

# Planning Board Workshop

## March 21, 2006

### Minutes

Members Present: Chair Robert Craycraft, Vice Chair Don Voltz, Mike Clarke, David Lindberg, Selectman's Representative Alternate Ron Gehl.

Members Absent: Selectman Representative Dwight Jones, Alternate George Gale and Alternate Cathy Orlowicz had excused absences. Alternates Chris Lapierre and Brian Chasse had unexcused absences.

Others Present: Town Administrator April Whittaker, Lindscott Fadden, Peter Pijon.

Chair Craycraft called the meeting to order at 6:38 and the Board members introduced themselves.

The first order of business, Public Input, was moved to the end of the meeting to accommodate any members of the public who might arrive during the course of the meeting.

**1) Town Administrator April Whittaker was introduced and she began discussing her offer to assist the planning board in its endeavors. TA Whittaker distributed a handout that highlighted the various discussion points (reprinted below):**

(i) **Checklist Help**

Does it make more sense to have the checklist reviewed for conformance to standards by a professional entity such as SCRPC for major subdivisions, and town staff for minor subdivisions?

Rationale: Planning Business meetings can be consumed with the administrative aspect of the checklist.

A discussion ensued among the planning board members and with TA Whittaker regarding what constituted the trigger mechanism by which third party assistance was needed to provide a completeness review of the subdivision checklist. The board felt that during the consideration of major subdivisions a third party reviewer would be useful while there were differing opinion on the use of a third party for smaller subdivisions. TA Whittaker offered her assistance to help review smaller applications in-house should that be helpful.

(ii) **Capital Improvement Plan**

Discussion to focus on methodology, data collection, form and function, and how the TA's office can help in this task.

TA Whittaker indicated she was willing to assist the Board by compiling a list of capital improvement needs based on discussions with the department heads and other town officials as appropriate. TA Whittaker would compile the information into a document that could be presented to the Board for its review. TA Whittaker was provided a file of CIP information submitted by department heads to date for her review.

(iii) **Third Party Oversight**

Discussion as to what would constitute contracting with an engineer or other professional body as required for sensitive issues such as natural resources, traffic issues etc.? Major Subdivisions ~ Contract with 3<sup>rd</sup> party engineer for road construction performance?

TA Whittaker and the Board discussed the current use of a third party engineer review for new Roads and that such a review was working out well. TA Whittaker indicated that such reviews were critical to ensure the applicants meet the conditions of their subdivision approval and the Board agreed.

(iv) **Pre Construction Meeting**

Discussion: History does not need to be repeated and it is incumbent on town personnel to take up the charge of a pre construction meeting(s) prior to any blade hitting the soil. Such a meeting sets the tone, expectations and tolerance boundaries for both parties, and is a pre-cursor to scheduling future site visits and calendar of construction events. Also provides minutes as to action items being undertaken for the planning board such as street construction permits, wetlands permits, timber cutting permits etc.

TA Whittaker expressed her interest in assisting with Pre-construction meetings to ensure the Town officials are aware of construction activities that will in turn ensure the Town officials review the alterations on a timely basis for compliance. TA Whittaker indicated that such a meeting would ensure that all parties are on the same wavelength and that the as built parcel will be reflective of what was discussed and approved by the planning board.

(v) **Department Review**

Discussion as to how the departments can interact more effectively for the planners re preliminary review of subdivisions and site plans ~ road agent, fire dept., police, and conservation committee.

TA Whittaker expressed her desire to help the Board work with the Department heads early on in the subdivision and site plan review process to ensure The Town's interests are met. TA Whittaker expressed a desire to get the input of the department heads in writing to ensure all parties were aware of the Town's expectations early on in the planning process.

(vi) **Any other Review Items or Working Ideas.**

**2) Planning Board Revisions**

- Subdivision Application Forms – the board reviewed the Subdivision application forms and approved them following some minor edits proposed by Vice Chair Voltz.
- Planning Board Rules of Procedure – the Board reviewed and amended the rules of procedure and agreed to discuss the Rules further at the April PB workshop.

- The Planning Board tabled the discussion of the subdivision regulation amendments until the April PB workshop.
- The Planning Board discussed potential revisions to the Subdivision checklist and Don Voltz volunteered to provide some proposed changes for review by the Board.

### 3) Public Input

There was no public input.

### 4) New/Old Business

- Strafford Regional Planning Commission Invoices – Mike Clarke questioned the 2005 invoices from the SRPC for accuracy and felt a higher level of detail should be included on the bills that outline the services provided. Chair Craycraft and Selectman Representative Gehl felt the invoices were accurate. It was decided that Gerry Mylroie of the SRPC could provide additional information when he next attends a Planning Board meeting.
- Cathy Orlowicz proposed sending outgoing Land Use Clerk a letter of appreciation for her services. **A motion was made to submit a letter of appreciation from the Planning Board. Seconded by Don Voltz. Unanimously approved.**
- Office of Energy and Planning Spring Conference – registration materials were distributed among the board members for review.
- Town Center Plan and Zoning Ordinance – a brief discussion revolved around the need to keep the process moving to ensure these initiatives are undertaken on a timely basis.
- Chair Craycraft suggested the Board consider potential third party consultants who could assist the Board when needed.

### 5) Approval of Minutes

- The January 17 minutes were review and approved as amended. **Motion by Vice Chair Voltz, second by Cathy Orlowicz. Ron Gehl and Mike Clarke abstained, Chair Craycraft, Vice Chair Voltz and Cathy Orlowicz Yes.**
- The March 7 minutes were reviewed and approved as amended. **Motion by Vice Chair Voltz, second by Mike Clarke. Unanimously approved.**
- The March 11 minutes were reviewed and approved as amended. **Motion by Vice Chair Voltz, seconded by Mike Clarke. Unanimously approved.**

**6) Adjournment. Vice Chair Voltz motioned to adjourn the meeting at 9:40, seconded by Cathy Orlowicz. Unanimously approved.**

Respectfully submitted by,  
**Robert Craycraft**  
 Planning Board Chairman

Approved: \_\_\_\_\_