

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254

Regular Meeting

May 27, 2015

Minutes

Present: Members: Scott Bartlett, Rich Kumpf, Joanne Farnham, Kevin Quinlan;
Russ Wakefield (Selectmen's Representative)
Alternate: Allen Hoch
Excused: Member: Ed Charest; Alternate: Kathi Margeson
Staff Present: Town Planner, Bruce W. Woodruff; Administrative Assistant, Bonnie Whitney

I. Pledge of Allegiance

Chairman Bartlett opened the regular meeting at 7:00 PM and led the Pledge of Allegiance. He then appointed Al Hoch to sit on the board with full voting privileges.

II. Approval of Minutes

Motion: Mr. Hoch moved to approve the Planning Board Minutes of May 13, 2015 as written, seconded by Mrs. Farnham, carried unanimously.

III. Hearings

1. Public Hearing and possible vote to approve revisions to Subdivision Regulations and Site Plan Regulations

Mr. Bartlett stated that this was the Public Hearing and possible vote to approve amendments of the Subdivision Regulations and Site Plan Regulations. The proposed amendments were discussed at their work session on April 29th and were moved forward to tonight's public hearing. There was only one member from the public present this evening. Mr. Bartlett noted the proposed amendments are to accommodate the need and recognition of a pathway for Broadband service in any future developments that are planned in town. There were also a few housekeeping items proposed for the Site Plan Regulations which include amending the time the board must act on an application from 90 days to 65 days: requiring electronic files in the beginning of the application process which will allow the plans to be available for the distribution ahead of time for review by things such as the Technical Review Committee and Board members in advance of scheduled hearings; and requiring the applicant to provide three (3) sets of final plans and documents to the Development Services Office in hard copy form and one (1) pdf format file of the application and other written documents, along with a pdf file of the final plans in a size not to exceed five (5) Mb. at time of plan submittal for signing and recording.

Mr. Bartlett opened the hearing for public comment, noting there was none he then closed the hearing to public input. There was no further discussion from the board on the proposed amendments for the Site Plan Regulations.

Motion: Mrs. Farnham moved to approve the Site Plan Regulations as written and posted for the public hearing this evening, seconded by Mr. Kumpf.

The Chair requested that for clarification purposes that they make one change to Section 7. Performance Bond in the Site Plan Regulations, amending the word “accord” in line 4, to “accordance”. Mr. Woodruff stated that would be a Scrivener’s change and could be done at this time or anytime such an error was discovered without the need for a public hearing.

Motion: Mrs. Farnham moved to amend her prior motion to approve the Site Plan Regulations to include the correction of the word “accord” to be “accordance”, seconded by Mr. Kumpf, carried unanimously.

Chairman Bartlett next went on to the proposed changes for the Subdivision Regulations noting the amendment was also for the accommodation for a pathway for Broadband.

Mr. Bartlett opened the hearing for public comment, noting there was none he then closed the hearing to public input. There was no further discussion from the board on the proposed amendments for the Subdivision Regulations.

Motion: Mrs. Farnham moved to approve the Subdivision Regulations as written and posted for the public hearing this evening, seconded by Mr. Quinlan, carried unanimously.

IV. Other Business/Correspondence

1. The Chair noted that in the future he would like to add an item to the agenda that allowed for a set portion of time to allow for general public input to the Planning Board. The Chair stated that this input should be limited and not include any discussion on any hearing material that is before the board as it would be covered during the public input portion of the hearing. The Planner suggested that a better term to be included on the agenda as “Citizen’s Forum” allowing the public the opportunity to speak with the Board about planning issues. This would be for input only, not for board discussion.

2. Discussion of Town Owned Tax Deeded Parcels for Possible Sale

Mr. Bartlett stated the Board was provided with a packet at their last meeting regarding the Sale of Town Property. Scott Kinmond, Administrative Liaison requested if the Board has any input into the potential offering for sale of certain Tax Deeded properties. Board members were given a list of the parcels and photos of the parcels from the Town’s GIS On-line mapping System. Members reviewed the parcels for possible sale and discussed if any should be retained by the Town. After discussion of these parcels the members did not find any public purpose to retain the lots and recommended the lots be sold.

Motion: Mrs. Farnham moved that the Planner craft a letter to the Board of Selectmen noting that is their recommendation that the Town sell the four parcels contained in the May 13th, 2015 correspondence from Mr. Kinmond. Seconded by Mr. Quinlan, carried unanimously.

3. Members then reviewed the remaining documents that were handed out at their prior meeting. These handouts prompt a discussion which provide information and feedback that will help in the writing of updates for the Master Plan. The remaining handouts included Housing Needs in New Hampshire, America’s Suburban Experiment and The Community Appearance and Tourism. Mr. Woodruff provided members with one additional handout from New Hampshire Housing which gave an overview of New Hampshire’s current housing market that came out in April 2015.

The Board reviewed the planning resource documents given to them by the Planner and prepared ideas and comments of where the techniques and concepts made sense and might work for the Town. The results of brainstorming were listed on the white board and will be appended to these minutes as separate

documents at the end of this document. These will be used in the development of the Master Plan and possibly in the exercise of drafting recommended policy statements.

4. Mr. Bartlett informed the Board that Mr. Woodruff was leaving his position as a full time employee and will be assuming the role of Contracted Planner for the Town effective July 1st. Mr. Woodruff noted the only change they will see is that he will not be in the office five days a week. The days that he will be in the office will be predicated on the needs of the department. He will be available through any electronic means to anyone and the best method of contact will be through email.

5. The Chair commented that there are no new submissions for the next meeting on the June 10th and the board will use the meeting to establish some policy statements and define the next steps to develop Land Use and Transportation chapters. The meeting on June 10th will begin at 6 PM.

6. Status Update on pending land use and planning legislation - The Planner provided members with May 7th, 2015 version from the New Hampshire Planners Association 2015 Legislative Session. He focused only on those that were of interest to both the Town and the Planning Board, noting what the acronyms stood for. He stated that a lot of the stuff that was proposed for this legislative session died. He briefly reviewed the list providing a summary of the bills to the members.

V. Adjournment: Mr. Wakefield made the motion to adjourn at 8:45 PM, seconded by Mr. Hoch, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant

