

MINUTES
Workshop Meeting
Sanbornton Planning Board

Meeting Date and Time: Thursday, April 6 2017 at 7:00 PM

Meeting Place: Town Offices, 573 Sanborn Road, Sanbornton, N.H.

The meeting was called to order by Chair Evelyn Auger at 7:00 PM

Roll Call

Regular Members present: Chair Evelyn Auger, Selectman Karen Ober, Dick Gardner, Don Bormes, Will Ellis

Alternate Members present: Jody Slack

Alternate Members absent: Gail Morrison, Justin Barriault

Others present at the meeting: Town Planner, Bob Ward

Approval of draft Planning Board minutes from 3/16 – Dick Gardner made a **motion** to approve the draft minutes of 3/16. Don Bormes **seconded** the motion and the motion passed, with Selectman Ober and Will Ellis abstaining.

New Business

- a. Receiving Checklist for Subdivisions** – The Receiving Checklist for Subdivision Applications now includes an item stating that the Town Tax Collector has sent a letter verifying that the property is free of tax liens. Chair Evelyn Auger explained that she has found an RSA pertaining to this statement and that it is legal. Jody Slack asked if an existing tax lien would make the subdivision application null. Dick Gardner stated that it would not but it would allow the Tax Collector to begin research if needed. Dick Gardner made a motion to approve the Receiving Checklist as amended. Don Bormes seconded the motion and the motion passed unanimously.
- b. Town Planner Job Description** – Chair Evelyn Auger provided copies of the Town Planner job description as well as an email from the New Hampshire Municipal Association stating that RSA 673:16 authorizes the Planning Board to appoint the Town Planner as its employee. Chair Auger stated that she had a productive meeting with the Board of Selectmen regarding this matter and that both boards are in agreement on the Town Planner's role and responsibilities.
- c. Update on Pay Matrix Study** – Town Planner Ward asked Selectman Ober if she could provide an update on the pay matrix study from Thornton & Associates. Selectman Ober stated that the Board of Selectmen will meet with the firm soon to answer questions they have on some of the items in their report.
- d. Review of 2017 Planning Board Schedule** – Town Planner Ward provided an updated meeting schedule for members which includes the date which comments from other boards should be received by (one week before the month's business meeting). Will Ellis stated that each department should respond to the Town Planner whether they have comments or not to make sure that they received the email. Don Bormes stated that keeping track of who received the email is secretarial work that the Town Planner should not be doing. Dick Gardner asked what the Planner should do if he does not get a response. Selectman Ober stated that he should let the Town Administrator know and she will follow up with the individual.
- e. Review of Annual Plan of Work for 2017** - The Board discussed its Work Plan which includes adding a Community Facilities chapter to the Master Plan, work on Economic Development, adding amendments to the Zoning Ordinance and Site Plan Review Regulations, and a Senior Housing study. Dick Gardner stated that the Community

Facilities chapter is not necessary since the Board of Selectmen are already reviewing the needs of the community facilities. Selectman Ober suggested reviewing the current chapter in the Master Plan and revising if needed, and the rest of the group agreed.

Chair Auger asked the group what they feel is most important to work on first. She stated that she feels Senior Housing has already been worked on by the Planning Board and should not be on its agenda anymore and the other members agreed. Will Ellis stated that he wants to work on adding detached apartments to the Zoning Ordinance. He also stated that Site Plan Review should be worked on first. Don Bormes made a motion for the board to work on Site Plan Review first and Dick Gardner seconded the motion. The motion passed unanimously. Don Bormes made a motion for the board to work on amendments to the Zoning Ordinance second. Dick Gardner seconded the motion and the motion passed unanimously.

Dick Gardner stated that there are already plans for Economic Development and that those should be worked on now, and then the board can see if additional resources are needed later. He asked who an advisory committee, as outlined in the Plan of Work draft, would report to. Chair Auger responded that the committee would report to the Planning Board. Selectman Ober mentioned that creating an Economic Development Advisory Committee is in the Master Plan, and if a commercial entity was interested in economic development the committee would have a plan to answer that entity's questions. Dick Gardner stated that volunteer committee members are hard to find and that the Town may find that paid experts are needed for answering the public's questions. Don Bormes made a motion for the board to make Economic Development its third priority for 2017. Karen Ober seconded the motion and the motion passed, with Will Ellis abstaining.

- f. Review of application for Home Occupation/Level 1 for riding facility and day camp requested by Bobbie Donovan and Steve Taylor of 232 Tower Hill Road** – Town Planner Ward stated that he has spoken with the Applicants and they plan to operate a horse riding instruction facility outdoors and have a small summer day camp for several children in their barn. He mentioned that he has received a letter from the Fire Chief who stated that the nature of the proposed use does not require any inspection from the Fire Department and he has no comments. Selectman Ober mentioned that the plan to hold the summer camp in the Applicants' barn is not in writing on the application and she would like to see further review of this proposal before it's approved. Town Planner Ward stated that he will invite the Applicants to the next meeting.

Other Business

- a. Expiring Planning Board Appointments** – Town Planner Ward stated that two members and two alternate members need to be re-appointed to the Planning Board, and can each write a letter explaining their interest in doing so to the Board of Selectmen. He noted that Gail Morrison is an alternate member that would need re-appointment though she is not able to attend meetings half of the year, and that the Board may want to discuss this. Dick Gardner made a motion to recommend the Board of Selectman to re-appoint Don Bormes, Will Ellis and Jody Slack to the Planning Board. Selectman Karen Ober seconded the motion and the motion passed unanimously. Dick Gardner made a motion to re-elect Evelyn Auger as Planning Board Chair and Don Bormes as Vice-Chair. Will Ellis seconded the motion and the motion passed, with Evelyn Auger abstaining.
- b. Review of KREBS Farm documents** – Will Ellis stated that he is still waiting to see the letter from the septic engineer stating that the septic system at KREBS Farm is adequate for handling the full event barn and occupied 6-bedroom house. He is also waiting for the load capacity report from the Fire Chief. Town Planner Ward stated that he has requested both documents from the engineer and Fire Chief and is waiting on responses. Will Ellis also mentioned that he reviewed the Planning Board section in the 2016 Town Report and it states that the Town Planner assisted Saplings Day Care, but he does not remember

seeing an Application for this. Town Planner Ward stated that he will look into it. Will Ellis would also like a list of issued building permits on a regular basis.

Meeting adjourned at 9:45pm. The next meeting is scheduled for Thursday, April 20th at 7:00pm.

Respectfully submitted,

Audry Barriault