

**BUSINESS MEETING  
DRAFT 3/31/10**

**CALL TO ORDER:** C. Brown called the meeting to order at 7:00 p.m.

**ROLL CALL:** C. Brown, Chairman; A. Franciosa, R. Janvrin (7:21 p.m.), A. Tonry, B. Mutrie, Members; M. Kasprzak, Selectmen's Representative; D. Smith, Circuit Rider Planner; L. Ruest, Administrative Assistant  
**Not Present:** L. Smith, Vice Chairman; Member; R. Spoerry, R. Rudowsky, Alternate Members; K. Kelley, Building Inspector

C. Brown welcomed newly elected member A. Franciosa, re-elected member R. Janvrin and Selectmen's Representative M. Kasprzak.

**ORGANIZATIONAL MEETING**

**1. Nomination and Election of Chairman:**

**MOTION:** To nominate and elect C. Brown as Chairman for 2010-2011.

**MOTION: B. MUTRIE**

**SECOND: A. TONRY**

Hearing no other nominations, a vote was called.

**4 IN FAVOR, 1 ABSTENTION PASSES**

**2. Nomination and Election of Vice Chairman:**

**MOTION:** To nominate and elect L. Smith as Vice Chairman for 2010-2011.

**MOTION: A. TONRY**

**SECOND: B. MUTRIE**

Hearing no other nominations, a vote was called

**UNANIMOUS**

**3. Alternate Members:**

C. Brown reported that R. Spoerry's appointment expires March 31, 2010, and that she has received word from him that he is interested in another three-year term.

**MOTION:** To appoint Roger Spoerry as Alternate Member to the Planning Board for a three-year term.

**MOTION: C. BROWN**

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**SECOND: B. MUTRIE**  
**UNANIMOUS**

C. Brown requested authorization of the Board to contact Alternate Member R. Rudowsky to determine if he plans to be present for meetings this year. If it is found that his situation is similar to last year, he will be informed of the need to remove him as Alternate Member and seek another person.

**MOTION:** To authorize Chairman Brown to contact R. Rudowsky with regard to his status as Alternate Member of the Planning Board.

**MOTION: A. TONRY**  
**SECOND: B. MUTRIE**  
**UNANIMOUS**

With reference to the Alternate Member seat vacated by M. Garavaglia, C. Brown stated that she has an individual in mind that has expressed an interest, however, has not yet been able to obtain a final decision. This matter will be added to the April agenda.

**4. Committee Membership**

Member assignments to Committees resulted as follows:

***CIP/Master Plan Committee***

M. Caruso, J. Ratigan, E. N. Small, P. Robart, C. Brown, M. Kasprzak (Building Inspector)

***Road Committee:***

L. Smith, E. N. Small, R. Janvrin, A. Franciosa, S. Hanson (Building Inspector, Road Agent)

***Ordinance and Regulations Review Committee:***

B. Mutrie, A. Tonry, R. Spoerry, A. Franciosa, C. Brown (Circuit Rider Planner, Building Inspector)

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES:**

Revision to page two, first paragraph was made as follows:

*B. McQuade submitted revised plan sets and mylar along with an estimate for MetroPCS' portion of demolition costs at this time. Circuit Rider Planner D. Smith will review the plan to determine whether they are acceptable for Chairman signature and recording at the Registry. An additional estimate will still be required for AT&T's remaining portion of the tower. ~~This additional estimate will be required in order to obtain a building permit and enter into a revised agreement with the Town.~~ The Board was acceptable of concurred with the \$14,000 cost for MetroPCS' portion.*

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**MOTION:** To approve the minutes of the February meeting as amended pending the approval of Vice Chairman L. Smith.

**MOTION: A. TONRY**

**SECOND: B. MUTRIE**

**UNANIMOUS**

R. Janvrin joined the meeting at this time.

**OTHER BUSINESS**

1. Committee Reports: C. Brown acknowledged receipt of the minutes of the Ordinance and Regulations Review Committee meeting of February 18, 2010.
2. Ordinance and Regulations Review Committee Proposed Topics for Review in 2010

At C. Brown's request, Ordinance and Regulations Review Committee members provided a summary for each of the nine topics listed for consideration as follows:

1. Demolition Delay Ordinance in Building Code. *This matter has been discussed thoroughly in 2009 and is proposed to be added to the Building Code based on input from counsel. This matter will be brought to public hearing for inclusion on the March 2011 ballot.*
2. Review Building Code for Redundancies (Building Inspector's Recommendations) Leaving Sections 7.13 and 7.14 as written. *The Committee and Building Inspector are proposing to amend, add and delete certain sections of the Building Code maintaining Sections 7.13 and 7.14. This matter will be brought to public hearing for inclusion on the March 2011 ballot.*
3. Dark Skies (Site Plan and Subdivision Regulations) – Backlit Signs. *C. Brown and D. Smith have discussed this matter and plan to bring a proposal to the Planning Board's May meeting.*
4. Rain Gardens/Storm Water/Low Impact Development/Municipal Sewer 4 Area. *D. Smith reported that there is a need to prepare the Town for new developments with regard to pre-treatment of water entering drainage systems. This matter would address anything that would lead storm water to municipal water areas. It was suggested that this matter be considered for the ballot for 2012 with the possibility of including it in Site Plan and Subdivision Regulations before that time.*
5. "Active and Substantial" Development Guidelines. *B. Mutrie suggested that guidelines be established to determine when development meets the criteria for continuance or abandonment. Discussion relating to experience in Hampton Falls as well as RSA 674:39 resulted in this matter not being a concern. D. Smith stated he would draft wording for consideration to be added to the worksheet used to draft conditions of approval.*
6. Conservation Overlay District (open space plan) – Conservation Commission Input. *D. Smith explained that this type of plan would enhance connections of open space lands in*

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*Town and protect aquifers. C. Brown suggested that the Conservation Commission be contacted to determine if they have the time and interest in this regard; the Planning Board is not to address this matter without the assistance of the Conservation Commission.*

7. *Well Permit/Water Quality Mandate (Building Code). B. Mutrie reported that this matter has been carried forward from 2005 when R. Vigneau was Building Inspector. A. Tonry suggested that the location and water quality of wells be tied to the Building Permit process, especially if there is a need to replace a well.*
8. *Shoreland Protection – Include Additional Categories of Rivers. C. Brown noted that the Town addressed the matter of Shoreland protection in conjunction with classification of rivers in 2006. D. Smith suggested that smaller rivers (classifications 1, 2 and 3) be looked at with regard to properties that abut them to include looking at the watershed as a whole and the manner in which it is emptying into the Taylor River. This could be addressed with the subject of storm water as well. The intent is to deter pollutants. It is suggested that this matter be reviewed with the Conservation Commission and included as part of the Wetland Conservation District Ordinance.*
9. *Monitor Workforce Housing Legislation. It was noted that Hampton Falls is in compliance at this time. D. Smith reported that he is aware of possible changes that would make the requirements less stringent.*

Discussion and consideration resulted items number 1, 2 and 7 being prioritized as number one, item number 3 being identified as second priority (to be addressed at the May meeting) and items 6 and 8 as third priority.

Referring to the Ordinance and Regulations Review Committee minutes of February 18, A. Tonry requested discussion of the other areas considered but not presented for 2010.

*Equine Management: M. Kasprzak reported that she has recently addressed the issue of manure management, etc. as part of her employment and indicated that she can provide information to assist the Building Inspector. She added that the Building Inspector could make recommendations based upon the property, type of horses, etc. It was suggested that information in this regard be provided to residents through the Town's newsletter. A. Tonry suggested that a management plan be required from those with horses so as to ensure no pollution, etc. She added that she is looking to stop overuse of properties and ensure these properties are properly managed with no affect on abutters.*

*Mixed Use in Downtown Area: It was determined that mixed use is allowed; no need to address at this time.*

3. *Spring Planning and Zoning Conference, Saturday, May 8, 2010, Nashua, NH: C. Brown asked that Board members planning to attend this conference submit completed registration forms to L. Ruest so that she can arrange for registration and payment of fees.*

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**COMMUNICATIONS TO BOARD MEMBERS**

- C. Brown reported that the Energy Committee will be attending a future Planning Board meeting to present a proposed Energy Chapter for the Master Plan. She noted that the proposal is to go to Circuit Rider Planner D. Smith for review in advance of the Planning Board.
- Updated NH Planning and Land Use Regulation books were provided to members. Members were reminded to move the index listing to the new edition.
- Follow up letter to MetroPCS, Case #09-11-01
- Piscataqua Region Environmental Planning Assessment (PREPA): C. Brown requested that members retain this document and map with their Planning Board materials for future reference. She added that books outlining the work and full report are available to members.
- Notification has been received from Public Service of NH regarding Transmission Line Easement Encroachment Review Requirements.
- 2010 Planning Board Goals: C. Brown asked that the Board members set a personal goal to take time to read/review the Master Plan as well as read/review the ordinances to include site plan and subdivision regulations.

With regard to goals of the Board, C. Brown identified three:

1. Complete the process of ordinance amendments for the town warrant with a deadline of the October meeting for public hearing.
2. Add an Energy Chapter to the Master Plan.
3. Present Capital Improvement Program (CIP) recommendations to the Planning Board in November for report to the Selectmen in December.

**ADJOURNMENT**

**MOTION: A. TONRY  
SECOND: R. JANVRIN  
UNANIMOUS**