

Sandown Planning Board  
Minutes  
November 3, 2010

**Date:** November 3, 2010

**Place:** Sandown Town Hall

**Members Present:** Donna Green, Chairman, Mark Traeger, Vice Chairman, Matt Russell, , Steve Meisner and Alternate Ernie Brown

**Also present:** Bette Patterson, Administrative Assistant

**Absent:** Marilyn Cormier, TomTombarello, Ex-Officio, Ed Mencis, Steve Keach and Alternate Fred Daley

**Opening:** Chairman Green opened the meeting at 7:02 p.m. Chairman Green announced that Alternate Ernie Brown would be serving as a voting member in Mr. Mencis' absence.

**Approval of Minutes**

**MOTION:** Matt Russell made a motion to accept the minutes of October 19<sup>th</sup>, 2010 as amended. Mark Traeger seconded. Ernie Brown abstained. Donna Green, Mark Traeger, Matt Russell and Steve Meisner voted in favor of the motion. MOTION PASSED.

Chairman Green requested permission from the board to make corrections to the amended minutes of September 7<sup>th</sup> and October 5<sup>th</sup>. The members agreed to allow the Chairman to make the necessary adjustments.

**Correspondence**

**Outgoing Correspondence**

- Letter to TD Bank authorizing release of surety for Montana Realty Trust-Hillside Estates. *Please note: Board members signed the letter as required by the planning board's surety process.*
- Letter to Board of Selectmen recommending road acceptance for Penacook Drive, Jana Circle and part of Meghan Drive: Stations 16+00 through 31+ 57.61 only, within Hillside Estates Subdivision Phase IV-A as Class V public ways in accordance with the provisions of RSA 674:40a.
- Planning Board Report for 2010 Town Report – Board members reviewed the report prepared by Chairman Green. This will be submitted to the selectmen's office on November 4<sup>th</sup>.

**Incoming Correspondence**

- **Regional Economic Development Center of Southern New Hampshire** – REDC reviews and updates the Comprehensive Economic Development Strategy (DEDS) for the region. The letter is in regards to the development of a Priority Project List for the

41 REDC region of which Sandown is a member community. The letter asks to town to  
42 identify local projects that advance and promote the region's goals. *After review the*  
43 *board agreed that there are no projects that would qualify at this time. This will be*  
44 *forwarded to the selectmen for their review.*

#### 45 **CIP Update – Matt Russell and Ed St.Pierre**

46 Matt Russell explained the process that the CIP Committee has been going through and the difficulty in  
47 receiving responses from Department Heads. The members reviewed the CIP spreadsheet and the actions  
48 that need to be taken as follows:

- 49 • Notify the Board of Selectmen of the CIP items that need a warrant article.
- 50 • Send a letter to the Board of Selectmen requesting that they confirm their current CIP  
51 requests.
- 52 • Administrative Assistant Patterson will check with the selectmen's staff as to the status of  
53 the Library Warrant Article which is needed for the proposed meeting room space.
- 54 • Mr. Russell and Mr. St.Pierre will request to be placed on the selectmen's agenda for  
55 November 15<sup>th</sup> to confirm the items that the selectmen want on the CIP.
- 56 • Once the CIP is finalized, the Planning Board will hold a public hearing for review and  
57 acceptance. The final CIP will be then be forwarded to the Board of Selectmen. *The*  
58 *public hearing will be scheduled for December 7<sup>th</sup>.*

59 Matt Russell stated that this has been an interesting experience and he would like to get more cooperation  
60 from the department heads. The CIP document is about long term planning and an important tool that  
61 department heads can use.

62 Mr. Green, a member of the public, suggested that the selectmen pass a resolution that there will be no  
63 warrant articles for capital improvements unless they are included the CIP.

64 Members discussed this proposal and one concern was that it may take away a short term opportunity to  
65 purchase something that is needed. Overall members thought this suggestion was worth bringing to the  
66 selectmen.

#### 67 **Proposed 2011 Zoning Amendments**

68 **Dark Skies Ordinance** - Members reviewed the model ordinance for outdoor lighting. Mark Traeger  
69 explained that under III. OUTDOOR LIGHTING DESIGN Section D, there is optional language that  
70 states *New or replacement installation of mercury vapor lighting shall not be permitted after the effective*  
71 *date of this ordinance, and the public shall be encouraged to remove and safely dispose of existing*  
72 *mercury vapor bulbs as soon as practicable.*

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74 Board members agreed to use the optional language. Members agreed that lighting standards are a good  
75 way to encourage energy efficiency and to minimize the impact of artificial lighting on wildlife while  
76 preserving the visibility of night time skies. This ordinance also maintains the rural character of  
77 Sandown. The **planning board staff** will prepare a warrant article for this amendment and schedule a  
78 public hearing for December 7<sup>th</sup>.

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80 *Note: Steve Meisner left the meeting at 9:03 p.m.*

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**Subdivision Proposed Changes**

**Stormwater Runoff Regulation** - Mr. Traeger explained that the storm water management draft is proposed to be included in the subdivision regulations. Mr. Traeger stated he would like to have this section in the subdivision regulations now and possibly next year they could be submitted for inclusion in the zoning ordinance.

Members reviewed the draft and agreed that this should be added to the subdivision regulations. The staff will prepare a legal notice for a public hearing on December 7<sup>th</sup>.

**Consideration of encumbering consulting surplus dollars into the next fiscal year**

Under the consulting line there will be a surplus of \$1,600.00. In order to encumber funds, there must be a contract or outstanding invoice. Mr. Traeger suggested that the board consider entering into a contract with Rockingham Planning Commission for \$1,600.00 as the 20% match to the NH DOT Grant and use this money for a visioning session for the master plan update. He stated the contract would only be signed pending approval by the board of selectmen to encumber the funds for the RPC contract.

MOTION: Mark Traeger made a motion to authorize processing of a contract with Julie LaBranche of Rockingham Planning Commission in the amount of \$1,600.00. (there is an 80% match from the grant). Ernie Brown seconded. Voted unanimously in the affirmative.

**Committee Reports**

- **Rockingham Planning Commission** - Mark Traeger stated the outreach letter for the I-93 CTAP grant was sent out. The next meeting of the RPC is scheduled for Thursday, November 11, 2010 at 7:00 p.m.

**Adjournment**

MOTION: Mark Traeger made a motion to adjourn. Matt Russell seconded. Voted unanimously in the affirmative. MEETING ADJOURNED AT 9:33 p.m.

Respectfully submitted,

Bette Patterson, Administrative Assistant