

**THE PLANNING BOARD
TOWN OF FRANCESTOWN, NEW HAMPSHIRE**

June 5, 2012
MINUTES

Planning Board Members Present: L. Kunhardt, M. Tartalis, G. Tolman, L. Ames, B. McNeil, H. Camirand, J. Vadney, A. Arnold, B. Lindgren and L. Johnson.

The meeting was brought to order at 7:05 pm.

Announcements and Communications

Kunhardt suggested board members should continue to contact people to fill vacant alternate position.

Review of Minutes

May 15, 2012: Motion to accept as presented, L. Ames. Motion passed 7 – 0 (Arnold and Vadney abstain).

Committee Reports

J. Vadney presented an interim report for the Master Plan Sub-committee. Vadney advised the sub-committee had not yet met with the Select Board. The sub-committee has reviewed past surveys and has come up with a revised survey, which they are ready to present to the Selectmen. They have made a decision to present the survey electronically on Survey Monkey. Based on prior surveys, electronic version is favorable to townspeople. Board discussed various ways to present wind and solar power options to the town. The next meeting of the sub-committee is not yet scheduled.

Kunhardt suggested a two-year time frame for the sub-committee: 1st year to gather information, and the 2nd year to finalize a report.

Vadney advised the committee would meet in June to come up with a more definitive time line. Vadney further advised the project was broken up into sections with committee members working on various sections, with each writing a draft of his or her section. Portions of the drafts are awaiting the results of the questionnaire.

Kunhardt suggested moving forward with all parts that are not questionnaire driven.

Tolman suggested some kind of link or access by way of the town web site. Board discussed the use of Survey Monkey vs. town web site. Further discussion of costs for mailing and how to reduce the number of duplicate surveys.

Kunhardt brought up the possibility of a Master Plan grant from SWRPC valued at \$30,000. Grant is only available if there is a proposed ordinance. Application is due June 15, 2012 and may not be feasible.

Board discussed the frequency of review of the Master Plan. Suggested a review every 5 years. However, this does not mean it needs to be updated.

Electronic draft copy of the questionnaire will be sent to Planning Board members.

Arnold suggested looking into the Post Office Lease and its impact in the Master Plan (also the school and store).

The next Master Plan update will be on July 17, 2012.

L. Ames stepped out of meeting at 7:40 pm.

Unfinished Business

Office Supplies: H. Camirand has researched and purchased for the Board a new electronic recording device, which is being utilized at the current meeting. Board discussed how it works, storage of recorded data, etc. H. Camirand will hold onto the device until secure storage can be obtained.

Review of Planning Board Handbook

L. Ames prepared a first draft of the Site Development Regulations. An electronic copy was sent to all board members. Most changes are minor and are not substantive at this point.

Board discussed best way to present changes in order to show before and after to the public.

Board discussed postage rate section and the best way to address the constantly changing postage rates. Fee Schedule #5 will take the language from the Sub-Division Regulations Fee Schedule #8.

Tolman presented his review of the Application Check Lists. The Planning Board uses the checklists when there is a review of a sub-division or site development

application. Tolman expressed some confusion between the different applications and their purpose.

Board discussed differences between a Preliminary Review, a Conceptual Review and a Design Review. A Design Review application applies only to very large projects, otherwise it is very expensive. Therefore not frequently used.

Discussions to clarify downloading of documents from town web site.

Board discussed digital recording of plans.

Board will review the draft again.

Board continued discussion of building permits and the zoning ordinance, and compared them to surrounding towns.

Board discussed the purpose of the zoning compliance permit.

Kunhardt will obtain information on the building inspector fees.

New Business

An application from DMT Auto Works (Christopher De Maris) on Russell Station Road to operate an automobile inspection station was submitted to the State. The state asked the town if there was any reason to deny the application. After some discussion, the board will advise the state that the individual does not comply with town regulations. The board recommends to the state that they deny the application.

The next meeting of the Planning Board will be held on Tuesday, June 19, 2012 at 7:00 pm, unless otherwise noticed.

Meeting adjourned at 8:35 pm

Respectfully Submitted,

Barb Martin