

1 Sandown Planning Board
2 Minutes
3 April 3, 2012
4

5 **Date:** April 3, 2012

6 **Place:** Sandown Town Hall

7 **Members Present:** Matt Russell – Vice Chair, Fred Daley, Ed Mencis, James Devine -
8 Ex-Officio, Ernie Brown

9 **Members Absent:** Mark Traeger – Chair, Steve Meisner

10 **Also Present:** Andrea Cairns – Recording Secretary
11

12 **Opening:** Mr. Russell opened the meeting at 7:07 p.m.
13

14 **Approval of 3/20/12 Minutes**

15 L71 change to “review the need for a consistent work session on the first Tuesday of
16 every month.”

17 L116 change to “a potential loss of federal funding.”
18

19 **MOTION:** Mr. Daley made a motion to approve the 3/20/12 minutes as amended. Mr.
20 Mencis seconded the motion. The Board voted unanimously in favor. The motion passed.
21

22 **Correspondence**

23 Mr. Russell noted the Board received a brochure for the 2012 Local Officials Workshops.
24 If anyone was interested, they could review the brochure.
25

26 Mr. Russell read a card from Donna Green that was addressed to the Board. Members
27 thanked Ms. Green again for her service.
28

29 **7:15 - Master Plan Discussion**

30 Ms. LaBranche, Senior Planner with the Rockingham Planning Commission (RPC), Mr.
31 Collins and Mr. Woodsom from the Master Plan Advisory Committee were invited to the
32 table for the discussion.
33

34 Mr. Daley gave the Board an update on the project. He noted that the Master Plan
35 Advisory Committee had lost a few members and asked the Planning Board if it would be
36 appropriate to include the Committee into future Planning Board Master Plan discussions.
37 The Board felt it would be appropriate.
38

39 Mr. Daley also suggested having the Master Plan be the only agenda item for the first
40 Planning Board meeting of each month and if needed it could be added as an agenda item
41 for the second meeting of the month.
42

43 Mr. Collins noted although he appreciated that the Master Plan needed to move forward,
44 he would prefer to have only one meeting per month. Mr. Daley suggested that the
45 Master Plan Advisory Committee could attend the first meeting and assist with data

46 gathering as time permitted in their schedules in lieu of attending the second meeting. Mr.
47 Daley then noted that RPC's role and funding will determine the overall timeframe of the
48 project.

49
50 Ms. LaBranche gave the Board an update on the status of the funding. She noted that
51 RPC was sending a letter to NHDOT to request to use the remaining funds in the
52 Transportation Technical Assistance grant to update the Future Land Use Chapter. Mr.
53 Russell asked Ms. LaBranche if she felt it would help if the Planning Board sent them a
54 letter as well. Ms. LaBranche noted that RPC's letter indicated that the Planning Board
55 was in favor of using the funds for the Master Plan.

56
57 Ms. LaBranche noted that there was still enough money in the original budget to finish
58 the Transportation and Energy chapters, but outside of that she does not have enough
59 time in the budget to complete the remaining chapters.

60
61 Ms. LaBranche reviewed the additional tasks remaining to be completed by chapter:
62 1 – Community Vision: Has been updated with feedback from the visioning session
63 2 – Population: Statistics need some updating
64 3 – Housing: Mr. Woodsom is working on updating the data

65
66 Mr. Russell questioned if there was any content regarding workforce housing in chapter
67 3. Ms. LaBranche noted there was not. The Board discussed the issue. Mr. Devine noted
68 that there was pending legislation regarding the issue but does not think it has been
69 presented to the Senate yet. Ms. LaBranche noted she would find out the status of the bill.

70
71 4 – Buildout Analysis: Needs a final review from the Planning Board, unless the Board
72 would like to add recommendations
73 5 – Community Facilities: Needs final review. Mr. Woodsom is updating the tables.
74 6 – Recreation: Still needs updating
75 7 – Transportation: To be discussed at that meeting
76 8 – Natural Resources: Needs full review and update. A new Wildlife and Habitat section
77 was added. Ms. LaBranche will go through the chapter and identify areas she feels need
78 to be updated.
79 9 – Current and Future Land Uses: To be done
80 10 - Recommendations: To be done

81
82 Ms. LaBranche noted, not including the Transportation, Land Use or Energy chapters,
83 she would need approximately 20-25 hours, or approximately \$2,000-2,500 additional
84 funding to complete the project.

85
86 Mr. Daley noted he would speak with Mr. Traeger to see if there was enough funding in
87 the Planning Board budget for the additional work.

88
89 **Transportation**

90 Ms. LaBranche noted she would like the Energy Committee to review the chapter.

91

92 Ms. LaBranche reviewed the chapter noting the changes that she made.

93

94 She noted she would like to add a purpose, vision statement and goals to the chapter as
95 well as accomplishments and significant changes since 2005.

96

97 Mr. Mencis suggested including the total mileage for the roads in town, and report the
98 change since 2005. He also suggested including new subdivisions that have been added.

99

100 Ms. LaBranche suggested including a summary of road damage from storms, and any
101 significant road improvements. They would include the culvert on Wells Village Road
102 and the bridge replacement on Fremont Road.

103

104 Ms. LaBranche suggested identifying any future changes to the current transportation
105 system that might be advantageous.

106

107 Ms. LaBranche included a map of roadway classifications. The Board noted it was
108 missing a few sections of town. Ms. LaBranche will update it.

109

110 Ms. LaBranche will update Table 7-1 as well as the second paragraph of Traffic Statistics
111 and Data. She will add a narrative that describes the changes.

112

113 She questioned if there were any large construction projects for the Capital Improvement
114 Program section. The Board noted that the Wells Village Road culvert was approved for
115 the 2013 budget but there were no Capital Improvement Projects. The CIP section will be
116 deleted.

117

118 Ms. LaBranche will add in 2011 information into the Highway Department section.

119

120 Ms. LaBranche noted that she added in a Circulation and Connectivity section. She noted
121 there is not much connectivity between subdivisions to avoid driving along 121A. Mr.
122 Daley noted there was a conscious decision to have cul-de-sacs and it was the desire of
123 residents to have neighborhoods that are enclosed areas without traffic.

124

125 Ms. LaBranche questioned if there was any desire to have routes for people to travel from
126 one part of the town to the other without going onto 121A. The Board noted that it was
127 not possible or severely limited by fairly extensive wetlands and drainage systems as well
128 as pre-existing neighborhoods.

129

130 *Roadway Accidents and Public Safety*

131 The Board discussed specific intersections along 121A that were dangerous. Ms.
132 LaBranche will add a line noting that almost every intersection onto 121A presents a
133 number of issues due to roads being developed without considering site lines or road
134 widths. This issue limits access and safety for any future development plans of a town
135 center.

136

137 Ms. LaBranche will get a roadway accident report from the police department.

138

139 *Emergency Vehicle Access*

140 The Board discussed the house numbering system issues, maintenance of private roads,
141 and street names.

142

143 Ms. LaBranche will draft this section and circulate the changes.

144

145 Mr. Daley questioned if the draft chapters should be posted on the website to provide
146 another opportunity for public input. Ms. LaBranche and Mr. Daley will discuss which
147 chapters would be appropriate to post.

148

149 *Commuting Data and Statistics*

150 Ms. LaBranche noted that the census no longer collects this data, so there is no longer
151 information available to update this section. The Board agreed it would be important to
152 keep the old data, but note that new data is not available.

153

154 *Regional Issues and Studies*

155 Ms. LaBranche noted that section did not change much.

156

157 The group discussed whether it was necessary to include information about
158 SAFETEA_LU and CMAQ and felt it would be more appropriate to make those sections
159 appendices.

160

161 Ms. LaBranche suggested the town do a commuter survey noting it is valuable data to
162 have. She noted that could be a possible recommendation as a future action item.

163

164 Ms. LaBranche continued to review the sections that she updated and added.

165

166 Ms. LaBranche suggested the group read through the recommendations section. She
167 suggested they email her their feedback on the purpose statement, goals and any new
168 recommendations. She suggested at the next meeting, they go through those three items.

169

170 Ms. LaBranche will forward the scope of work RPC is submitting to NHDOT. She will
171 add that land use was an important part of the chapter.

172

173 Ms. LaBranche suggested for April 17, the group review population, build-out and
174 housing chapters. Mr. Daley and Ms. LaBranche will discuss and confirm what should be
175 discussed at that meeting.

176

177 Ms. LaBranche suggested that the group forward their feedback and recommendations for
178 the Transportation chapter to her before the May 1 meeting. She will incorporate them
179 into the chapter. They could potentially approve that chapter that night. She also noted
180 that if she could get approval on the Energy chapter by the Energy Committee before
181 then, they could review that chapter on May 1st as well.

182

183 Ms. LaBranche noted that if they do get approval on the funding from NHDOT for the
184 land use chapter, the Board might consider meeting in the summer so that the project
185 doesn't get delayed until the fall since that chapter would likely require another visioning
186 session.

187
188 Mr. Collins commended Mr. Woodsom for all the background work he has been doing.

189
190 **MOTION:** Mr. Mencis made a motion to adjourn. Mr. Daley seconded the motion.

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192 *Discussion:* Mr. Daley noted he would keep Mr. Collins and Mr. Woodsom aware of the
193 agenda for the April 17th meeting.

194
195 The Board voted unanimously in the affirmative. The motion passed. MEETING
196 ADJOURNED AT 9:42 p.m.

197
198 Respectfully submitted,



199 Andrea Cairns, Recording Secretary
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