

1 Sandown Planning Board
2 Minutes
3 June 21, 2011
4

5 **Date:** June 21, 2011

6 **Place:** Sandown Town Hall

7 **Members Present:** Ed Mencis – Acting Chair, Hans Nicolaisen - Ex-Officio, Marilyn
8 Cormier, Fred Daley, Steven Meisner, Alternate Matt Russell sitting in for Donna Green,
9 Alternate Ernie Brown sitting in for Mark Traeger, Steve Keach – Town Engineer

10 **Also Present:** Recording Secretary Andrea Cairns

11 **Absent:** Mark Traeger – Chair, Donna Green – Vice Chair, Bette Patterson –
12 Administrative Assistant

13
14 **Opening:** Mr. Mencis opened the meeting at 7:05 p.m.

15
16 The board discussed reviewing the minutes and decided to wait until the July meeting to
17 review the minutes from June 7, 2011.

18
19 **Administrative Assistant Report**

20 Ms. Patterson submitted a memo stating that the new planning board web page is up and
21 running and that all agendas and minutes for 2011 are up to date. She is working on
22 archiving the rest. The board agreed the new site looked good and discussed putting a
23 nicer photo on the web page. The board can review potential photos via email.

24
25 Ms. Patterson’s memo noted that the Board received a cash bond from Ernie Brown,
26 which she forwarded for deposit to the treasurer. The town treasurer needs a motion from
27 the Board accepting the bond. Ms. Cairns will do up the motion and forward it to the
28 selectmen’s office for processing.

29
30 Ms. Patterson’s memo also stated that if the board approves KDRM, Ms. Cairns is
31 prepared to issue a Notice of Decision.

32
33 Ms. Patterson’s memo also stated that she would be out of the office until
34 Tuesday, June 28, 2011.

35
36 **Other Business:**

37 The board discussed the subdivision regulations for excavation and restoration
38 notification requirements. Ms. Cormier suggested posting the requirements on the
39 website. The board decided to put this topic on the agenda to discuss at the next
40 work session.

41

41 The board discussed Ernie Brown's surety. Mr. Keach and Mr. Brown had a pre-
42 construction meeting and Mr. Brown is ready to commence with construction.

43

44 Mr. Keach confirmed that Mr. Brown did pay the cash bond.

45

46 The board discussed whether a formal motion was needed. The board agreed, since Ms.
47 Patterson stated that the town Treasurer needed a statement in the minutes noting that it
48 was discussed and accepted by the Planning Board, they would make formal motion.

49

50 **MOTION:**

51 Mr. Mencis made a motion to accept the surety for Ernie Brown for the Twitchell Way
52 subdivision for the amount tendered, Ms. Cormier seconded. The Board voted
53 unanimously in the affirmative.

54

55 Mr. Keach stated for the record, the approval and action the board took last month was all
56 that was needed and a formal motion was not required.

57

58 Mr. Brown noted that he gave his social security number to Ms. Patterson.

59

60 The Board discussed the mylar for Mr. Nicolaisen's subdivision and whether it needed to
61 come in front of the board for review.

62

63 Mr. Traeger needs to sign the mylar once the easement deed is received.

64

65 Ms. Patterson will need to have the signed mylar recorded as soon as she can since timing
66 is important.

67

68 Mr. Keach wrote a letter to Mr. Traeger stating that he is satisfied that all the conditions
69 for approval have been met.

70

71 Next steps are to get the easement deed to Ms. Patterson and then forward it to Mr. Keach
72 for approval.

73

74 The board discussed the April 5th minutes and agreed that the changes made after the
75 April 19th meeting have been made.

76

77 **MOTION:**

78 Ms. Cormier made a motion to approve the final draft of the April 5th minutes as amended
79 and written. Mr. Daley seconded the motion. The board voted unanimously. Steve
80 Meisner abstained.

81

82 **Master Plan Committee update:**

83 Mr. Daley gave the board an update on the Master Plan. The Advisory Committee is
84 going to work with two groups: the first is the UNH Cooperative Extension Program, to
85 assist with focus groups and the second is the Rockingham Planning Commission, they
86 will assist in providing resources for relevant data. The RPC will also play a significant
87 role concerning the natural resources section of the present plan.

88 The board discussed funding for the application and survey to be done by the UNH
89 Cooperative Extension Program and noted there was money in the Planning Board budget
90 to help pay for the costs.

91

92 **MOTION:**

93 Mr. Daley made a motion that the Planning Board authorizes the Master Plan Advisory
94 committee to submit an application to the University of New Hampshire Cooperative
95 Extension to gain assistance with the master plan forum and community survey for the
96 sum of \$750. Hans Nicolaisen seconded the motion. The board voted unanimously in the
97 affirmative.

98

99 The Master Plan Advisory Committee is currently trying to coordinate a meeting at the
100 Town Hall to be held on July 7th. The time is yet to be determined.

101

102 The board would like Mr. Traeger to bring a copy of the budget to review during the July
103 meeting.

104

105 **7:35 – Continued Public Hearing for review of a three lot Subdivision Application,**
106 **as well as a 22-unit open space development submitted by KDRM, LLC. The**
107 **property is shown on Map 5, Lot 28 on the Sandown Tax Map and located on 115**
108 **Hampstead Road. The property is owned by KDRM, LLC.**

109

110 Present was Kevin Camm, land surveyor representing KDRM, LLC.

111

112 Mr. Camm gave the board an update on the progress made on this project since the last
113 meeting.

114

115 Mr. Keach reviewed a letter that he submitted to Mr. Traeger on June 17, 2011 in regards
116 to this project (see Attachment A) and received clarification from Mr. Camm on several
117 items. He felt the application was ready for the Board's conditional approval.

118

119 **MOTION:**

120 Ms. Cormier made a motion to grant conditional subdivision approval with the conditions
121 as written by the Town Engineer. Mr. Daley seconded the motion. The board voted
122 unanimously in the affirmative.

123

124 The conditions are as follows:

125

1. Receipt of correspondence from applicant formally withdrawing subdivision
126 application conditionally approved by the Planning Board on July 19, 2005.

127

128

2. Receipt of NHDES Subdivision approval for Lots 28 and 28-1.

129

130

3. Receipt of performance guarantee in an amount and form acceptable to the town
131 of Sandown to serve as a financial surety for the successful completion of: a)
132 Extension of Wilkele Road; b) Off-site improvements at Wilkele Road; and c)
133 Shoulder improvements at Hampstead Road.

134

- 134 4. Receipt of satisfactory final engineering review letter from the Town Engineer
135 addressing comments contained in the June 17, 2011 correspondence.
136
137 5. Maintain a positive PREA account.
138
139 6. Receipt of correspondence from licensed land surveyor certifying all monuments
140 shown on final plat have been installed per plan.
141

142 **MOTION:**

143 Ms. Cormier made a motion to grant conditional site plan approval with the conditions as
144 written by the Town Engineer. Mr. Daley seconded the motion. The board voted
145 unanimously in the affirmative.
146

147 The conditions are as follows:

- 148 1. Receipt of NHDES Subdivision approval for 22-unit multi-family housing
149 development.
150
151 2. Receipt of NHDES alteration of terrain permit.
152
153 3. Receipt of construction approvals for each proposed on-site subsurface sewage
154 disposal system.
155
156 4. Add a note to final plat specifying that the owner shall obtain approval from the
157 Planning Board prior to any potential condominium conversion.
158
159 5. Receipt of satisfactory final engineering review letter from Town Engineer
160 contained in June 17, 2011 correspondence.
161
162 6. Maintain positive PREA account balance.
163

164 Mr. Camm questioned having the septic plan designs required as part of subdivision
165 approval process and noted that they are usually part of the building permit process. Mr.
166 Keach stated that Sandown's site plan review regulations require it for site plans. Mr.
167 Keach wants the CA numbers. Mr. Camm agreed that was doable.
168

169 **8:00 - Preliminary Conceptual Consultation pursuant to RSA 676:4, II (a), as**
170 **requested by Rebecca Lavalley (Janco), concerning property located at**
171 **218 Fremont Road and identified as Lot 3 on Sandown Assessors Map 20.**
172

173 Daniel Janco gave the board an update on the project.
174

175 Mr. Nicolaisen recused himself because he is an abutter, but noted that he fully supports
176 the plans.
177

178 Mr. Meisner requested to step down since he sat on the case for the ZBA.
179

180 Mr. Janco reviewed the plans in detail. The board clarified several items on the plans.
181

181 Mr. Keach suggested there be some means to get from the proposed way to the open
182 space on foot. Mr. Janco suggested they could modify some of the existing walking trails.

183
184 The board discussed timing and when Mr. Janco could come before the board with an
185 application.

186
187 There was discussion about whether the board required a letter from the utility companies
188 stating they would provide the houses with power.

189
190 There was discussion about the proposed driveways and road width requirements.

191
192 Mr. Keach encouraged Mr. Janco to talk to Chief Tapley and have him write a letter to
193 specifically address any waiver requests in regards to roadway standards.

194
195 Mr. Mencis reminded Mr. Janco that he needs to give thought to what they would like to
196 do in regards to recreation.

197
198 The board clarified next steps for Mr. Janco.

199
200 **Capital Improvement Plan Update**

201 Mr. Russell stated that there is no update at this point.

202
203 **Master Plan Update Continued**

204 Mr. Daley thanked the board for their approval to move forward with the application and
205 consulted the board on how to answer several questions in the application (see
206 Attachment B).

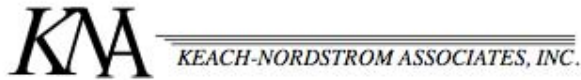
207
208 **MOTION:** Mr. Daley made a motion to adjourn. Ms. Cormier seconded. Voted
209 unanimously in the affirmative. Meeting adjourned at 8:33 p.m.

210
211 Respectfully submitted,



212 Andrea Cairns, Recording Secretary
213

Attachment
A



June 17, 2011

Mr. Mark Traeger, Chairman
Sandown Planning Board
Post Office Box 1756
Sandown, New Hampshire 03873

Subject: **Kelley Green Subdivision & Open Space Development**
115 Hampstead Road (Map 5 – Lot 28); Sandown, New Hampshire
KNA Project No. 10-1117-1

Dear Mr. Traeger:

As you may recall, on March 14, 2011 we issued a letter report in regard to the subject application. Within that report we offered a series of comments and recommendations generated as a result of our review and consideration of project plans and supporting information submitted to your Board by or on behalf of the applicants in the subject matter. On June 16, 2011 we received a subsequent submittal from the applicant's consultant. Specifically, we acknowledge receipt of the following information:

- A copy of the proposed project plans (8-sheets), dated November 2010 and last revised on April 19, 2011; and
- A copy of a NHDES Alteration of Terrain Permit application submittal package dated April 2011, including an attached Stormwater Drainage Analysis Report and related attachments.

Based upon our careful review and consideration of the foregoing information, we are pleased to report that it appears that the applicant's consultant was able to satisfactorily address many of our earlier comments and recommendations. As such, our remaining comments and recommendations are limited to the following at this time:

General Comments

1. As acknowledged above, the same property that is the subject of these current applications presently enjoys status as a conditionally approved 13-lot residential subdivision. Since, under New Hampshire law, it is not possible for a single parcel to simultaneously enjoy land use permits for two or more competing uses, we recommend any approval granted to the current applications be conditional upon your Board's receipt of correspondence from the owner/applicant formally withdrawing the previous land use application, which was conditionally approved by your Board on July 19, 2005.

Mr. Mark Traeger
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2. As acknowledged on the Cover Sheet to the project plans, full build-out and construction of the proposed development will necessitate issuance of NHDES Subdivision Approval, a NHDES Alteration of Terrain Permit, as well as receipt of Construction Approval for each of the five subsurface sewage disposal (septic) systems intended to serve multi-family dwellings within the planned Open Space Development. As always, we recommend any approval granted to the present applications for final subdivision and site plan approvals should occur subsequent to or be conditional upon receipt of all required State project permits.
3. In order to satisfy the requirements of Section 9.20 of the Land Subdivision Control Regulations, we recommend any approval of the current subdivision application be conditional upon the applicant providing a performance guarantee, in an amount and form acceptable to your Board, for successful completion of all public improvements including: construction of the proposed cul-de-sac at the westerly extension of Wilkele Road; improvements to Wilkele Road summarized in the text of Note No. 3 provided on Sheet 3 of the project plans; and shoulder improvements at Hampstead Road.

Zoning Matters

1. Article II-Part D-Section 7 of the Zoning Ordinance includes a requirement for the creation of a homeowners association for on-going governance and maintenance of Open Space Developments. However, that requirement presumes all dwelling units planned with an Open Space Development will be conveyed to separate owners. At the present time, we understand that the applicant is uncertain if the 22-dwelling units within the proposed Open Space Development will be retained by a single owner and in turn leased to residents or in the alternative, be offered for individual sale under a condominium form of ownership. In the event the applicant ultimately chooses to pursue the latter, we would recommend any approval of the site plan application be conditional upon receipt of a draft copy of the proposed articles of association or incorporation for the creation of a homeowners association satisfying the requirements of Article II-Part D-Section 7.

Planning/Design Matters

1. Sheets 1 and 2 of the project plans include both a subdivision and topographic subdivision plat of a proposed three lot subdivision. Based upon our review of the same, we offer the following comments and recommendations:
 - We recommend both Sheets 1 & 2 of the final plat be stamped and signed by a Licensed Land Surveyor and a Certified Wetland Scientist; and Sheet 2 be stamped by a Certified Soil Scientist.

Mr. Mark Traeger
June 17, 2011
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- In order to satisfy the requirements of Section 11.1.2 of the Land Subdivision Control Regulations, we recommend Sheet 1 of the final plans be signed by the owner/applicant.
- 2. We recommend the final project plans be expanded to identify the limits of work and provide appropriate construction details for the improvement of existing road shoulders at Hampstead Road pursuant to the requirements of Section 9.19 of the Land Subdivision Control Regulations.
- 3. We recommend notations be added to the Cover Sheet of the final project plans acknowledging each of those waivers granted by the Planning Board.
- 4. Sheet 5 of the current project plans includes a site plan of the planned Open Space Development. Based upon our careful review and consideration of the same we continue to recommend the final site plan be expanded to: (a) specify solid waste storage/disposal accommodations; and (b) provide for a detailed design of appropriate landscaping and amenities.

We trust the foregoing comments and recommendations will prove useful to your Board in your initial review and consideration of the subject land development proposal. As always, please contact the writer at your earliest convenience in the event you should have specific questions or further instructions related to this matter.

Sincerely:

Steven B. Keach, P.E.
President
Keach-Nordstrom Associates, Inc.

Attachment
B

UNIVERSITY of NEW HAMPSHIRE
Cooperative Extension



Application for UNH Cooperative Extension's Master Plan Visioning Assistance

UNH Cooperative Extension is offering assistance to a limited number of communities in New Hampshire to help them engage the public in the Master Plan development/revision process. Applicants are selected based on the community's readiness to start working on public involvement activities and the willingness of local decision-makers to participate.

The participatory methods may include focus groups, community forums, study circles, key informant interviews, survey questionnaires, asset mapping, and needs assessment. The fee for assistance – which helps offset travel, materials and administrative staff time – is dependent on the specific methods utilized for collecting stakeholder input, the number of methods incorporated, and the level of analysis for interpreting results. Please check which level of assistance you are interested in receiving (note that you may modify this selection subsequent to your application).

- \$500: Master Plan visioning forum
- \$750: Master Plan forum **and** a community survey or another participatory method
- \$1000: Two Master Plan forums **and** a community survey (or another participatory method)
- \$1200: Combination of 4 or more participatory methods (e.g. survey, forums, focus groups, asset mapping, study circles, etc.)

Support from Extension includes the following:

- Assistance in forming a community-based steering committee to manage the details of the public participation process.
- Guidance in developing the stakeholder participation process and methods.
- Facilitation by trained facilitators at public meetings (if forum option is selected).
- Training to community facilitators to lead small discussion groups at public meeting(s).
- Hard copy and/or web-survey questionnaire (if survey option is selected).
- Basic analysis of surveys and other information collected.
- Summary report of community forum(s) and/or survey results.
- Provision of follow-up support for up to 1 year.

To learn more about how UNH Cooperative Extension can help, please visit our webpage at: <http://extension.unh.edu/CommDev/CommDev.htm> If you have questions, please contact:

Charlie French
Community Development Specialist
UNH Cooperative Extension
204-B Nesmith Hall, Durham NH 03824
Tel: 862-0316 Fax: 862-0107
Charlie.French@unh.edu

OR

Michele Craig
Program and Training Coordinator
UNH Cooperative Extension
204-A Nesmith Hall, Durham NH 03824
Tel: 862-5046 Fax: 862-0107
Michele.Craig@unh.edu

UNH Cooperative Extension programs and policies are consistent with pertinent federal and state laws and regulations and prohibit discrimination in its programs, activities and employment on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sex, sexual orientation, or veteran's, marital or family status. New Hampshire counties cooperating.

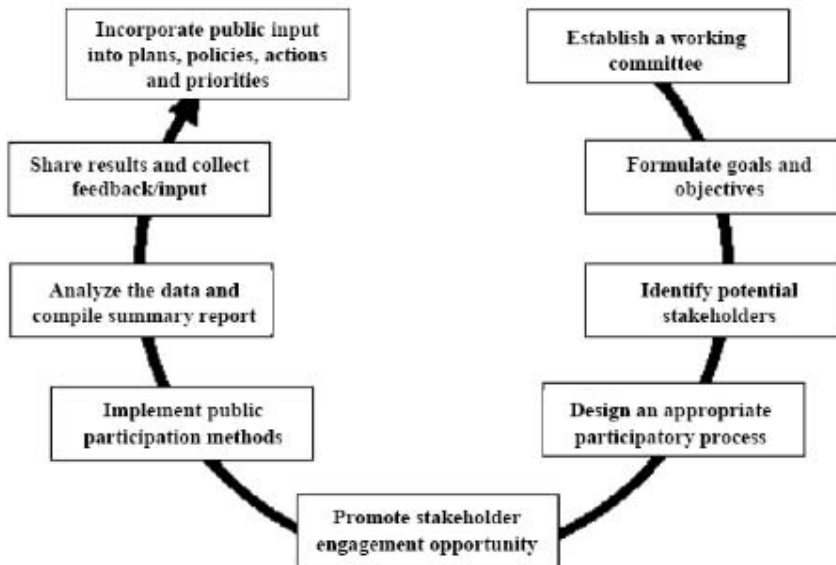
What is Master Plan Visioning Assistance?

In order for a community to complete a Master Plan update, a visioning process should be conducted with the community to determine what citizens want their community to look like 10 or more years down the road. UNH Cooperative Extension helps to organize community forums and workshops and think through possible data collection activities as communities work to update these Master Plans.

The first step to the Master Plan Visioning process is to form a Master Plan Steering Committee. The function of the steering committee is to:

- Provide overall organizational support for the implementation of a community forum(s), survey, and other public participation instruments to collect public input for the Town/City's Master Plan.
- Maintain communication with UNH Cooperative Extension during the planning and implementation stages of the public input process.
- Ensure that all publicity and promotional materials concerning the Master Plan Visioning process contain the following Acknowledgment: "This event is facilitated by UNH Cooperative Extension in coordination with the City/Town of _____ Master Plan Advisory Committee"
- Help to evaluate the process.

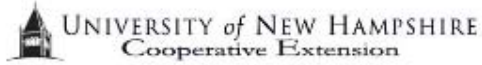
The basic steps of the community visioning process can be seen visually through this chart:



How to Apply for Master Plan Visioning Assistance

Before you complete the application form:

1. Contact us directly to discuss your application and timeline (see contact info on pg. 1).
2. We strongly recommend you involve at least one municipal board in providing information for this application.



Master Plan Visioning Assistance

Town Name _____

Name of Primary Contact Person _____

Affiliation (e.g., town board, community organization, concerned citizen, etc.)

Mailing Address _____

Phone: (Day): _____ (Evening): _____

Email: _____

Please check the time frame for which you're applying:

- January 15
- August 15

Is there a group or committee that is putting forth this application?

- Yes

If yes, what is the name of the group/organization? _____

- No

B. Please list other organizations/groups/programs your community currently working with on related projects.

- Plan NH
 - Minimum Impact Development
 - Main Street Program
 - Master Plan update consultants/Regional Planning Commission
 - OTHER (give details)
-

C. How did you hear about the UNH Cooperative Extension Master Plan Visioning Assistance program?

- From another community (which one?) _____
- Newspaper article
- Office of Energy and Planning website
- Local Government Center publication
- UNH Cooperative Extension email/ mailing
- UNH Cooperative Extension website
- Other (please describe): _____

D. Now we'd like some background information about your perceptions of the community you're applying for. This information will help provide a baseline prior to the program you plan to implement to help evaluate what changes occurred as a result of participating in the program. The information you provide will not be shared with anyone other than UNH Cooperative Extension.

Please check off in the ONE box below each question where your community stands on the following:

Health and Well-Being

1. Are a variety of recreational opportunities available to community residents of all ages? (e.g. walking/hiking trails, gymnasiums, ball fields/courts, swimming, etc.)
 - A variety of recreational opportunities are available to meet the needs of community residents.
 - Although some recreational opportunities are available, they do not satisfy all of the residents' needs.
 - Few if any recreational opportunities are available to meet the needs of community residents.

2. Does your city/town's Master Plan have provisions that support walkability? (e.g. safe pedestrian/bike routes, non-motorized transportation options, investment in public parks and recreation lands, etc.).
 - The Master Plan has provisions that support walkability.
 - The Master Plan mentions walkability, there are no provisions in the plan that support it.
 - The community does not have a Master Plan or it is not current (within the last 10 years).

3. Are there educational and outreach programs addressing healthy food and nutrition that are available to community residents of all ages? (e.g. nutrition seminars, family nutrition programs, school nutrition education, etc.)
 - A variety of educational and outreach programs addressing healthy food and nutrition are available to community residents of all ages.
 - Some educational and outreach programs addressing healthy food and nutrition are available to community residents of all ages.
 - Few if any educational and outreach programs that address healthy food and nutrition are available to community residents.

Economic Opportunity

4. Does your community have a committee(s) or organization(s) that addresses local economic development issues and/or priorities? (e.g. Main Street program, local Chamber of Commerce)
 - Yes
 - No

5. Does your community have an up-to-date economic development plan (perhaps as a component of the Master Plan)?
 - Our community has an up-to-date economic development plan.
 - Although our community has an economic development plan, it is more than 5 years old.
 - Our community doesn't have an economic development plan.

6. Does your community's mix of housing types accommodate a diversity of housing needs? (e.g., low income housing, workforce housing, apartments, assisted living, senior housing)
 - Our community's diverse mix of housing types accommodates a wide range of housing needs.
 - Our community's mix of housing types accommodates some housing needs.
 - Our community has very limited housing options.

Cultural and Historic Heritage

- 7. Does your community have an active historic preservation committee or historical society?
 - Our community has an active historic preservation committee or historical society.
 - Although our community has an historic preservation committee or historical society, it isn't active.
 - Our community doesn't have an historic preservation committee or historical society.

- 8. Does your town/city's Master Plan specifically identify actions the community could take to preserve cultural and historic resources?
 - Yes
 - No

Sustainable Environment

- 9. Does your community have a committee/organization that effectively addresses natural resources or land protection issues? (e.g. conservation commission, open space committee)
 - There is a committee/organization that effectively addresses natural resources or land protection issues.
 - Although there is a committee/organization that addresses natural resources or land protection issues, it is not active or effective.
 - There is no committee or organization that addresses natural resources or land protection issues.

- 10. Does your city/town seek public input from a diverse mix of community residents around issues that pertain to the natural environment? (e.g. via surveys, public hearings, citizen councils)
 - The city/town seeks public input from a diverse mix of community residents.
 - The city/town seeks public input, but only from select individuals.
 - The city/town doesn't seek public input around issues that pertain to the natural environment.

11. Does your community have a Natural Resources Inventory (NRI)? Note: this may be part of the Master Plan.
- The NRI is complete and current.
 - The NRI is either incomplete or it needs to be updated.
 - Although the community doesn't have an NRI, it has discussed conducting one.
 - The community hasn't discussed conducting an NRI.
12. Are residents in your community able to recycle paper, plastic and metal by means of a recyclables pick-up service or a local drop-off site?
- Yes
 - No

Social Networks and Civic Engagement

13. Does your community host annual events or celebrations effective at bringing residents together?
- Our community hosts one or more annual events or celebrations effective at bringing residents together.
 - Although our community hosts one or more annual events or celebrations, they aren't generally effective at bringing residents together.
 - Our community doesn't host any annual events or celebrations.
14. Does your community have informal meeting places where people gather? Please check all your community has:
- coffee shops
 - pubs
 - local market
 - village green
 - local parks
 - hardware store
 - public library
 - Other: please list _____

15. Does your town/city use a variety of means of sharing information with the public?
Please check all your community currently uses:

- newspapers
- Internet
- town register
- public access television
- radio
- newsletters
- Other: please list _____

Community Services and Infrastructure

16. Are non-school sponsored activities and programs available to youth in the community?
(e.g. YMCA/YWCA, Boy/Girl Scouts, 4-H, other interest clubs)

- There is a broad range of non-school activities and programs available to youth in the community.
- There are some non-school activities and programs available to youth in the community, but they don't meet a broad range of interests.
- Non-school activities and programs aren't available to youth in the community.

17. Does your community offer educational opportunities for adult learners? (e.g. continuing education, GED, ESL, basic lifeskills)

- Our community offers a range of educational opportunities for adult learners.
- Our community offers limited educational opportunities for adult learners.
- Our community offers few, if any, educational opportunities for adult learners.

18. Does your community host activity groups specifically oriented toward senior citizens?

- There are a variety of activity groups that meet the needs or interests or interests of seniors in the community.
- Although there are some activity groups for seniors, they don't meet all of the seniors' needs or interests.
- There aren't any activity groups for seniors in the community.

19. Does your town/city have a capital improvements plan that addresses basic infrastructure needs? (e.g. maintenance and construction of roads, recreation facilities, sewer and water lines)
- The city/town has a capital improvements plan that addresses the town's basic infrastructure needs.
 - Although the city/town has a capital improvements plan, it doesn't address many basic infrastructure needs.
 - The city/town doesn't have a capital improvements plan.

COMPLETED APPLICATIONS SHOULD BE SENT TO:

Michele Craig, Training and Planning Coordinator
UNH Cooperative Extension
131 Main Street 204C Nesmith Hall
Durham NH 03824

Telephone: 862-5046 Fax: 862-0107
Email: michele.craig@unh.edu
Website: <http://extension.unh.edu/CommDev/CommDev.htm>
