

**MINUTES**  
**Workshop Meeting**  
**Sanbornton Planning Board**

**Meeting Date and Time:** Thursday December 7<sup>th</sup> at 7:00 PM

**Meeting Place:** Meeting Room, Sanbornton Town Offices

The meeting was called to order by Don Bormes at 7:00 PM

**Roll Call**

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

Regular Members absent: Justin Barriault

Alternate Members present: Jody Slack (seated in place of Justin Barriault)

**Others present at the meeting:** Contract Town Planner, David Jeffers

**Approval of draft Planning Board minutes from 11/16 and 11/27** – Selectman Karen Ober made a motion to approve the draft minutes of 11/16 with corrections. Dick Gardner seconded the motion and the motion passed unanimously. Selectman Ober made a motion to approve the minutes of 11/27. Will Ellis seconded the motion and the motion passed unanimously.

**Old Business**

**a. Conceptual consultation follow up re traffic on Poplar Rd** – Planner Dave Jeffers explained that Ray Tetu, who came before the Planning Board for a conceptual consultation for subdividing and building homes on Poplar Road, had inquired on road requirements for this possible project. Planner Jeffers stated that he let Mr. Tetu know that the road could accommodate up to 20 homes based on Town standards but that he would discuss it with the Board as well. Mr. Tetu is considering building 5 to 7 homes and there are 6 on the road current so there should not be an issue. Selectman Ober noted that during construction of the homes, trucks could damage the road which he would be responsible for. Don Bormes stated that Poplar Rd is gravel which is more forgiving than asphalt. Jody Slack stated that if the road is up to Town standards then trucks should not cause damage.

**New Business**

**a. Development of solar energy ordinance** – Town Planner Jeffers explained that Dick Gardner has worked on researching the solar energy ordinances of Dublin, Hollis and Newfields to create one for Sanbornton. Dick Gardner noted that no ordinance can be in effect until Town Meeting in March 2018. The draft ordinance includes provisions for rooftop solar panels as well as ground-based panels. Don Bormes welcomed feedback from audience members Michelle Jackson and Mark Larocque also.

Planner Jeffers noted that some communities have distinction between rooftop and ground-based panels. Ground-based panels are considered structures in this draft ordinance and therefore require site plan review by the Planning Board. Rooftop solar panels totaling 5 kilowatts or less do not require site plan review though they do require a building permit as they are added to the outside of a building. Will Ellis noted that the utility company would need to be involved any installation greater than 5kW.

The Board discussed the term “residential” in the ordinance and decided to remove it, as there could be a commercial building with a small rooftop solar installation. Jody Slack stated that it would unfair to treat a commercial entity differently if all other parts of the ordinance are adhered to. Dick Gardner made a motion to leave the term “rooftop” in the ordinance. Don Bormes seconded the motion and the motion passed unanimously. Don Bormes made a motion to include “5 kilowatts or less” in this section as well. Jody Slack seconded the motion and the motion passed unanimously.

Jody Slack made a motion to entitle the other section for ground-based solar panels “Non-rooftop solar energy system”. Don Bormes seconded the motion and the motion passed unanimously. Any

rooftop solar energy system that is greater than 5kW would require site plan approval as it is not outlined in either of these sections explicitly. Mark Larocque asked about buffering needed for a larger solar project. Dick Gardner stated that buffering is included in the regular site plan review regulations for Sanbornton.

Dick Gardner stated that zones were not discussed in this ordinance. Jody Slack stated that he feels that it is better to keep this open and handle site plans on a case by case basis. Dick Gardner asked about the procedure for getting a finalized draft of the solar energy ordinance reviewed by an attorney. Selectman Ober stated that he can send the draft to the Selectmen for discussion at their next meeting so they can decide which attorney should review it. Dick Gardner noted that the deadline for the public posting of a new ordinance is January 11<sup>th</sup>, 2018.

### **Other Business**

**a. Agendas** – Will Ellis explained that the agenda for the November 16<sup>th</sup> meeting stated that the conceptual consultation was for “Clean Energy Coalition”. He suggested that any future agendas use the “NH Solar Garden” as residents were not familiar with the name Clean Energy Coalition.

**b. New Town hires** – Selectman Karen Ober stated that the new Town Planner will be starting on December 14<sup>th</sup>. Contract Town Planner Dave Jeffers will work with the new Planner to get him up to speed. She explained that he will have 25 hours per week for Planning work and will also serve as the Zoning Enforcement Officer for 4 hours a week only if needed. She also noted that the Transfer Station Manager has been hired and that this has made an opening on the Highway Department which the Town is advertising for now. The Town also now has an Assessing Assistant.

**Meeting adjourned at 9:35pm. The next meeting is scheduled for Thursday, December 21<sup>st</sup> at 7:00.**

Respectfully submitted,

Audry Barriault