Chairman Paul Carideo opened the meeting at 7:00 PM. Members present included Paul Carideo, Chad Bennett, Neil Emerson, Chris Dane, Robert Waldron, and D.J. Howard. Secretary Susan J. Hastings attended.

Attendees included W. Warnock, K. Emerson, P. Williams, Media, S. Theriault, T. Harrington and S. Murphy.

**BUSINESS**

 The Chairman said this was an informal meeting. He explained the purpose of the meeting was to review the regulations and the procedures in use by the Planning Board in the process of accepting and reviewing plans. His goal is to familiarize Planning Board Members and other Town Officials to our Policies, Rules and Procedures in order to create a team approach when it comes to the application and plan review for either approval or non-approval. The Chairman said he also wanted to discuss the application process and how the Technical Review Committee functions.

 Kris Emerson, Code Enforcement Officer and Will Warnock, Hampstead Fire Department were introduced and asked to discuss their interaction with the Planning Board and their involvement as members of the Technical Review Committee. P. Carideo asked what their expectations were.

W. Warnock explained his position noting the necessity of good communication. He said the Fire Department is the AHJ (authority having jurisdiction) for the State Fire Code, fire protection, private and public fire codes and all aspects of fire emergencies. Emergency access must meet these codes.

Site Plans are the jurisdiction of the Planning Board and any changes to those plans must be discussed, voted and approved.

Deputy Warnock discussed 17 Gigante Drive saying the building was erected approximately 20 years ago and at that time, the HFD had no plan review. The building was done when he took over and the new owner wanted to install a hydrant and sprinkler system instead of a cistern. This was a Fire Code issue.

The Deputy said a plan review had not been done for the oil depot on Starwood Drive, and there was only state review. He said the fire department wanted to identify issues, which they will need to enforce.

**BUSINESS** Continued from page 1

Kris Emerson explained his perspective to enforce the building codes. Kris added he and Will worked well together. He said the Technical Review Committee evolved during the Chairmanships of Randy Clark and Bill Kelly. The Town Engineer called the review of a plan usually after consulting with the Fire Department and the Code Enforcement Officer. The purpose was to bring together the department heads and Town Engineer with the applicant for a site or subdivision plan and his agent to discuss what issues might need to be addressed. The recommendations were then brought to the Planning Board. K. Emerson said the cost of the review was an issue. Neil Emerson asked where the procedure started. Tina Harrington said the main benefit is that all the principals are at one table, and each is aware of the concerns of the others issues. Will Warnock said the Fire Department has to sign off on the completion of their requirements. It was pointed out that all the department heads need to be aware of changes made. Paul Carideo said the Conservation Commission has never been notified of a TRC and they would like to be part of the review process.

The Code Officer agreed with the issues raised by the Deputy emphasizing the need for smoother communication with the Board. K. Emerson also asked for access to the bonding information.

The form for the Change of Use was set up to enable commercial property owners to more easily comply with the Town regulations. A hearing gives the Board the opportunity to meet the owner and discuss the regulations and how they may affect his business. Paul Carideo said there would be further discussion on this issue.

The Planning Board website requires updating. Sally Theriault said Susan Hastings is the responsible manager. Tricia Curran updated the members and the terms of their membership after the Town Elections. Paul Carideo presented a list of the items he would like to see on the website. **Attachment # 1** S. Hastings said she would get the minutes and agendas for 2015 on the site promptly and then work on the previous years.

Paul Carideo presented drafts for the Rules of Procedure and the Process and Procedures summary. **Attachment # 2** S. Hastings said she would send the existing Rules of Procedure to members.

The Chairman said he had discussed the procedure for ex-officio member Priscilla Lindquist to step down from the Board with Town Counsel. The Selectmen nominate the ex-officio member at their annual organizational meeting. Should that be Chad Bennett he would have to resign from the Planning Board. A new member could then be appointed by the Planning Board.

**BOARD BUSINESS** Continued from page 2

The Town Meeting approved the warrant article to have appointed members on the Planning Board. Alternates are appointed by the Planning Board. The process for appointing alternates to the Board will be worked out.

The members present agreed to have the next meeting on April 20, 2015.

**MOTION TO ADJOURN**

**Neil Emerson made the motion to adjourn at 9:15 PM. Robert Waldron seconded the motion and it was approved by vote. YES Chad Bennett, Neil Emerson, Chris Dane, Robert Waldron, and D.J. Howard. ABSTAIN: Paul Carideo.**

Paul Carideo thanked everyone for participating in the Work Shop.

Respectfully submitted,

 Susan J. Hastings, Secretary