

Town of Gorham
Planning Board Meeting
September 22, 2011

Members Present: Chairman Michael Waddell, Vice Chairman Michael Guay, Dan Buteau, Lawrence Guay, Bruno Janicki (Alternate), Rueben Rajala (Alternate), Paul Robitaille, Selectman, Barney Valliere.

Others Present: Robin Frost, Town Manager

Absent: John Losier

Excused: Earl McGillicuddy

7:01 Meeting called to order / Review of minutes of September 8, 2011

Chairman Waddell called the meeting to order and appointed Bruno Janicki as a full voting member and Rueben Rajala as an alternate.

Paul Robitaille made a motion to accept the minutes of September 8, 2011 as written.

Mike Guay seconded the motion. All voted in favor.

Review of Commercial Building Permits

-The Paper Mill at Cascade Flats

The Planning Board reviewed the revisions proposed by the Cascade Paper Mill involving demolition of a portion of the interior and construction of a small addition in preparation for installation of a new tissue machine.

- Paul Robitaille, familiar with the site, stated that he saw no need for this proposal to go before Site Plan Review.
- Chairman Waddell noted that the applicant will need to apply for a Demolition Permit and a Building Permit.

7:07 pm: Lawrence Guay made a motion to allow the Cascade Paper Mill to forego full Site Plan Review. Mike Guay seconded the motion. All voted in favor.

Review of Applications for the position of Planning Board Secretary

7:10 pm: Paul Robitaille made a motion to go into non-Public session according to RSA:91Aa to review the applications for Secretary for the Town of Gorham Planning Board. Barney Valliere seconded the motion. A roll call vote was taken resulting in all voting in favor:

Mike Waddell – Y Dan Buteau – Y Bruno Janicki – Y Barney Valliere - Y

Mike Guay – Y Lawrence Guay – Y Paul Robitaille - Y

7:10 Non-Public session

The Planning Board reviewed applications that had been received for the position of Town of Gorham Planning Board Secretary. Among those responsibilities expected of the individual will be, in addition to creating and maintaining a history of Town of Gorham Zoning:

- The position to be filled will require the individual chosen to perform all duties associated with maintaining hard and soft copy Planning Board files in the Town office, including performing and filing of all correspondence.
- posting all Public notices in a timely fashion, to include certified Notice mailings
- taking minutes, distributing minutes and agenda via email in a timely fashion, filing digital recordings of meetings and filing hard and soft copies of minutes,
- Preparing hard copies of minutes and agendas for Planning Board meetings,

- keeping apprised of Permit applications, and maintaining communication with the Planning Board Chairman regarding agenda items for meetings.

7:45 Non-Public session *ended*

Mike Guay made a motion to come out of non-Public session. Barney Valliere seconded the motion. All voted in favor.

The Planning Board narrowed the field of applicants down to two viable candidates and determined that Town Manager, Robin Frost, will interview the candidates.

Old Business

Site Plan Review Regulations

North Country Council's, Tara Bamford, has offered to rewrite the Subdivision Regulations, Site Plan Review Regulations, and Zoning Ordinance for no charge to the Town of Gorham. She has marked up the Ordinance with suggested changes, most of which are housekeeping items, not appropriate for submission of new articles. Chairman Waddell requested that the Planning Board identify all the items in the ordinance that are non-controversial and that everyone agrees upon. The Chairman suggested that all those items could be combined together under one article to be submitted to the Town of Gorham voters. Chairman Waddell suggested that for items of controversy, where we have 2 or 3 members of the Board opposed, those items could be listed as individual articles.

Meeting with Tara Bamford of North Country Council: November 10, 2011 to review the Town of Gorham Zoning Ordinance

Tara Bamford is available to meet with the Planning Board on November 10, 2011 and the Planning Board agreed to have a meeting with her present on that date to review the Zoning Ordinance. The Board is expected to be prepared with suggested revisions to Ordinance.

Next Meeting: October 6, 2011

This will be a work session to go over the Ordinance. Chairman Waddell asked for members of the board to send an email to him identifying those controversial items desired for review, discussion, and/or revision. He asked for this communication to occur a few days prior to October 6th so that a list can be prepared ahead of time. Barney Valliere may not be able to attend because October 6th is his birthday.

Discussion:

Mike Guay received clarification from Chairman Waddell regarding the existing legality of having a Special Site Plan Review Committee and was assured that we are in good standing following the research done prior to formulating the committee.

Paul Robitaille reminded the Board that the reason the Town of Gorham does not have a full time Code Enforcement Officer is: the Town of Gorham Budget does not allow for one.

8: 09 Request for Lot Merger: U24, Lots 3E & 3F belonging to Ron and Elaine Donato

Mike Guay made a motion to approve the request to merge Lots 3E and 3F on Map U24.

Rueben Rajala seconded the motion. All voted in favor

No New Business-

8:14 Meeting adjourned.

Respectfully submitted,

Christina Ross

September 25, 2011