

1 Sandown Planning Board
2 Minutes
3 August 21, 2018
4

5 **Date:** August 21, 2018

6 **Place:** Sandown Town Hall

7 **Members Present:** Ernie Brown- Chairman, John White- Vice Chair, Ed Mencis –
8 *Secretary*, Steve Meisner, Steve Finnegan, Bruce Cleveland- Selectman Liaison

9 **Members Absent,** *Doug Martin*, Mark Traeger – *Alternate*, *Matthew Russell – Alternate,*
10 *Steve Keach- Town Engineer*

11 **Also, Present:** *Melyssa Tapley- Administrative Assistant*
12

13 **Opening:** Mr. Brown opened the meeting at 7:00 p.m.

14 Mr. Brown led the pledge of allegiance.

15 Mr. Brown performed the roll call.
16

17 **Review of the 7/17/2018 Minutes**

18 **MOTION:** Mr. Mencis made a motion to approve the 7/17/18 minutes as amended. Mr.
19 White second the motion. All in favor. Mr. Finnegan abstained. The motion passed.
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21 **Correspondence**

- 22 • **Driveway Permit from The State of New Hampshire Department of**
23 **Transportation for Sandown Tax Map 25 Lot 74 for CMS Sullivan’s**
24 **Subdivision that has one lot in Sandown.**
- 25 • **Inspection Report from Keach-Nordstrom Associates, Inc for Kelly Greene**
26 **Estates on Wilkele Road.**
- 27 • **Engineers Report for CMS Sullivan Subdivision informing the Sandown**
28 **Planning Board of the work going on in Danville.**
- 29 • **Memo from Keach-Nordstrom for PSNH (d/b/a Eversource Energy)**
30 **Conditional Use Permit H141 Line Structure Replacements throughout**
31 **Sandown. Regarding the Surety that was one of the Conditional Approvals**
32 **for the Sandown Planning Board to grant Eversource Energy their**
33 **Conditional Use Permit.**
- 34 • **Wetlands Permit Application for Gary Barnes Vantage Point Subdivision**
35 **located on Wells Village Road, Tax Map 9 Lot 14. Requesting to fill in 4,975**
36 **ft of wetland for a proposed roadway to access a 14-lot subdivision.**
- 37 • **Letter from Federal Emergency Management Agency (FEMA). Letting the**
38 **Board know about a Discovery Meeting that was held at the Kingston Town**
39 **Hall on May 6,2016. FEMA has also scheduled a Flood Risk Review meeting**
40 **for August 21,2018 at the University of New Hampshire.**

41
42 **Old Business- Capital Improvement Plan**

43 Mr. Cleveland mentioned to the Planning Board a few months ago that the Board needs
44 to start working on the Capital Improvement Plan. The Planning Board oversees setting
45 up the Capital Improvement Plan. What the Capital Improvement Plan is a list of

46 different things that the different department heads need and what it is going to cost and
47 how far into the future they will get it.

48 Mr. Cleveland would like to get each department head to come to a meeting a give the
49 Planning Board a list of equipment each department will need in the next 5 to 10 years.

50 Mr. White mentioned he would take the lead on updating the Capital Improvement Plan
51 and Ms. Tapley mentioned she would contact the Department Heads and start getting
52 them to come before the Board and discuss what equipment they will need.

53

54 **New Business- Review of Budget**

55 Ms. Tapley mentioned that it is time for the Planning Board to review their budget and to
56 look over each line item to see where to add or take money away. The Board asked Ms.
57 Tapley to call Julie LaBranch from the Rockingham Planning Commission to see what
58 the annual dues is to continue to be part of the Rockingham Planning Commission. Ms.
59 Tapley has also asked the Board to consider changing the time she is in the office from 8-
60 3 to 8-4. Ms. Tapley is mentioned that there are days where that extra hour would be
61 helpful to get the work done. Mr. Finnegan asked Ms. Tapley if she can commit to
62 staying the extra hour as to make it easier to budget and for the Budget Committee. Ms.
63 Tapley is also the Administrative Assistant to the Conservation Commission and Zoning
64 Board of Adjustments and she does plan on asking both to consider changing her hours.
65 Mr. Meisner mentioned that the Board should look over the Ads line of the budget and to
66 possibly increase that line item as the price to put an ad in the newspaper has been going
67 up.

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69 **Adjournment**

70 Mr. Mencis made a motion to adjourn. Mr. Finnegan second the motion. All in favor. The
71 motion passed. Meeting ADJOURNED at 8:26p.m.

72

73 Respectfully Submitted,

74

75 Melyssa Tapley