt, Road Agent, Peter Cook and Jeff Adler from Dubois & King, Inc.

○ **Gerrior Trust Subdivision**

A discussion ensued as to the proper means in which to proceed relative to Phase #1 roadway acceptance, current and future bonding of the Gerrior Trust Subdivision. Town Administrator J. Scruton reminded the Board that the applicant is seeking roadway acceptance and a reduction in bond. Outstanding issues currently still exist within Phase #1 of the project. These issues include:

- The need for removal of a large pile of aggregate/fill material pile which is located in the Town Right of Way and affecting stormwater;
- The lack of Department of Environmental Services (NHDES) approval for the work associated with Phase #1 Detention Pond #2;
- The need for re-assessment of maintenance bond for existing roadway;
- Need for comprehensive review of as-built plans by the Town's Third Party Engineering Consultant;

After some discussion, the group noted the following actions to be taken:

- The Town Administrator and Selectmen will work with the Town Third-Party engineering consultant to address all bonding issues. Current bonding for Phase #1 will be a 10% roadway maintenance bond to cover minor uncompleted items based on current market values. Phase #2 will be bonded for the cost of all work that is to be completed for that phase;
- The Town Administrator and Selectmen will work with the Town Third-Party engineering consultant to review the as-built plans;
- Notification to the NHDES relative to the need for review of Detention Pond #2 will be pursued;

- A Comprehensive Review of Phase #1 of the project by the Town's Third-Party engineering consultant is needed prior to Phase #1 roadway acceptance to be paid for by the applicant;
 - A letter from the Planning Board to the Selectmen stating that all other plan Planning Board requirements and conditions of approval have been met should be submitted for review prior to Phase #1 roadway acceptance;
- **General Information about road construction/acceptance policy and procedures, reviews, etc.**

The Planning Board has empowered the Board of Selectmen to oversee the bonding and roadway construction for development projects in Barrington.

Board of Selectmen Chairperson Keith Pratt addressed the Board with regard to construction procedure and road construction policy. Pratt opined that a document should be drafted to summarize the steps which an applicant must take for roadway construction, bonding, conditions of acceptance etc., The document would then be provided to the applicants prior to the start of work so as to seek full transparency of procedure and expectations. The group agreed that a scope of services relative to drafting this document should be retrieved from the Town's Third-Party engineering consultant.

The question of when the Board will be receiving an accounting spreadsheet for town impacts fees was posed. Town Administrator J Scruton is to gather the requested documentation pertaining to current impact fee accounting.

The possible requirement for showing acceptable driveway locations on the plan set was discussed. The group agreed that this was a valid process worth pursuing.

The group discussed the proper circumstances which must exist going forward to seek third-party engineering review. J. Adler (Dubois & King Inc., North Main Street; Randolph, VT 05060) stated that a "preview" of projects in question could be offered to determine which projects may require a more comprehensive review.

The group agreed to review the current staff duties and third party needs in order to determine the level and frequency of third-party engineering which will be needed in the future.

4. Finalize warrant wording for 2012 Warrant Articles

The Board and Town Administrator reviewed a document detailing the language to be placed on the Town's upcoming Warrant Article. After a discussion the Board agreed that a re-order of Warrant Article Items is in order.

Vice-Chair A. Kelley motioned to switch proposed Article #2 and associated amendment number with proposed Article #11 and associated amendment number. The new order shall appear on the Town's upcoming Warrant Article. J. Kessler seconded the motion which passed with a vote of five (5), to two (2) against, with zero (0) abstentions.

Town Administrator J. Scruton presented language for Warrant Article relative to the adoption of new language as endorsed by the Code Enforcement Officer that the building codes be up to date with International Building Code Standards and RSA:155 (A). The Planning Board recommends this change.

A. Gaudiello motioned to accept the language brought forward by the Town Administrator and Code Enforcement Officer. Ex-officio M. Clark seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

NON-ACTION ITEMS

A. REPORT FROM PLANNER

There was no report from the Planner at this time.

B. COMMUNICATIONS RECEIEVED

There were no other communications at this time.

C. REPORTS FROM OTHER COMMITTEES

Vice-Chair A. Kelley informed the Board the "Committee on Rules of Procedure" shall now be referred to as the "Rules Committee". A. Gaudiello opined that a minutes recording procedure should be generated to better direct the Board and staff people.

S. Oles motioned to empower the Rules Committee to draft a minutes recording procedure document for review by the full Board and allow Vice-Chair A. Kelley to speak with the Town Administrator relative to ordinance pagination. G. Calef seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

UNFINISHED BUSINESS

Vice-Chair A. Kelley motioned to approve the January 3, 2012 Public Hearing Minutes as amended. G. Calef seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

Vice-Chair A. Kelley motioned to accept the meeting minutes of January 17, 2012 as amended. A. Gaudiello seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

Ex-officio M. Clark motioned that the Board's Rules Committee (RC) investigate and bring forward a standardized process for which the minutes are to be recorded, presented and retained on file. S. Oles seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

There was no other business before the Board.

SETTING OF DATE, TIME AND PLACE OF NEXT MEETING AND ADJOURNMENT

The next meeting of the Board is scheduled for 6:30 p.m. on Tuesday, February 7, 2012 at the Early Childhood Learning Center.

S. Oles motioned to adjourn the January 24, 2012 meeting of the Barrington Planning Board at 9:53 p.m. Vice-Chair A. Kelley seconded the motion which passed unanimously with a vote of six (6), to zero (0) in favor.

Respectfully submitted,

Gregory M. Jones
Transcriptionist