

MINUTES
Business Meeting
Sanbornton Planning Board

Meeting Date and Time: Thursday, April 20 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 absent: Gail Morrison, Justin Barriault, Jody Slack

Others present at the meeting: Town Planner, Bob Ward

Approval of draft Planning Board minutes from 4/6 – Selectman Karen Ober made a **motion** to approve the draft minutes of 4/6. Don Bormes **seconded** the motion and the motion passed unanimously.

New Business

- a. **Discussion regarding application to Tilton Planning Board for conversion of Tilton Indoor Sports Complex to overnight opioid rehab center located at 100 Autumn Drive** – Town Planner Ward explained that the proposed opioid rehabilitation center could be considered a Development of Regional Impact by the Tilton Planning Board. If this were to happen, the Town of Sanbornton would be considered an abutter and have abutter's rights. Selectman Karen Ober asked if there is a procedure in place to allow for an appeal if the project is not deemed a Development of Regional Impact. Town Planner Ward responded that there is no such process in place.

Audience member Mark Latham of 638 Sanborn Road in Sanbornton stated that he was at the last Tilton Planning Board meeting and could possibly provide some background information to the Sanbornton Planning Board. The Board agreed that this may be valuable information. Mr. Latham provided a summary of the meeting and the proposal and stated that the Tilton Planning Board did seem to be open to hearing from anyone who would like to speak, resident or not. Dick Gardner suggested that Town Planner Ward write a letter to the Tilton Planning Board expressing the Board's interest in being considered an abutter for this project, and Town Planner Ward agreed.

- b. **Application for approval of Home Occupation/Level 1 for horseback riding instruction and day camp at 232 Tower Hill Rd** – The Board reviewed this application at their last meeting but decided to ask that the Applicant be present to answer questions. Bobbie Donovan, Applicant, was present and explained that she had previously been a horseback riding instructor in Massachusetts and would like to do the same on her property here. She explained that the reason the application lists a "summer day camp" as part of the proposed use is because any lesson longer than 2 hours is considered a day camp by law, but she would like to limit this to only 3 students.

Selectman Karen Ober stated that she has spoken with the Fire Chief regarding this application and he would like to take a closer look, since the previous application that he signed off on did not mention an indoor space for children (the barn). Selectman Ober also stated that business hours need to be determined, and Ms. Donovan responded that she was planning on being open on weekends from 9:00am – 3:00 pm and then the entire week for the month of July for the day camp. Dick Gardner suggested opening up the hours and maximum of students so that the Applicant does not have to come back before the Board if she wishes to expand on either, and suggested 8:00am-5:00pm and a maximum of 5 students, to which the Applicant and other members agreed. He also suggested including possible school vacation weeks and an alternate summer month for day camp for flexibility, which was agreed to by all.

Dick Gardner made a motion to approve the Home Occupation/Level 1 application with the noted clarifications and additions, subject to the Fire Chief's requirements and approval. Don Bormes seconded the motion and the motion passed unanimously.

- c. **Review and action regarding application for WRBP sewer connection of Arthur Dailey for property located at 72 Lower Bay Rd** – Selectman Karen Ober stated that this item does not need to be discussed, as it is approvable by the State and was brought to the Select Board only for comments.
- d. **Discussion concerning notice and request for comment for new land use applications** – Town Planner Bob Ward provided copies of the email template he will use to notify other land use boards of applications they may have comments on. Dick Gardner suggested scanning in the actual application as well, and in the future limiting the draft to just a sentence or two. He also noted that he thinks that this is more secretarial work that the Planner does not have time for if he only works 26 hours per week.
- e. **Giguere Auto future site plan review** – Town Planner Ward explained that a fire recently destroyed a garage at Giguere Auto and the owners would like to construct a new garage with a different footprint. The site plan for the existing lot was approved by the Planning Board and would need to be brought to the Board again if changes are made. Town Planner Ward stated that Keach-Nordstrom and Associates, the engineering firm hired by the Town for Giguere Auto’s original proposal, has now been asked by the Applicants to be their engineer for the garage rebuild. Dick Gardner stated that a letter should be sent back to KNA stating that the Board feels it would be inappropriate for KNA to represent the Applicant in this case, as the firm may need to be hired by the Town regarding the same property in the future. He made a motion for Town Planner Bob Ward to draft and send this letter, and Will Ellis seconded the motion. The motion passed unanimously.

Will Ellis asked if the annual stormwater report has been sent by Giguere Auto, which was a condition of their original site plan approval. Town Planner Ward responded that he has not received one yet but will request it. Selectman Ober stated that she does not think that the conditions of approval have been met by the Applicant in this case, and she does not feel that there has been any compliance monitoring for applications approved by the Planning Board. Dick Gardner stated that he will meet with the Town Planner and look at the original site plan, but stated that a plan needs to be put in place for following up on conditional approvals.

Other Business

- a. **CIP Committee** – Selectman Ober explained that the Select Board has discussed the member appointments for the Capital Improvements Committee, and stated that Town Administrator Kate Ambrose will no longer be on that committee. She also stated that the School Board Rep position will be eliminated, so the Select Board is asking that two Planning Board Reps sit on the committee instead.
- b. **Pay Matrix Study update** – Selectman Ober explained that the Pay Matrix Study committee will be meeting again, and asked if Chair Evelyn Auger would sit on the committee again. Chair Auger responded that she will.
- c. **Site Plan Regulations review** – Chair Evelyn Auger stated that the Board keeps pushing off the Site Plan Regulation review at every meeting, but that this needs to be discussed. She explained that the next meeting should have no other items on the agenda other than this.

Meeting adjourned at 9:05pm. The next meeting is scheduled for Thursday, May 4th at 7:00pm.

Respectfully submitted,

Audry Barriault