

MINUTES
NEW DURHAM PLANNING BOARD
1 OCTOBER 2013

Chair Craycraft called the meeting to order at 7:01 pm.

Roll Call: Bob Craycraft (Chair), Scott Drummey (Vice-Chair), Paul Raslavicus, Craig Groom (Alternate), Cameron Quigley (Alternate), Recording Secretary Amy Smith.

Excused Absences: Dot Veisel, David Swenson (Selectman's Representative)

Others Present: Videographer Jim Ladd, residents David Bickford, Theresa Chabot.

Public Input: There was no public input.

Chair Craycraft appointed Mr. Groom to sit in as a voting member.

Theresa Chabot – Appointment – Alternate Planning Board Member

Chair Craycraft informed the viewing public that the Planning Board appointed Ms. Chabot as an Alternate Planning Board member at their 17 September 2013 meeting and the two week vetting period has passed. Chair Craycraft and Vice-Chair Drummey signed Ms. Chabot's appointment form. Ms. Smith informed Ms. Chabot that she would need to be sworn in by the Town Clerk.

Lighting/Dark Skies Regulations

Board members reviewed a draft 'Lighting Requirements' document prepared by Mr. Groom. Mr. Groom stated the Board needed to decide whether the 'Lighting Requirements' would be an ordinance or a regulation. Mr. Groom suggested a regulation as regulations are easier to amend. Mr. Raslavicus agreed and stated that since technology is always changing it would be easier to update a regulation to include the latest advancements. Board members continued to review the document and edits were made.

Chair Craycraft noted that if the 'Lighting Requirements' are incorporated into the Site Plan Review Regulations or the Subdivision Regulations they would only be triggered by a subdivision or site plan. Discussion followed. Board members agreed that the 'Lighting Regulations' should be an ordinance. Board members asked Ms. Smith to incorporate the edits into the 'Lighting Requirements' document and have the revised document ready for the 15 October 2013 meeting.

Master Plan Discussion

Vice-Chair Drummey reminded Board members that there will be a joint Historical Society, Boodey House Committee, and Meeting House Committee meeting on 10 October 2013 at 7 pm

at the Library. Vice-Chair Drummey noted Ms. Veisel will be facilitating the update of the 'Historic and Cultural Resources' section of the Master Plan at that meeting.

2014 Budget

Board members reviewed the draft 2014 budget and attachments from Strafford Regional Planning Commission. Chair Craycraft suggested under 'Contracted Services' to include the date the Impact Fee Ordinance was enacted. Board members asked Ms. Smith to attach the e-mail from the Highway Department regarding services they receive from SRPC to the budget package. Mr. Quigley stated he will check with the Emergency Management Director to see if he used any services from SRPC this year. Ms. Smith asked if Mr. Quigley could get the information as soon as possible as the budget needs to be submitted to the Finance Officer no later than 11 October 2013. Ms. Smith informed Board members that the Planning Board's budget is scheduled to be presented to the Selectmen on 25 November 2013 at 1:00 pm.

Ms. Smith noted the budget schedule given to her by the Town Administrator lists 'Also CRF request'. Resident David Bickford stated CRF requests are not typically dealt with until further on in the budget process. Chair Craycraft noted the Board may decide not to request money for the Master Plan Capital Reserve Fund this year. Chair Craycraft asked Ms. Smith to check with the Finance Officer to find out the amount currently in the Master Plan Capital Reserve Fund.

Review of Minutes

Board members reviewed the minutes of 17 September 2013. Vice-Chair Drummey suggested on page 1, under 'Theresa Chabot', second paragraph, line 1 adding the word "that" between the words 'motion' and 'the'. Vice-Chair Drummey also suggested on page 3, under 'Ridges', first paragraph, last sentence, inserting "of protecting ridgelines" between the words 'concept' and 'but'. **Vice-Chair Drummey made a motion to approve the minutes of 17 September 2013 as amended. Mr. Raslavicus seconded the motion. The motion was unanimously approved.**

Vice-Chair Drummey asked Ms. Smith to remind the Code Enforcement Officer that he is scheduled to meet with the Board on 15 October 2013 to discuss natural expansion.

Building Resilient Communities Workshop

Vice-Chair Drummey stated after speaking with Steve Whitman regarding the workshop, he decided to take the five day course as opposed to the one day workshop that was discussed at the 17 September 2013 meeting. Vice-Chair Drummey stated the five day course is \$395.00 but he will accept the \$150.00 that was originally voted on as a partial reimbursement. Board members thanked Vice-Chair Drummey for the update.

Review of Mail

Board members reviewed the mail.

Ridgelines

Mr. Raslavicus stated at the 17 September 2013 meeting Board members asked him to look into whether other Towns had implemented a 'Ridgeline Regulation'. Mr. Raslavicus stated he has done extensive research and has information and diagrams for the discussion scheduled on 15 October 2013. Mr. Raslavicus noted that while he was researching 'ridgelines' he came across information on 'bunkhouses'. Mr. Raslavicus read the Town of Gilford's definition of 'bunkhouses' for Board members and the viewing public. Board members agreed to discuss 'bunkhouses' at the 5 November 2013 meeting.

Susan Drady – Stormwater Conditional Use Permit Application

Ms. Smith stated Laura Zuzgo brought in revised plans for the Stormwater Conditional Use Permit application for Susan Drady this morning. Ms. Smith read minutes from 4 June 2013 listing the conditions of approval. Ms. Smith noted the corrections to the plan were made, however, Mr. Zuzgo did not notate the revision date on the plan. Board members reviewed the plan. Board members agreed that neither the plan nor the Notice of Decision could be signed until the revision date was added to the plan. Chair Craycraft asked Ms. Smith to find out from Mr. Zuzgo how he came up with the number for the reference line. Mr. Raslavicus questioned the meaning of the three lines on the plan. Ms. Smith asked if these explanations needed to be notated on the plan. Board members stated only the revision date information needed to be notated on the plan. Chair Craycraft stated if the reference line number is incorrect, it should be corrected.

Site Plan Review Edit

Ms. Smith passed out professional editor, Elaine Planchet's revisions to the Site Plan Review Regulations. Ms. Smith noted the draft edit only goes up to Section VI of the Regulations as Ms. Planchet wanted to ensure the edit was going as the Planning Board wished before she continued. Ms. Smith noted she would schedule discussion of the Site Plan Review edit for 15 October 2013.

New Hampshire Municipal Association Law Lecture Series

Chair Craycraft gave Board members a brief update on the 'Conditions of Approval' seminar he attended on 18 September 2013. Ms. Smith stated she had already e-mailed the material from the seminar to Board members but could print hard copies if anyone wanted them.

At 9:35 pm Vice-Chair Drummey made a motion to adjourn. Mr. Groom seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Amy Smith
Recording Secretary