

Sandown Planning Board
Minutes
April 6, 2010

Date: April 6, 2010

Place: Sandown Town Hall

Members Present: Donna Green, Chairman, Mark Traeger, Vice Chairman, Marilyn Cormier, Matt Russell, Nelson Rheaume, Ex-Officio and Fred Daley, Alternate.

Late Arrivals: Ed Mencis arrived at 7:05 p.m. Steven Meisner arrived at 8:33 p.m.

Also present: Bette Patterson, Administrative Assistant and Town Engineer Steven Keach

Absent: Ernie Brown, alternate.

Opening: Chairman Green opened the meeting at 7:00 p.m. and announced that Fred Daley would be serving as a voting member for this meeting until Mr. Meisner arrives.

Approval of Minutes

March 16, 2010

MOTION: Marilyn Cormier made a motion to approve the minutes of March 16, 2010 as amended. Nelson Rheaume seconded. Voted unanimously in the affirmative.

October 20, 2009

Chairman Green requested that the October 20th, 2009 minutes that were approved at the previous meeting be opened for re-consideration.

MOTION: Marilyn Cormier made a motion to re-consider approval of the October 20th, 2009 minutes. Mark Traeger seconded. Voted unanimously in the affirmative.

Chairman Green read the inserted note on page 3 of the October 20th 2009 minutes as follows:

“Please note: Both Mylars were signed by the Chairman during the break. The Montana Mylar was recorded on October 21, 2009 by Administrative Assistant Patterson. The Hillside Mylar was placed in the safe located in the Selectmen’s Office and will not be recorded until such time as all requirements are completed.”

Chairman Green stated that not all members were aware that the Mylars were being signed during the break and the inserted note should not be in the minutes.

After a brief discussion, it was agreed to place a disclaimer in the October 20th, 2009 minutes stating the following:

“Not all members of the Planning Board were aware that the Hillside Mylar was being signed during the break.”

MOTION: Fred Daley made a motion to add the note, as referenced above, to the October 20th, 2009 minutes. Ed Mencis seconded. Matt Russell, Fred Daley and Mark Traeger abstained.

47 Mrs. Green, Mrs. Cormier, Mr. Mencis, Mr. Rheume voted in favor of the motion. MOTION
48 PASSED.

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50 • **Voluntary Lot Merger for David and Nancy Lambert – Map 28, Lots 90 and 88 located on Birch**
51 **Drive.** Administrative Assistant Patterson notified planning board members that this request
52 has been withdrawn by the property owners.

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54 • **Planning Board Budget Report** – Nelson Rheume reviewed the status of the budget
55 with the board. The average expenditure rate for this quarter is 34%. As of March 31st
56 the planning budget has only expended a total of 16.5%. The only line item that appears
57 over 50% is for Advertising which is at 61%. Administrative Assistant Patterson stated
58 that this expenditure is a result of the zoning changes that were required to be posted in
59 the newspaper. It is anticipated that any more expenditures from the advertising line
60 would be paid for by applicants. Mr. Rheume stated that the planning board budget is
61 doing very well.

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63 • **2010 Storm Water Report – Work Copy for Planning Board to Complete** - Vice Chairman Mark
64 Traeger explained that this an annual assessment of storm water resources in Sandown. The
65 Town is required to complete the report this time each year. He reviewed several areas of the
66 report with the board. One of the items in the report is how the Town educates residents
67 through outreach programs and information.

68

69 Chairman Green stated that one of her concerns is the salt storage at the highway
70 garage. The salt is stored outside, on bare ground very close to the wetlands.

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72 Mr. Traeger stated that the salt pile is covered.

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74 Steve Keach stated that this may be a good item to add to the CIP. He explained that
75 any changes to the salt storage would involve meeting best management practices
76 standards. Those standards would be expensive to meet because of the changes that
77 would be required. Someday the town will be compelled to meet those standards,
78 however, he would not recommend it at this time. The salt storage is in compliance at
79 this time and the best management practices standards are nothing new. Mr. Keach
80 added that storm water management has always been important for Sandown. He
81 stated that all pre-construction and post construction requires that the applicant work
82 with his office to ensure that all DES requirements are met.

83

84 The Planning Board agreed that Vice Chairman Traeger has done a good job on this
85 report and thanked him for his work. Vice Chairman Traeger agreed to forward a copy
86 of the Storm Water Report to Steve Keach and after his review, it will be forwarded to
87 Paula Gulla for submission to the State.

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89 Matt Russell suggested sending a copy of the report to the Town's Wetland Scientist
90 Jerry Miller and the board agreed.

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Work Session:

Establishment of CIP Committee

Matt Russell volunteered to Chair this committee. Ed St.Pierre volunteered to serve on the committee as well. Marilyn Cormier also volunteered to remain a member of this committee.

MOTION: Matt Russell made a motion to appoint Ed St.Pierre a member of the CIP Committee for one year. Ed Mencis seconded. Voted unanimously in the affirmative.

Administrative Directives

Chairman Green reviewed several administrative changes that have been implemented. They include:

- Electronic copy of recording to be e-mailed to Town Clerk for back up.
- Notices of Decisions to be posted and circulated to Planning Board and Zoning Board members.
- Spreadsheet for tracking applications will include conceptual reviews and bond information.
- All applications will have project numbers- example 2010/M12L3/01
- Agendas will be drafted two weeks prior to a meeting, distributed to members for review and possible additions, and posted the following day.
- Member packages will be available for pickup 8 days prior to the meeting.
- Budget Review will be on the agenda for the first meeting of each month.
- RPC updates will be on the agenda for the second meeting of each month.

Steve Keach stated that that he will not have review letters available two weeks prior to a meeting. He explained that often times an applicant, after meeting with him, goes out and corrects and or completes the items that may be deficient so a review letter written two weeks in advance may not be accurate. He suggested that that board allow a deadline of the Thursday, prior to the meeting for his review letters to be submitted.

Chairman Green polled the board members as to whether they want to receive their member packages on the Thursday prior to a meeting thereby allowing the recommended review letter deadline.

All members of the board agreed to the proposed review letter deadline and receiving packages the Thursday prior to a meeting.

Right to Know Law and Sandown E-Mail Accounts

Chairman Green reminded members to set up their Sandown e-mail accounts. These accounts will be used for all administrative issues only. There is to be no discussion

134 about applications at any time via e-mail.

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136 Chairman Green also stated that there is a Law Lecture (#2) from 2005 that gives a very
137 good explanation of the right to know law. Mr. Russell had a copy and offered to share
138 it with anyone who would like to borrow it.

139

140 Chairman Green announced that the OEP Conference Spring Session is now open for
141 registration. Members can select the courses online and forward the information to
142 the Administrative Assistant for registration.

143

144 *Note: Steve Meisner arrived at 8:30 p.m. Mr. Daley was no longer required to serve in*
145 *his place.*

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147 **Update on Incomplete Roads and Possible Calling in of Sureties– Steven Keach**

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149 Steve Keach stated that he has been working with Administrative Assistant Patterson on
150 the list of incomplete roads. He reviewed a list of cash road bonds that is currently held
151 by the Town of Sandown. Several are extremely old and will require some research to
152 determine the actual status of the roads and owners. The list of bonds is still being
153 researched. Mr. Keach will be meeting with Administrative Assistant Patterson
154 sometime next week to further review these items. He stated that he has been working
155 to make sure that each road on the tax map has been accepted, bonds are current and
156 the road inventory is correct. He also plans to work on using a spreadsheet similar to
157 one the Town of Atkinson uses to develop an active list for both road acceptance and
158 bonds.

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160 **Other Business**

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162 A discussion on why building permits were issued for Hillside Estates when the Mylar
163 had not been recorded. Mr. Keach stated that this was an odd circumstance because
164 there was a re-subdivision of the property. When the building permits were issued, the
165 re-subdivision had not yet been approved. Mr. Keach suggested that a memo be sent to
166 the building inspector if an application for re-subdivision is submitted informing him of
167 the pending action.

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169 Administrative Assistant Patterson suggested that a copy of each application be given to
170 the building inspector and the board agreed.

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172 **Update on C-TAP – Mark Traeger** Vice Chairman Traeger reported that he met with the Board
173 of Selectmen on Monday, March 29th to discuss the opportunity for grant money regarding
174 Phase II of the CTAP Program and the status of 167 Main Street Brownfield project.

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177 Theresa Walker of the Rockingham Planning Commission and Rick Vandenberg of Credere
178 Associates made a presentation to the Board of Selectmen. Mr. Traeger reported that they said
179 there is money available in the Brownfield program to assist the town in determining what
180 potential uses there are for the property. Ms. Walker explained to the Selectmen that there are
181 grants (25%) available to help redevelop this land for recreational purposes. The Brownfield
182 Study is a draft until the EPA reviews and approves it, which usually takes 30 days. The
183 Community Planning Roadmap for Sandown has been completed and the Planning Board will be
184 adopting this Roadmap. The two grants that the town has already received were identifying
185 prime wetlands and a road surface inventory. Mr. Traeger explained the next phase involves
186 implementing a watershed based storm water management plan involving surrounding towns.
187 This is a \$20,000.00 grant.

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189 **Fremont Joint Meeting Report** – Ed Mencis and Mark Traeger attended the joint
190 meeting which was a discussion on the collaborative effort of surrounding Towns to
191 conduct a study of protected wildlife in and around the Exeter River. There is grant
192 money available in the amount of \$30,000.00. The next meeting of this group is
193 scheduled for April 22nd. Mr. Traeger is writing the grant and following up with the
194 Towns of Chester, Fremont, Danville and Sandown.

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196 **Other Business**

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198 April 20th meeting = Rockingham Planning Commission - Julie LaBranche
199 Presentation on the services available to the Town through RPC.

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201 Ethics Policy and Internal Control Policy were distributed. Members need to read,
202 sign and return receipt confirmation to Planning Board at the April 20th meeting.

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204 School Impact Fees will be reviewed at the next meeting.

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206 Subdivision and Site Plan Fees will be reviewed at the next meeting.

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208 **Establishment of Sub-Committees**

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- 210 ▪ **Master Plan – Fred Daley and Marilyn Cormier**
- 211 • **Site Review and Subdivision Regulations Update Committee – Mark**
212 **Traeger**
- 213 • **Rules of Procedure Revision Committee – Donna Green and Marilyn**
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- 215 • **Zoning Amendments – Steve Meisner**

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217 Chairman Green requested that all committees be prepared to provide a status report in July or August.

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219 NOTE: Fred Daley left the meeting at 9:35 p.m.

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New Business

Volunteer Celebration Day is April 21, 2010 at the Town Hall.

Chairman Green distributed copies of the rules of procedure for the Town of Deering. She requested that the board review these before the next meeting.

Adjournment

MOTION: Mark Traeger made a motion to adjourn. Steve Meisner seconded. Voted unanimously in the affirmative. MEETING ADJOURNED AT 9:45 p.m.

Respectfully submitted,

Bette Patterson
Administrative Assistant