



**MEETING MINUTES**  
**NORTH HAMPTON PLANNING BOARD**  
**Work Session**  
**Monday, July 17, 2006**  
**Mary Herbert Conference Room**

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*These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.*

**Members present:** Phil Wilson, Chairman; Shep Kroner, Vice Chairman; Craig Salomon and Joseph Arena. Laurel Pohl came in at 7:00pm.

**Others present:** Jill Robinson, RPC Circuit Rider and Wendy Chase, Recording Secretary.

**Alternates present:** None

Mr. Kroner called the meeting to order at 6:31pm.

**Mr. Wilson moved and Mr. Salomon seconded the motion to approve the minutes of July 3, 2006 as amended.**

**The vote was unanimous in favor of the motion (2-0).**

**Mr. Kroner moved and Mr. Salomon seconded the motion to approve the Work Session minutes of June 19, 2006.**

**The vote was unanimous in favor of the motion (3-0).**

**Mr. Kroner moved and Mr. Wilson seconded the motion to approve the minutes of the concurrent meeting with the Board of Selectmen on June 26, 2006.**

**The vote was unanimous in favor of the motion (3-0). Ms. Chase was directed to attach a copy of the June 26, 2006 Board of Selectmen's minutes to the Planning Board's June 26, 2006 minutes.**

Mr. Kroner updated the board on the CIP effort. Mr. Pardue informed Mr. Kroner that he had distributed the Capital project worksheet and submission forms to the head of each department. Mr. Kroner requested the forms be completed and returned to Laurel Pohl by August 1, 2006.

Mr. Kroner stated and the board agreed that it is in the best interest of the departments to update the CIP annually.

Mr. Kroner informed the board that the Long Range Planning Committee will meet on Thursday, July 20, 2006 at 4:00pm. Mr. Kroner and Mr. Salomon will not be able to attend. Ms. Pohl will head the meeting.

The board discussed needs assessment. Mr. Kroner stated that it is important to develop criteria for a comp community. He added that population should not be the only comp used in determining what is needed for the town. North Hampton has a lot of different variables such as the ocean, closeness to the nuclear power plant and the amount of retail businesses.

Ms. Robinson spoke to Glenn Greenwood and he said that in most communities the board members do most of the legwork with measuring building space and determining how much space would be needed to expand.

Dr. Arena stated that the towns vary so much it is hard to compare with towns our size.

Mr. Salomon suggested the board do a needs assessment and have a consultant advise as to what may be missing or how to improve it.

Mr. Jeffrey Taylor, President of Jeffrey H. Taylor & Associates and Mr. Frederick Matuszewski of CMK Architects came into the Work Session with Ms. Pohl at 7:00pm.

Ms. Pohl informed the board that Mr. Taylor was present to address any concerns the board may have and to lay out a little more detail in terms of what the needs assessment will entail. She also informed the board that she and Mr. Taylor will be meeting with the Board of Selectmen in August.

Mr. Taylor is a consultant on community planning and economic development issues. His experience includes Assistant Planner, Community Development Director and Development Director with the City of Berlin; Director at the NH Office of State Planning and President of his own consulting business. Mr. Taylor works with communities on master plans, development projects, land use regulations and designing charrettes.

Mr. Matuszewski presented photos of different municipal buildings his company designed including the Nute Library building in Milton, NH, the Rochester Fire Station in Gonic, NH, and the Fire Station in Nashua, NH.

Mr. Taylor gave the board a quote of \$25,000.00 to \$30,000.00 to perform a needs assessment for the Town of North Hampton. The more communities the board would like him to use for comparisons will result in more work, which would raise the cost of the assessment

Mr. Taylor explained that generally they would start with the investigative phase where they would look at other community's facilities and then have a public meeting to convey their findings. They would then do a second investigative phase where they would go through materials the board had assembled, they would then visit the existing facilities and put together an evaluation scheme of the buildings that are at the highest priority of an upgrade and the final phase would be to put together a development strategy for the Town.

Dr. Arena raised the possibility of the Highway Department relocating to the State Highway Shed off of Exeter Road, and the Board discussed it. Mr. Taylor said that he would be happy to investigate that option for the board.

Mr. Kroner asked Mr. Taylor how a town determines the inventory of equipment it should be investing in.

Mr. Taylor answered that a starting point would be to contact the Police and Fire Training Standards Department in Concord, NH. Each community is going to need a different emergency service requirement.

Mr. Wilson explained that the town did a survey last year and the towns people said they were satisfied with the level of services they are getting. He added that objective standards is what the board is looking for and each department has a different set of standards.

Dr. Arena questioned whether there were certain standards set by the State for which each town should comply to.

Mr. Taylor explained that there are State guidelines the Towns should comply to.

Ms. Pohl informed the board that the Board of Selectmen will be working on a staff and equipment assessment. They would like a community needs assessment as well, which would focus on facilities. The Selectmen will share the information they receive on the staff and equipment assessment with the Planning Board so that the Planning Board can use the information, as a source of data for the community needs assessment.

Mr. Salomon stated that before any proposal is justified the board needs to first be real clear as to the board's perception of what makes North Hampton unique, secondly the objective standards and lastly the comparison with other communities. He added that the Consultant needs to know what makes North Hampton tick and where the board thinks the town should be.

Some of the points the board will follow up on are as follows:

- North Hampton is on the Ocean
- Retail along Route 1, putting demands on Fire & Police
- No town sewer
- Limited public water
- 2 acre lot requirements
- large percentage of manufactured housing

The board will meet with Mr. Taylor and Mr. Matuszewski again before they meet with the Board of Selectmen in August.

Ms. Robinson presented a copy of the Lancaster County Planning Commission ITE trip generation rates. Ms. Chase was directed to make copies and distribute to the members.

Ms. Robinson explained that the trip generation rates would justify proposed zoning changes along Route 1.

The Saunder's Mylar was discussed. Condition number five, which states that the two turnouts to be depicted on the plan was not met. The board agreed not to sign the Mylar without compliance of each condition. Ms. Chase was directed to inform the applicant that they are welcome to come before the board at a duly noticed public meeting and request to have the condition waived or they can add the turnouts to the Mylar.

Mr. Kroner asked that each member come to the next meeting with a list of names for possible candidates to serve as alternates to the Planning Board.

A motion was made and seconded to adjourn at 8:30pm.

Respectfully submitted,

Wendy V. Chase  
Recording Secretary