

Sandown Planning Board  
Minutes  
April 20, 2010

**Date:** April 20, 2010

**Place:** Sandown Town Hall

**Members Present:** Donna Green, Chairman, Mark Traeger, Vice Chairman, Marilyn Cormier, Matt Russell, and Ernie Brown, Alternate.

**Late Arrival:** Nelson Rheume, Ex-Officio joined the meeting at 7:40 p.m.

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

**Absent:** Fred Daley, Alternate, Ed Mencis and Steve Meisner

**Opening:** Chairman Green opened the meeting at 7:00 p.m. and announced that Ernie Brown would be serving as a voting member for this meeting.

**Approval of Minutes**

April 6, 2010

MOTION: Marilyn Cormier made a motion to approve the minutes of April 6, 2010 as amended. Mark Traeger seconded. Ernie Brown abstained. Donna Green, Marilyn Cormier, Mark Traeger and Matt Russell voted in favor of the motion.

**7:15 p.m. Rockingham Planning Commission - Julie LaBranche Presentation on the services available to the Town through RPC.**

Ms. LaBranche provided the board with information on the types of services that RPC member towns receive. A variety of "automatic" services, such as informational mailings and workshops, direct membership services are provided on an "as requested" basis to all member communities as well as many types of local technical assistance.

**Member communities also benefit from the region wide activities of the Commission including the following:**

- Development and maintenance of model regulations and ordinances.
- Educational seminars and workshops including sponsorship of the annual Law Lecture Series, Natural Resource Lecture Series, and Planning Board Training Series.
- Maintenance of local, regional and statewide statistics and Census data on population, demographics, housing, employment, transportation and more.
- Regional transportation planning.
- Assistance to solid waste districts.
- Review of developments with regional impact.
- Preparation and update of the Regional Master Plan as required by State statute.

44 **Direct Membership Services to dues-paying members only include the following:**  
45

- 46 • Informational mailings explaining the impacts of significant court decisions, amendments to state  
47 statutes, newly developed model ordinances, etc.
- 48 • Information on recycling and solid waste management planning.
- 49 • Review and analysis of zoning ordinances, subdivision and site plan review regulations, and  
50 master plans including suggested amendments and minor revisions.
- 51 • Drafting or reviewing proposed land use regulations (e.g., excavation, erosion and sedimentation  
52 control, accessory apartments, home occupations, signs, parking, etc).
- 53 • Telephone support providing advice and assistance about planning questions.
- 54 • Assistance in reviewing occasional subdivision and site plans.
- 55 • Short-term research projects on planning issues, data collection and analysis.
- 56 • Research and preparation of grant applications.
- 57 • Organizational assistance to local land use boards (e.g., rules of procedure, zoning amendment  
58 schedules, application forms and checklists).
- 59 • Assistance with the National Flood Insurance Program.
- 60 • Computer/publication services such as word processing land use control regulation, updating as  
61 necessary, and providing copies.
- 62 • Providing copies of town documents at cost.
- 63 • Maintenance of a library of planning books, studies, land use regulations for the region, and a  
64 computer based, searchable set of State RSAs, Administrative Rules and Case Law rulings.
- 65 • Review and comment on projects receiving federal aid in the region.  
66

67 **GIS Services**

68 The Rockingham Planning Commission maintains a Geographic Information System (GIS) comprised of  
69 digital map layers and associated databases, software, computers, printers and staff. The GIS is used to  
70 produce maps and spatial information for many projects undertaken by RPC.

71 GIS at RPC is used in contract work for state agencies, municipalities and other entities. It is also used to  
72 provide map and data assistance to staff planners and in providing local technical assistance to member  
73 community governments. Public officials and municipal employees are encouraged to utilize the RPC  
74 GIS data and capabilities in furtherance of their municipal or other public duties. RPC offers a range of  
75 GIS services to member communities and other entities on a contract basis, including map production,  
76 geographic data analysis, and GPS data collection. The Planning Commission's GIS Policy, describing  
77 these services and billing rates, are available on the RPC website.

78 **Summary of Technical Assistance and Services provided by the Rockingham Planning**  
79 **Commission:**

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81 **Regional Environmental Planning Program (REPP)** This is a funding proposal by RPC for Innovative  
82 Land Use Implementation.

83  
84 **Land Use/Transportation Planning Project Assistance (UPWP)** Additional programs include the  
85 Congestion Mitigation and air quality (CMAQ) program and Transportation Enhancements (TE) projects  
86 which are solicited annually.

87  
88 **Circuit Rider Services** General technical planning assistance on a contractual basis (total money or hours  
89 per year; billed at \$53 per hour) including application review, attendance at Planning Board meetings,  
90 development of zoning and regulations and Master Plan. Ms. LaBranche explained that a town can enter  
91 into a contract for these services based on the specific needs of the municipality. This assists towns in  
92 keeping within their budget. Circuit Rider Services may also be contracted for an individual service, such  
93 as review of an amendment or plan. There are several circuit riders that specialize in different areas, so  
94 when RPC receives a request for services, a circuit rider is selected that best fits the request. Circuit  
95 Riders do not do land engineering or storm water management.

96  
97 **Grant Writing Assistance** RPC staff can provide limited assistance with grant writing for project funded  
98 by non-profit organizations and foundations including PREP, NH Charitable foundation, NHDES and  
99 others.

100  
101 **I-93 Community Technical Assistance Program (CTAP)** RPC staff administers various planning  
102 activities, grants and technical resources available through CTAP. Ms. LaBranche explained that  
103 currently the NHDOT is discussing the possibility of launching Phase 3 of CTAP in 2010.

104  
105 **Targeted block Grant (TBG)** These grants require 50% cash match (limited "soft match" in the form of  
106 volunteer time and/or services); \$6,000 per project/year; work must be performed by RPC staff;  
107 solicitation in June with funds available July 1<sup>st</sup> each year.

108  
109 *Please Note: Nelson Rheame joined the meeting at 7:40 p.m.*

110  
111 Chairman Green asked what the nature of the available data for our community is.

112  
113 Ms. LaBranche replied that there is a Regional Master Plan which includes regional data which is specific  
114 to each town. This data includes natural resources, geology, eco systems and other data specific to  
115 member communities.

116  
117 Chairman Green asked if RPC has the statistics for workforce housing.

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119 Ms LaBranche replied that RPC will not be doing those statistics each year. She stated there are  
120 documents online that can be used as references.

121  
122 Vice Chairman Traeger asked if RPC is working on the energy efficient community grants.

123  
124 Ms. LaBranche stated that she has met with the project manager and they will be working with all RPC  
125 communities. The goal is to figure out if a community has done the energy studies and the other  
126 requirements of the grant. Once the municipalities have been assessed, there will be an outreach to  
127 residents.

128  
129 Vice Chairman Traeger stated that the RPC is meeting Wednesday evening and there will be a  
130 presentation on Fluvial Erosion Control. There is a model ordinance available for this and it will be  
131 discussed at the RPC meeting as well.

132  
133 Ms. LaBranche thanked the board for the opportunity to review the services that the Rockingham  
134 Planning Commission provides to member towns.

135  
136 Chairman Green thanked Ms. LaBranche for meeting with the board.

137  
138 **Work Session**

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140 **By-Law Revisions – Chairman Green and Marilyn Cormier**

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142 Chairman Green explained that she and Mrs. Cormier made some revisions to the by-laws.  
143 Some of the revisions were based on the by-laws from the Town of Deering. (a copy of this was  
144 distributed to members at the April 6<sup>th</sup> meeting) Members reviewed the draft proposal and  
145 the following discussion ensued.

146  
147 Matt Russell stated that in regards to the board position of secretary, he is concerned that  
148 someone volunteering to do this would have to put a great deal of time into completing this  
149 task as it is described.

150  
151 Chairman Green explained that the secretary board position provides back-up for the Chairman  
152 and Vice Chairman. There is a function for having officers on the board. The list of  
153 responsibilities was suggested by Mrs. Cormier as a back-up for our Administrative Assistant.

154  
155 Mrs. Cormier agreed that as it is described, the board secretary position would take a great deal  
156 of time. She stated she suggested these duties only out of concern that if the administrative  
157 assistant was unavailable for an extended time, someone could take over.

158  
159 Administrative Assistant Patterson stated that having a board secretary position is not  
160 uncommon and it does provide the necessary back-up for the board meetings. The by-laws  
161 were written a number of years ago when there was no administrative position, only a  
162 recording secretary. The board now has a staff and the responsibilities listed in the draft by-  
163 laws for the secretary are those of the administrative assistant. With the help of the consulting  
164 engineer, the administrative assistant provides the technical support to the planning board.  
165 When the administrative assistant is unavailable, there are other secretaries available to cover.  
166 Mrs. Patterson suggested that the administrative duties could be added to the by-laws.

167  
168 Steve Keach stated that there is no requirement to notice abutters for conceptual meetings  
169 because notice should only be given for design review. There is a difference between  
170 conceptual consultation and design review. If there is a plan, it's design review. Design review  
171 has the effect of freezing the zoning ordinance for a year after the design review process is  
172 closed. There is no limit on design review and the number of times an applicant can request a

173 continuation. Mr. Keach suggested that the correct RSA be cited in the draft by-laws rather  
174 than having the specific ordinances listed.

175

176 Mr. Keach commented on the requirement for an applicant to provide an electronic copy of a  
177 plan. He stated that for liability reasons he would not give an electronic copy of a plan to a  
178 planning board unless it was a final approved plan. An electronic file can be too easily  
179 changed.

180

181 Chairman Green stated that she would work on revising the draft by-laws and have them ready  
182 for further discussion at the next meeting.

183

#### 184 **Other Business:**

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186 **Inspection reports:** Steve Keach explained that the inspection reports sent by his office were a  
187 result of the annual spring check for erosion control by Mr. Chabot. Mr. Chabot went to all  
188 active sites to make sure everything came through the winter. Each site was evaluated and a  
189 follow up report will be given by Mr. Chabot.

190

191 Vice Chairman Traeger stated that the town also has a wetland scientist that could look at these  
192 sites.

193

194 Mr. Keach stated that Mr. Chabot does contact the responsible parties right away and follows  
195 up with email and the town's wetland scientist would be contacted if needed.

196

197 **Robert Vilella** – Chairman Green reviewed a letter sent to Mr. Vilella reminding him that an as-  
198 built plan needs to be submitted prior to the Hillside Mylar being recorded. Administrative  
199 Assistant Patterson stated that Mr. Vilella stopped in the office today and he wanted the board  
200 to know that he intends to comply with the as-built request within the next couple of weeks.

201

202 *Please note that Nelson Rheume left the meeting at 10:00 p.m.*

203

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

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206 Steve Keach stated that he has been working with Administrative Assistant Patterson to make  
207 sure that each road on the tax map has been accepted, bonds are current and the road  
208 inventory is correct. He reviewed each surety file that he had located prior to this meeting.  
209 Mr. Keach stated that assuming each bond is valid, he would like to send a letter to each surety  
210 company to inform them that business needs to be done by a date certain. (Mr. Keach  
211 recommended September 15<sup>th</sup>) Mr. Keach recommended that a deficiency notice should be  
212 recorded for Mr. Vilella if the surety is not valid because that was a condition of approval. He  
213 also plans to work on creating a spreadsheet similar to one the Town of Atkinson uses to  
214 develop an active list for both road acceptance and bonds.

215

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217 Mr. Keach requested that the board authorize him to take the surety files to his office so that  
218 he could accurately disseminate all the information. The members agreed.

219

220 Chairman Green stated that due to the lateness of the hour the following two agenda items  
221 would be discussed at the first meeting in May.

222

- 223 • **Discussion of raising Planning Board fees/Site Plan Review and**
- 224 **Subdivision**
- 225 • **Discussion of raising current school impact fees.**

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227

228 **Old Business**

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- 230 • **Ethics Training Forms were signed and returned.**

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232

233 **Adjournment**

234 MOTION: Matt Russell made a motion to adjourn. Marilyn Cormier seconded. Voted unanimously in  
235 the affirmative. MEETING ADJOURNED AT 10:40 p.m.

236

237 Respectfully submitted,

238

239

240 Bette Patterson

241 Administrative Assistant