

Sandown Planning Board
Minutes
August 3, 2010

Date: August 3, 2010

Place: Sandown Town Hall

Members Present: Donna Green, Chairman, Matt Russell, Marilyn Cormier, Steven Meisner, and Alternates Fred Daley and Ernie Brown.

Also present: Bette Patterson, Administrative Assistant

Absent: Mark Traeger, Vice Chairman, Nelson Rheume, Ex-Officio, Ed Mencis and Town Engineer Steve Keach

Opening: Chairman Green opened the meeting at 7:05 p.m. Chairman Green announced that Alternate Ernie Brown would be serving on the board in Mr. Mencis' absence and Alternate Fred Daley would be serving in Mr. Traeger's absence.

Approval of Minutes:

July 20, 2010

MOTION: Matt Russell made a motion to approve the minutes of July 20th, 2010 as amended. Steve Meisner seconded. Marilyn Cormier abstained. Donna Green, Matt Russell, Steven Meisner, Fred Daley and Ernie Brown voted in favor of the motion. MOTION PASSED.

June 15, 2010

MOTION: Fred Daley made a motion to approve the minutes of June 15th, 2010 as amended. Matt Russell seconded. Voted unanimously in the affirmative. MOTION PASSED

June 1, 2010

MOTION: Matt Russell made a motion to approve the minutes of the June 1, 2010 minutes as amended. Marilyn Cormier seconded. Steven Meisner abstained. Donna Green, Matt Russell, Marilyn Cormier, Fred Daley and Ernie Brown voted in favor of the motion. MOTION PASSED.

Correspondence:

- The book "A HARD ROAD TO TRAVEL" is now available in the planning board office.
- Members reviewed out going correspondence as follows:
 - Surety release for Tammy Lane
 - Recommendation to Selectmen for Tammy Lane Road Acceptance
 - Recommendation to Selectmen regarding Sarkozy property CUP
 - Surety release to Sovereign Bank for Waterford Estates and replacement LOC for same from Bank of New England

- 45 ○ Recommendation to Selectmen for legal inquiry regarding MCC
- 46 Northwoods
- 47 ○ Surety acceptance for Avalon Estates
- 48 ○ Recommendation to Selectmen to lift building permit embargo on Avalon
- 49 Estates

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53 **Discussion and decision regarding third scenario buildout for Robert Pruyne of the**
54 **Rockingham Planning Commission**

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Chairman Green suggested that for the third scenario the board put through a wetland ordinance with a large buffer.

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Fred Daley stated that the board has to take into consideration the topography of the mapping that has been done.

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Matt Russell stated his concern that Mr. Pruyne would have to layer a lot of information on a single scale map and pertinent details would be lost in the process.

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Fred Daley suggested that the board have Mr. Pruyne clean up the inaccuracies that exist on the first two scenarios and then the board can look into the third scenario.

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Matt Russell commented that the maps are exact as they can be because they are referenced to our tax maps. This is a forecasting tool.

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Board members agreed to ask Mr. Pruyne to only work on correcting the first two scenarios at this time. Chairman Green will contact Mr. Pruyne and request a meeting and a set of the maps in larger form.

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At the request of the board, Administrative Assistant Patterson will provide the board a small set of the Sandown tax maps.

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78 **Spreadsheet review of sureties and projects**

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The members reviewed the updated list of sureties and projects and discussed how to include vesting information on the spreadsheet. A discussion ensued about establishing a policy for the subdivision regulations that would require developers to report the vesting status of their projects to the board. The board also instructed Ms. Patterson to send out 'vesting update' letters to current developers inquiring after the status of their substantial improvements.

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Administrative Assistant Patterson will revise the spreadsheet to include vesting information and correct any deficiencies on the sheet.

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Chairman Green explained to the board that she met with Administrative Assistant Patterson,

89 Finance Director Darlene Ford and Treasurer Marie Buckley to discuss the process used for
90 accepting, releasing and tracking sureties. As a result of the meeting, Chairman Green and
91 Administrative Assistant Patterson agreed on an action plan for sureties. As a backup for the
92 planning board, the Board of Selectmen authorized Lynn Blaisdell, Office Manager to keep a
93 separate accounting of the sureties.

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95 **Other Business:**

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97 **Sub-Committee Updates**

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99 • **CIP Committee – Matt Russell** CIP Committee met with Selectmen to hand out
100 updated CIP requests for proposals to department heads. Department heads must submit
101 any changes to the CIP Committee no later than September 17th. The CIP Committee
102 will then bring the updated information to the Planning Board meeting scheduled for
103 September 22nd. Mr. Russell stated that the committee's goal is to make the CIP as
104 simple as possible to update each year.

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106 • **Master Plan** – Marilyn Cormier stated that the whole planning board needs to decide a
107 mission statement. She also stated that she would prefer not to Chair this committee.

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109 Fred Daley stated that the planning board needs more involvement in the development of
110 the Master Plan. He stated that he knows three people who are interested in volunteering
111 for this committee. He will also be at Old Home Days at the planning board table to
112 encourage more residents to volunteer. He stated the Master Plan Committee should be
113 providing a framework for the Master Plan and the people should be the ones that fill in
114 the colors. The Master Plan should have measurable objectives. Mr. Daley offered to be
115 the meeting facilitator for the Master Plan Committee.

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117 Mrs. Cormier agreed to remain Chairman of the committee so long as Mr. Daley was the
118 meeting facilitator.

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120 • **Zoning Changes** - Steve Meisner stated he has talked with Building Inspector Ken
121 Sherwood about zoning changes and at this time there are no major changes proposed.

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123 Marilyn Cormier suggested changing the subdivision regulations to include self calling
124 bonds. The board agreed and this item will be added to the subdivision regulations.

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126 • **Discussion of raising Planning Board fees/Site Plan Review and Subdivision Fees**

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128 Administrative Assistant Patterson presented the board with a comparative sheet for fees
129 in surrounding towns. After review and discussion, the board agreed that the Town of
130 Sandown fees are in line with surrounding towns and do not require adjustment at this
131 time.

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Employee Evaluation – Non-Public Session in accordance with NH RSA 91A:3II(A) Employee Matters.

MOTION: Matt Russell made a motion to enter into Non-Public Session in accordance with NH RSA 91A:3II(A) Employee Matters. Fred Daley seconded. Chairman Green polled the board as follows: Matt Russell – Yes Steven Meisner – Yes Marilyn Cormier- Yes Fred Daley- Yes Ernie Brown- Yes Donna Green- Yes

Administrative Assistant Patterson was excused for the remainder of the meeting. The Board entered non-public session at 9:35 p.m.

MOTION: Matt Russell made a motion to come out of Non-Public Session in accordance with NH RSA 91A:3II(A) Employee Matters. Fred Daley seconded. Chairman Green polled the board as follows: Matt Russell – Yes Steven Meisner – Yes Marilyn Cormier- Yes Fred Daley- Yes Ernie Brown- Yes Donna Green- Yes

The planning board came out of non-public session at 10:15 p.m.

Adjournment

MOTION: Matt Russell made a motion to adjourn. Marilyn Cormier seconded. Voted unanimously in the affirmative. MEETING ADJOURNED AT 10:18 p.m.

Respectfully submitted,

Bette Patterson, Administrative Assistant