



PLANNING BOARD

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MINUTES OF THE PLANNING BOARD WORK SESSION

Thursday, August 07, 2014 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chair Stu Gerome, Steve Gerrato, Chip Hussey, David Moore, Selectmen's Rep Mo Sodini, Rich Winsor

Members Absent: Paul Sanderson

Staff Present: Glen Greenwood – RPC Circuit Rider

Chair Gerome opened the Planning Board meeting at 7:03 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

1. RPC Circuit Rider

G. Greenwood told the Board he is the interim Circuit Rider for the Town. The RPC's selection process was revised by their Executive Board; it could be as late as September before a permanent Circuit Rider is in place. G. Greenwood reminded the Board he has a conflict with Brentwood meeting on the same night.

R. Winsor requested continuity with the larger projects before the Board at this time. G. Greenwood assured him that he would follow-through to completion on those projects. G. Greenwood recommended that the RPC contract not be signed until a Circuit Rider is in place, and back track from July 01 to the date of hire covering the time spent with the Planning Board.

There was a discussion about expanding the scope of the Town's needs, including but not limited to: revising the Master Plan and Zoning Ordinance, CIP, ZBA, enforcement and follow-through on post approvals. G. Greenwood told the Board they are looking for someone who has the capability of providing those services. Members of the Board agreed that RPC has always been a good value and the Town has had good people; however, the needs of the Town have changed due to growth. G. Greenwood stated that the previous Circuit Rider had talked to him about issues with post approval follow-through, adding that it's a concern with many towns. G. Greenwood will forward the memo from the previous Circuit Rider regarding items that should be discussed. The Board will need to be diligent in determining the scope of what should be addressed.

2. Retaining Fees for Consultants

At the work session in July, Rich Landry had suggested that consultants pay a retaining fee to the Town; the Town Engineer, who was also present, agreed. G. Greenwood reminded the Board that this would have to be done through Site Plan Review Regulations; the standard retaining fee is \$5,000 but can be reduced upon request. There was a discussion on the process; no decision was made. M. Sodini will discuss retaining fees with the Selectmen at their meeting on Monday, August 11, 2014.

3. Age Restricted Housing Revisions

Proposed revisions to age restricted housing included limiting the number of bedrooms to two per unit and the road being public rather than private if built to Town standards. There are federal guidelines for ARH which are mirrored by the State; it can be made 100% at the Town level. There was a discussion about clarifying the age requirement to be 55 years old or older. The requirement for ARH facilities should be clearer.

G. Greenwood suggested a full-body discussion about allowing private roads not meeting Town standards to be built. He cautioned the Board that State law makes it very clear that citizens can petition to have a private road made a public road.

The number of dwelling units per net tract acre was discussed. It was suggested there be a maximum number of dwelling units per ARH; each ARH would be separated by 35'. Chair Gerome added more education may be needed on what these developments provide and what they look like. The general consensus was that each ARH unit should be a duplex, with a maximum of 2 bedrooms each, and separated by 35'.

4. Follow-Up Process for Approved Planning Board Projects

Chair Gerome told the Board that the Town Engineer will forward a projected cost to the Board for reviewing approved Planning Board commercial projects. The cost will be based on the size of the site. The Building Inspector had suggested starting at one end of Rt. 33 and continuing to the other; members of the Board suggested going back five to eight years. C. Hussey stated that the Board would risk prejudicial prosecution if every commercial project was not reviewed. R. Winsor responded there was nothing prejudicial: either the site complied or it didn't. G. Greenwood added that if the Board was going to look at sites for non-compliance, they needed to show every site was reviewed.

Responding to a question from R. Winsor, G. Greenwood stated that the Selectmen and Planning Board would have to go on record as agreeing to review all commercial site plans in Town for compliance. If there was a plan in place stating how the reviews were going to be accomplished, that should be sufficient.

M. Sodini suggested that a capital reserve fund be established at the 2015 Town Meeting for the purpose of reviewing commercial site plans. Funds would be expended as sites were reviewed; the CRF could be replenished every year at Town Meeting. It would be an ongoing project, without adding to the budget. It sets a purpose for the money, which could only be expended only for commercial site plan reviews. S. Gerrato added there was a good chance for litigation; M. Sodini noted the CRF could be written to include any legal fees.

5. Request from Applicant to Move Public Hearing Date: 1533 Greenland Road

The applicant and engineer requested their case be moved to Thursday, August 14, 2014. G. Greenwood stated that if, at the last public hearing, the case was continued to the next public hearing, the date cannot be changed without renoticing the abutters. Because ten days are required, there was not enough time to renotice abutters.

6. Topics for Public Hearing: Thursday 08.21.14

Topics were briefly reviewed.

7. Approval of Minutes: Thursday, June 19, 2014 and Thursday, July 17, 2014

Continued to the next meeting.

8. Other Business

- Seavey Way: The Board was updated on the Seavey Way project. M. Sodini told the Board there is a possibility water may be run from Rye. Chair Gerome added they may be allowed to do two forward wells, making it a community system.
- Breakfast Hill Golf Course: May return to the Planning Board for a change in hours.
- Lowe's: They appear to be in violation of their site plan and will be asked to return to the Planning Board to amend their site plan: parking spaces will need to be reassessed as well as outside storage and vending. Items in the fire lane are an enforcement issue.

9. Adjournment

MOTION: R. Winsor moved to adjourn at 8:38 p.m. Second – D. Moore; all in favor. **MOTION CARRIED**

NEXT MEETING

Thursday, August 21, 2014 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: September 04, 2014