

Planning Board
July 6, 2010
Approved August 3, 2010

Members Present: Tom Vannatta, Chair; Barbara Freeman, Vice-Chair; Bill Weiler, Members; Deane Geddes, Russell Smith, Alternates; Ken McWilliams, Advisor.

Mr. Vannatta called the meeting to order at 7:05 p.m.

ADMINISTRATIVE BUSINESS

Minutes

The Board reviewed the minutes of June 1, 2010 and made corrections. Ms. Freeman made a motion to approve the minutes as corrected. Mr. Weiler seconded the motion. All in favor.

Newbury Elderly Housing/CAP Project

Mr. Vannatta informed the Board that he sent a Letter to the Editor of *The Intertown Record* to clarify the status of the proposed Newbury Elderly Housing/CAP project and to dispel rumors that the proposed project was a “done deal”.

Mr. Vannatta informed the Board that the applicant has recently submitted a redesigned plan for the proposed project and that the Board will review the redesigned plan as a conceptual at the July 20, 2010 Planning Board meeting.

DISCUSSION

Wild Goose Boat Launch Project

Mr. Vannatta reviewed with the Board the correspondence to date surrounding the proposed Wild Goose Boat Launch project. He said the correspondence may be helpful to the Board as a way to remain up-to-date on the issue, noting that a hearing on the project is scheduled for October 13, 2010.

PSNH Transmission Line Easement Encroachment Review Requirements

Mr. Vannatta shared with the Board the PSNH Transmission Line Easement Encroachment Requirements. PSNH requests that the Board develop guidelines to ensure that future development does not encroach on the established easement for PSNH transmission trunk lines. It was decided to table the matter until another time. Mr. McWilliams suggested cross checking with a USGS map to identify the location of any transmission lines in Newbury.

Capital Improvements Program (CIP) Update

Mr. McWilliams reported to the Board that background financial data is being updated by the Town Administrator and CIP Committee meetings are scheduled for August 10, August 24, and September 14. He said the CIP Committee Report will be presented to the Planning Board for review and discussion in October.

Mr. Weiler asked if there was a schedule for testimony. Mr. McWilliams said the Town Administrator will contact the department heads and schedule meetings with the CIP Committee.

“The Riggins Rule”

Mr. Vannatta reviewed with the Board “The Riggins Rules” which are reprinted with permission from the *Planning Commissioners Journal*. The Rules contain 39 suggestions aimed at guiding local Planning Board members and alternates in the performance of their duties and responsibilities.

Mr. Vannatta referred to Item 34, “Do Vote by Roll Call” and suggested that the Board consider implementing same. He said it is important for each member voting to not only vote “aye” or “nay”, but also to state why he/she is voting that way.

Mr. Weiler raised the issue of members abstaining from voting, adding that members are on the Board to make a decision of “yes” or “no” concerning a hearing.

Ms. Freeman agreed that a roll call would be a good way of clearly defining each vote and would give the applicant a solid understanding of why the Board voted the way it did.

Mr. Vannatta said that he will examine the Planning Board Rules of Procedure and draft a statement to reflect the above and present it to the Board for discussion at the next work session meeting.

COMMITTEE REPORTS

Mr. McWilliams stated that committee suggestions should be presented to the Board no later than October. There was general discussion about the committees including the suggestion of developing a mock development for Workforce Housing and developing guidelines for signage standards.

Mr. McWilliams added that multi-family residential development criteria is an area that needs attention. Ms. Freeman agreed and suggested developing an overlay district approach for multi-family residential requirements.

ADDITIONAL BUSINESS

Mr. Vannatta informed the Board that the Planning Board did not sign up for a table for Old Home Day.

IN-HOUSE SEMINARS (Sub Division Regulations, continued from 6/1/10)

Mr. Geddes complimented Mr. McWilliams on his June 1, 2010 in-house seminar and suggested that his scheduled seminar for this meeting be rescheduled for the August 3,

2010 Planning Board meeting when attendance may be more robust. The Board agreed.

Ms. Freeman made a motion to adjourn. Mr. Weiler seconded the motion. All in favor.

Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Meg Whittemore
Recording Secretary