

1 Sandown Planning Board
2 Minutes
3 August 16, 2011
4

5 **Date:** August 16, 2011

6 **Place:** Sandown Town Hall

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

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

11 **Absent:** Marilyn Cormier
12

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

15 **Approval of Minutes**

16 The Board could not approve the minutes from 5/17/11, 6/7/11, and 6/21/11 because they
17 did not receive the corrected drafts. Approval for these minutes will be deferred to the
18 next meeting. Ms. Cairns will email the corrected files again.
19

20 *7/19/11*

21 L18 change to “All approved amendments were reviewed and are now reflected in the
22 minutes.”

23 L22 change to “All approved amendments were reviewed and are now reflected in the
24 minutes.”

25 L184 Include “and that she was participating in the committee”

26 L193 The board had no feedback to relay to the board of Selectman

27 L204 change to “The board discussed Mr. Keach’s multiple responsibilities and extensive
28 involvement with the Planning Board. The board again expressed it’s desire to pay him
29 for consulting with the board.”
30

31 **MOTION:** Mr. Mencis made a motion to accept the 7/19/11 minutes as amended. Mr.
32 Meisner seconded the motion. The Board voted unanimously in the affirmative. Mr.
33 Nicolaisen abstained.
34

35 **Discussion of Planning Board Issue**

36 Mr. Mencis read a letter he wrote (Attachment A) directed to the Chairman and fellow
37 Planning Board Members addressing Ms. Green’s actions at the Selectman’s meeting on
38 July 25, 2011. The letter also addressed Ms. Green’s letter to the Editor of the Tri-Town
39 Times on August 4, 2011.
40

41 The Board agreed that Ms. Green should not have stated that she was speaking on behalf
42 of the Planning Board, and agreed that Ms. Green’s letter to the Editor of the Tri-Town
43 Times was an appropriate apology.
44

45 The Board further discussed the issue Ms. Green was addressing, which was that Mr.
46 Sherwood, the building inspector, was allowing foundations to be constructed without the
47 benefit of building permits. The Planning Board discussed whether it was an issue they
48 needed to enforce or if the Board of Selectman should handle the issue. Mr. Keach stated
49 that it does not fall under the jurisdiction of the Planning Board since Mr. Sherwood is an
50 employee of the Board of Selectman.

51

52 Mr. Nicolaisen suggested that the town could issue foundation permits prior to building
53 permits. This would allow builders to establish the septic design and then go to Mr.
54 Sherwood for the building permit.

55

56 Ms. LaBranche from the Rockingham Planning Commission suggested having a broad
57 statement on the permit application, stating that that all state requirements and permits
58 must be approved prior to construction, that would allow the Planning Board to send a
59 cease and desist if someone is in violation of that statement.

60

61 Mr. Keach noted that the town does not allow construction to start without permission of
62 the Planning Board. The builder needs a signature on the plan, and the Chairman would
63 not sign the mylar unless all the state permits were in place.

64

65 James LaVelle of LaVelle Associates addressed the board and spoke in defense of Mr.
66 Sherwood. He felt Mr. Sherwood has been handling things to the best of his abilities and
67 felt if the Planning Board got involved, they would be overstepping.

68

69 The Board agreed the issue of foundation permits was worthy of further discussion and
70 would like to put the topic on the agenda for the next meeting.

71

72 **Master Plan Budget Review**

73 Mr. Daley updated the board on the Master Plan. He noted that the next step for the
74 committee is to acquire resident input into the vision portion of the plan. They have
75 developed a survey and put it into two formats—hard copy and on-line version. The
76 Master Plan Committee handed out a few hard copies of the survey at Old Home Days.
77 They also handed out business cards to promote the on-line version of the survey.

78

79 The Committee will also be holding focus groups at the end of September through
80 October, which will be run by UNH. The fee for UNH to run the focus groups was
81 originally \$750, which UNH lowered to \$500.

82

83 The Rockingham Planning Commission has been helpful in providing access to
84 appropriate data. There is no fee for that service.

85

86 Mr. Daley reviewed the projected budget for the Master Plan Update (Attachment B). He
87 noted that although UNH lowered their fee from \$750 to \$500 he felt they should still be
88 paid \$750. He also explained that the committee would like to send out a postcard
89 advertising the survey to help gain more response from the people in town.

90

91 Mr. Daley also added that there would be additional costs for editing services once all the
92 surveys were complete. The Master Plan Committee would need assistance in combining
93 the feedback into one cohesive document. Mr. Daley noted that the Master Plan Advisory
94 Committee did not know how much these services would be.

95

96 The Board discussed whether there would be additional costs for distributing the final
97 document. Mr. Daley suggested they would give hard copies to the town clerk, all the
98 town boards and commissions and the library. They did not plan on printing and
99 distributing copies to everyone in town.

100

101 Mr. Daley was looking for approval from the Planning Board on the revised budget.

102

103 **MOTION:** Mr. Traeger made a motion to approve up to \$2,000 in expenditures for the
104 master plan. Mr. Nicolaisen seconded the motion. The board voted unanimously in the
105 affirmative. Mr. Daley abstained.

106

107 The Board asked Ms. LaBranche if the Rockingham Planning Commission (RPC) would
108 be able to do the editing. She stated that they might be able to help with that, but would
109 like to see the level of comments before she agreed.

110

111 Mr. Traeger stated that he could submit an application to get matching grant money from
112 RPC and that the application needed to be in by August 26th. He stated he would need
113 guidance from Mr. Daley in filling out the application.

114

115 Ms. Green stated that since the board put aside \$1,000 for matching grant opportunities,
116 she would agree to it as long as the expenditure didn't exceed that \$1,000.

117

118 **MOTION:** Ms. Green moved to authorize Mr. Traeger to pursue a matching grant with
119 the Rockingham Planning Commission for the purpose of finalizing the Master Plan to a
120 maximum of \$1,000. Mr. Daley seconded the motion. The Board voted unanimously in
121 the affirmative.

122

123 **Regulation Update Discussion**

124 Mr. Traeger noted that the Planning Board would resume having two meetings a month.

125

126 Mr. Keach had not made changes to the Variable Road Width Standards report he
127 presented at the 7/19/11 meeting. He noted that unless the board has substantial changes,
128 he would put his recommendations into a document to be posted for the public to review
129 and that perhaps the board could hold a public hearing in September.

130

131 The Board discussed seeking out additional opinions from experts, the public and Mr.
132 Genuardo. Not everyone agreed it was necessary and most expressed confidence in Mr.
133 Keach's recommendations.

134

135 Mr. Keach reviewed the town's current regulations for the Board.
136

137 The Board then discussed the pros and cons to regulating the maximum length of cul-de-
138 sacs. Mr. Keach suggested that in addition to regulating the maximum length, the town
139 could also dictate the number of dwellings that can be served by a single access road.
140

141 Ms. Green expressed her concern over changing the regulations for road widths. She
142 noted that the town currently has a lot of flexibility in the regulations because they can
143 grant waivers. If the board states solid numbers for road widths, the town loses their
144 flexibility.
145

146 Ms. LaBranche suggested setting a minimum and maximum road width.
147

148 The Board agreed to move forward with updating the regulations. Mr. Keach will write a
149 new section 9 and get that to Ms. Patterson to distribute.
150

151 Ms. LaBranche suggested that each board member write down a list of all the things they
152 would like the roads to give the town as well as what they feel the current regulations
153 don't address, then test them against the proposed standards.
154

155 Mr. Traeger and Mr. Keach will work together to move forward.
156

157 Ms. LaBranche left the transportation network map for the town. The map identifies
158 where likely connectivity could happen for roads and potential locations for new
159 developments. Seeing these potential connections could help the board in making future
160 decisions.
161

162 Mr. Traeger suggested that the Board push the storm water discussion to the next
163 meeting.
164

165 **Chairman's Report**

166 The Board discussed a report from Gerry Miller about a potential exaction project in
167 town that might be out of compliance with regulations.
168

169 Mr. Russell provided the board with clarification on the situation. The Palmers have
170 worked out a deal with the Natural Resources Conservation Service (NRCS) to create a
171 bee yard, plant blueberry bushes, native plants, shrubs and trees. The work is being
172 monitored by the state. They have the proper approvals and a plan in place. They cannot
173 get a federal grant to complete the work until the property improvements are completed.
174 Because the impacts on the land are associated with the construction of agriculture, what
175 they are doing is not out of compliance with town regulations.
176

177 The Board questioned if it was something they wanted to pursue as a potential violation.
178 Most agreed that it was not a violation. Ms. Green had an issue with them taking material

179 off-site. Mr. Traeger and Mr. Meisner abstained from voicing their opinion because they
180 knew the landowner.

181

182 **Town Engineer's Report**

183 The town received an updated LLC for the back half of Glastonbury Road. It expires June
184 23, 2012.

185

186 The town also received an updated LLC for Waterford Village from Enterprise Bank on
187 behalf of Mr. Barnes. The LLC is good through January 1, 2013. Mr. Keach is meeting
188 with Mr. Barnes, the contractor, to discuss finishing the infrastructure. Mr. Keach is
189 hoping it will be complete by mid-October.

190

191 Mr. Keach will go before the Board of Selectman on behalf of the Planning Board to
192 discuss Valerie Way. The position of the Planning Board is that they would like the road
193 paved and do not want to hold a surety.

194

195 The Board again discussed how to proceed with Mr. Sherwood. They questioned if he
196 should come before the board to discuss the issue at hand. The Board agreed it was an
197 issue for the Board of Selectman. Mr. Nicolaisen noted he would take the Planning
198 Board's position back to the Board of Selectman in his liaison report. The Planning
199 Board felt the issue is satisfied and that the Selectman will handle it appropriately.

200

201 **MOTION:** Mr. Traeger made a motion to adjourn. Mr. Mencis seconded the motion. The
202 Board voted unanimously in the affirmative. Meeting adjourned at 10:04 p.m.

203

204 Respectfully submitted,



205

206 Andrea Cairns, Recording Secretary

Attachment A

56 North Road
Sandown, NH, 03873
August 15, 2011

Sandown Planning Board
PO Box 1776
Sandown, NH 03873


Dear Chairman and fellow Planning Board Members:

On July 25th, 2011, I was watching the Sandown Selectmen's meeting in my home where the Selectmen were discussing an issue with a local developer and the town code enforcement officer. When the Chairman of the Board of Selectmen asked for public input, I was surprised to see Donna Green, a member of our board, enter the discussion and presented herself as a spokesman for the Planning Board. As the board had met the previous Tuesday, I knew a discussion regarding this issue had not been addressed by our board nor did we delegate anyone to speak on our behalf. I drove down to the Town Hall to correct any misconception regarding the intent of the full board. I would have expected this member to be aware of board procedures as this member has been a past Chairman of the board. When Chairman Steve Brown questioned whether the Planning Board had discussed this issue on the agenda, Mrs. Green said: "why don't you let me worry about that with my board".

On August 4, 2011, Mrs. Green also wrote a letter to the Editor of the Tri-Town Times addressing her inappropriate comments at this Selectmen's meeting. While doing so, she questioned my commitment to the important issues that come before the planning board. As a member of the Planning Board for over 22 years, I have proven my commitment to planning board issues and town residents have continued to elect me.

It is my opinion that the Planning Board belongs to the residents of Sandown and does not belong to any one individual. I hope that each member of the board is currently aware of our role as board members and that this incident is a reminder for all of us about appropriate board procedures.

Respectfully yours,



Edward L. Mencis

Attachment B

MASTER PLAN ADVISORY COMMITTEE

2005 Sandown Master Plan Update

Projected Budget: 8-16-2011

Professional Services: \$500.00 to \$750.00

UNH Cooperative Extension: Resident Survey and Forum Support for \$500.00 to \$750.00
Rockingham Planning Commission: Access to pertinent data for \$0.00

Printing Services: \$132.75

Colonial Printing: 2000 back-to-back 3 x 5 post cards

Postage: \$560.00

USPS: 2000 post card stamps

Copy Expenses: \$100.00

50 to 100 hard copies of the Resident Survey for \$50.00
Resident Forum material for \$50.00

Janitorial Services: \$140.00 to \$160.00

Minimum charge for a custodian for 4 hours at \$35.00 to \$40.00 an hour

Food and Beverage: \$0.00

Donated

TOTAL:

Without Postcard: \$760.00

With Postcard and UNH Maximum Charge: \$1702.75