



**MEETING MINUTES**  
**NORTH HAMPTON PLANNING BOARD**  
**Work Session**  
**Thursday, March 26, 2009**  
**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; Joseph Arena, Laurel Pohl arrived at 7:35pm, Barbara Kohl, and Tom McManus.

**Others present:** David West, RPC Circuit Rider and Wendy Chase, Recording Secretary.

**Alternates present:** None

Mr. Wilson convened the Meeting at 7:04pm, and noted that there was a quorum. He informed the Board that Mr. Coutu was appointed as the Select Board Representative to the Planning Board, and that he was unable to attend tonight's work session.

#### **Re-organization of the Board**

1. Elect the Chair –
2. Elect the Vice Chair –

The Board elected to wait for Ms. Pohl before taking up the re-organization of the Board.

#### **Old Business**

##### **GFI- Mr. Steve Goodman to address issues with the Greystone Village Development project**

Attorney Allen explained that Mr. Goodman was in Colorado and unable to attend this meeting. He updated the Board on Greystone Village.

Mr. Allen said that Mr. Goodman is working with John Chagnon from Altus Engineering and working out a payment plan with him so that he could meet with NH DES on some wetlands issues, and prepare a plan to submit to the Planning Board to have reviewed by the Town's Engineer, and to come up with a surety amount agreeable by all parties. The proposed plan will be based on completion of the project [to make it "livable" for current residents](#) in perpetuity, [if that were necessary](#).

Mr. Wilson asked if there was anything new to report on the original self-calling letter of credit. Mr. Allen said that he spoke to Attorney Matt Serge and tried to communicate

with the Bank's legal counsel to no avail. He said that he "backed off" and is letting Attorney Serge handle it.

Mr. Wilson suggested that part of the plan should be a "punch list" of remedies to the issues the residents of Greystone are having.

There were five residents of Greystone in attendance voicing their concerns and deficiencies of the project as a whole and their own individual issues.

Mr. Wilson suggested that the residents get together and make a comprehensive list of all the issues they are having and send a copy to the Planning & Zoning Administrator Wendy Chase who will distribute the information to the Board. Attorney Allen asked that he be sent a copy of the list also.

Attorney Allen was invited to attend the May 7, 2009 regular board meeting and to ask Mr. Goodman to attend.

The Board discussed their meeting schedule.

**Mr. McManus Moved and Ms. Kohl seconded the Motion to change the Work Session Meetings from the third Tuesday of the month to the third Thursday of the month.**

**The vote was unanimous in favor of the Motion (5-0).**

Deputy Fire Chief Dennis Cote was present to discuss implementing new design standards for driveways into the site plan and subdivision regulations.

Mr. Cote explained that the Fire Department recently had an incident on Atlantic Avenue where the fire truck was unable to pass through the long dirt driveway to attend to a fire at the residence.

Ms. Pohl arrived at 7:35pm.

Mr. Wilson explained that amendments to the site plan and subdivision regulations can be made by the Board where at least one Public Hearing is required; changes [made-adopted by the Board after the required Public Hearing](#) do not require a Town vote.

Dr. Arena asked if the Building Inspector is made aware of any driveway deficiency prior to issuing a Certificate of Occupancy.

Mr. Wilson suggested establishing a subcommittee including some members of the Board, Deputy Fire Chief Cote and the Building Inspector to create driveway specifications that would remedy the safety deficiencies on the entering and exiting of emergency vehicles.

Mr. McManus and Dr. Arena volunteered to be part of the subcommittee with Deputy Chief Cote. Ms. Chase will ask Mr. Mabey to be part of the subcommittee also.

Mr. Wilson informed the Board that he attended the Select Board's meeting the previous night and informed the Board that the Select Board may come back to the Planning Board and ask for more information before they sign the Skowronski Private Road Waiver.

**Re-organization of the Board**

**Ms. Kohl Moved and Mr. Kroner seconded the Motion to nominate Mr. Wilson as Chair.**

**The vote was unanimous in favor of the Motion (5-0). Mr. Wilson did not vote.**

**Dr. Arena Moved and Ms. Pohl seconded the Motion to close the nominations. The vote passed (5 in favor, 0 opposed and 1 abstention). Mr. Wilson abstained.**

**Ms. Pohl Moved and Ms. Kohl seconded the Motion to nominate Mr. Kroner as Vice Chair.**

**The vote was unanimous in favor of the Motion (5-0). Mr. Kroner did not vote.**

**Dr. Arena Moved and Mr. McManus seconded the Motion to close the nominations. The vote passed (5 in favor, 0 opposed and 1 abstention). Mr. Kroner abstained.**

Both Mr. Wilson and Mr. Kroner accepted their nominations.

The board agreed to continue the rule to have the Chairman Chair the Regular Meetings, and the Vice Chairman Chair the Work Session Meetings.

**New Business**

1. Meeting Minutes
  - a. February 17, 2009 – Mr. Wilson Moved and Dr. Arena seconded the Motion to accept the February 17, 2009 Meeting Minutes.  
The vote passed (5 in favor, 0 opposed and 1 abstention). Ms. Kohl abstained.
  - b. March 5, 2009 – Mr. Wilson Moved and Dr. Arena seconded the Motion to accept the March 5, 2009 Meeting Minutes as amended.  
The vote was unanimous in favor of the Motion (6-0).

**Other Business**

1. **Appointment of Heritage Commission members**

The Board was in receipt of a letter from Jenifer Landman, Chairman of the Heritage Commission requesting that the Planning Board vote to nominate all of the candidates the Heritage Commission unanimously voted to reappoint. The request was to appoint Jane Palmer for a 1-year term to expire 2010, Ben King for a 1-year term to expire 2010, Penelope Holbert for a 3-year term to expire 2012 and Paul Cuetara for a 3-year term to expire 2012.

Mr. Wilson explained that the Planning Board votes to recommend to the Select Board the appointments to the Heritage Commission, and it is the Select Board that vote on the actual appointments.

**Dr. Arena Moved and Mr. Wilson seconded the Motion to recommend to the Select Board the reappointment of Jane Palmer for a 1-year term to expire 2010, Ben King for a 1-year term to expire 2010, Penelope Holbert for a 3-year term to expire 2012 and Paul Cuetara for a 3-year term to expire 2012.**  
**The vote was unanimous in favor of the Motion (6-0).**

**2. Update on prior year engineering accounts and gravel bond money - direction from the Board on these two issues**

Ms. Chase explained to the Board that there were discrepancies discovered by the Town Treasurer, Penny Holbert, regarding the Planning Board engineering account where monies were either deposited or withdrawn from the wrong account. Ms. Holbert, Ms. Chase and Mr. Mabey met and went through each discrepancy and created a list of recommendations on how to rectify each account. Ms. Holbert was looking for Planning Board approval on those recommendations.

One of the accounts was on the road bond for Buckskin Lane. There is a balance of \$4,243.84. Public Works Director John Hubbard wrote a letter to the Board reporting that the road has been completed and recommended that [the](#) remaining amount minus \$100.00 for a stop sign ~~is~~[be](#) returned to the developer.

**Mr. Wilson Moved and Mr. Kroner seconded the Motion to accept the recommendation from Mr. Hubbard and release the remaining balance of the road bond to the developer and to authorize retaining \$100.00 from the bond to install a stop sign.**

Dr. Arena suggested withholding more than the suggested \$100.00 for the stop sign. He suggested adding an amount that would cover the labor for installing the stop sign.

**Dr. Arena made a friendly amendment to release \$4,000.00 to the developer and retain \$243.84 for the stop sign and labor costs involved in installing the sign.**

**Mr. Wilson accepted Dr. Arena's friendly amendment.**  
**The vote was unanimous in favor of the Motion (6-0).**

Another account was for Rite Aid. There was an outstanding invoice for engineering services rendered in February of 2005. The previous Treasurer paid the engineering bill out of the engineering account but it was never reimbursed by the applicant. The Town is currently holding a signalization surety bond and a landscaping bond for Rite Aid. The Board decided to write a letter explaining the situation with an attached copy of the invoice directing them to pay.

**Mr. Wilson Moved and Ms. Pohl seconded the Motion that a letter be written to the owners of Rite Aid with a copy of the outstanding invoice.**  
**The vote was unanimous in favor of the Motion (6-0).**

**Ms. Pohl Moved and Mr. Wilson seconded the Motion to adopt the Treasurer's recommendations regarding the engineering account for the following: Kane Company case #04:31, Ed Luck, case #04:32, Crown Properties, case #04:33, Duvall & Assoc., case #05:01, Eileen Broderick, case #04:34, E. Dean Stevens, case #04:35, Russell Jeppesen, case #05:10, and Pandolfo, case #03:38.**  
**The vote was unanimous in favor of the Motion (6-0).**

The Board was in receipt of a letter from the Treasurer regarding gravel bond accounts. She explained that there are two gravel bond escrow accounts, and one of the accounts is a Citizen's Bank Account in the amount of \$4,800.83 without any [proof record](#) of who established it or who it belongs to. The other gravel escrow account belongs to Stanley Knowles. She further explained that Mr. Knowles is expected to be cooperative in providing a statement that clearly establishes he is making no claim on the Citizen's Bank account. The Treasurer recommends that the gravel bond in the amount of \$4,800.83 be released to the State Treasurer's Office for processing as abandoned funds.

Mr. McManus asked what would happen if a gravel pit were to be reclaimed, and asked if the Town could hold onto the money and use it if a pit were to be reclaimed.

**Dr. Arena moved and Ms. Kohl seconded the Motion to defer the topic to get an opinion from Mike Coutu, Select Board's Representative to the Planning Board.**

The Board decided this due to Mr. Coutu's extensive financial experience.

**The vote was unanimous in favor of the Motion (6-0).**

The Board discussed correspondence they received from NH DOT regarding the widening of I-95.

The NHDOT is planning to widen the toll plaza on I-95 at the Hampton Toll Plaza, to add one conventional toll lane both northbound and southbound; remove two inner conventional toll lanes both northbound and southbound and reconstruct the I-95 median to accommodate two high-speed toll lanes in each direction.

The NHDOT is looking for comments relative to potential impacts on environmental, social, economic, or cultural resources.

The Board discussed the ~~effect-effect~~ on prime wetlands and how the Town needs to be ~~conscience-conscious~~ of runoff and all activity regarding the project.

Mr. Wilson volunteered to draft a response letter to NHDOT listing the Board's concerns.

Mr. David McGilvary was present and still interested in serving on the Planning Board as an alternate.

**Mr. McManus Moved and Mr. Wilson seconded the Motion to appoint David McGilvary as an Alternate to the Planning Board for a term of 1-year to expire in 2010.**

**The vote was unanimous in favor of the Motion (6-0).**

Ms. Chase is in the process of updating the Zoning Ordinance with the newly adopted Ordinances. Ms. Kohl volunteered to review the non substantive changes prior to printing. The Board will send Ms. Chase all recommended non substantive changes to the Zoning Ordinances by Friday, April 3, 2009.

Sub Committee volunteers:

Application Review Committee (ARC) – Dr. Arena, Mr. Kroner and Mr. Wilson volunteered to serve on the Committee for the 2009-2010 term.

Long Range Planning Committee – Ms. Pohl, Mr. McManus and Mr. Coutu (if Mr. Coutu cannot than Ms. Kohl will join) for the 2009-2010 term. The CIP will be part of the Long Range Planning Committee until the Select Board establishes a CIP Committee.

Mr. McManus said that Mr. Fournier said that ~~the CIPs~~ submissions from each Department would be completed ~~from each Department~~ in April.

Ms. Kohl mentioned the Master Plan.

Mr. West informed the Board that he submitted a Natural Resource Chapter draft to the coastal program to take advantage of the grant money that was provided. He will forward a copy to the Board so that they can make any changes to it that they want.

Dr. Arena said that Code Enforcement needs to be addressed.

The Board voiced their dissatisfaction of code enforcement on zoning violations in Town.

The Board decided to compile a list of potential violations and send them to Mr. Kroner to categorize, and have ready for the April 16, 2009 Work Session. Ms. Chase was asked to invite the Code Enforcement Officer, Mr. Mabey to that Work Session.

**Mr. McManus Moved and Dr. Arena seconded the Motion to authorize Mr. Kroner to collect all complaints and catalog them and bring them to the April 16, 2009 Work Session meeting to review.**

**The vote was unanimous in favor of the Motion (6-0).**

**A Motion was made and seconded and All in Favor to adjourn at 9:40pm.**

Respectfully submitted,

Wendy V. Chase  
Recording Secretary

| Approved April 16, 2009

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