

**PLANNING BOARD
RINDGE, NEW HAMPSHIRE
April 15, 2014**

DATE: April 15, 2014 **TYPE:** Public Meeting **APPROVED:** May 6, 2014
TIME: 7:00 pm

CALL TO ORDER:

ROLL CALL MEMBERS: Chairman Hank Whitney, Vice Chairman Phil Simeone, Charlie Eicher, Bruce Donati, Sam Bouchie, Jonah Ketola

ROLL CALL ALTERNATES: Kim McCummings, Holly Koski

ABSENT: Tim Halliday, Alternate

EX OFFICIO: Roberta Oeser

PLANNING DIRECTOR:

PLANNING SECRETARY: Susan Hoyland

APPOINTMENT OF ALTERNATES

OTHERS PRESENT: Larry Cleveland, Kelen Geiger, Phyllis McKeon, Alice Cole

Pledge of Allegiance

1. Announcements

Bruce Donati announced that the Economic Development Task Force will be holding a meeting on May 5th. Diane Gardenour of the Ingalls Memorial Library will be hosting this meeting.

2. Approval of Minutes

a. April 1, 2014

MOTION: Roberta Oeser moved to approve the minutes of April 1, 2014 with a correction. Phil Simeone seconded the motion. **Vote: 6-0-1** Sam Bouchie abstained.

b. April 1, 2014 non-public, not sealed

MOTION: Phil Simeone moved to accept the non-public minutes of April 1, 2014. Roberta Oeser seconded the motion. **Vote: 6-0-1** Sam Bouchie abstained.

3. Old Business

4. New Business

Roberta Oeser said that the Planning Board is required, by statute, to hold one meeting per month. If we have no new applications, we may cancel one of our two scheduled monthly meetings.

5. Planning Department Report

a. Update on website.

Susan Hoyland said that our current application forms contain the current website address. With the upcoming change of websites, it is necessary to amend the applications to provide the new website address, effective May 1, 2014. A motion by the Board is needed to make this change.

Roberta Oeser said we may also, at this time, need to consider a change in the application process. If the Planning Board decides to use a consultant to do plan review, and the applicant is to pay for that, then we need to draft a cover letter explaining this to the applicant. Roberta Oeser said that, when we have a Planning Director, they would normally do plan review, but in the absence of that, the applicant, not the town, would bear the cost. Hank Whitney said that plan review may not be needed in all cases, but should the current Board find an application beyond their comfort level to review, then an independent review would be needed. He said that the Board members could still review for completeness.

MOTION: Roberta Oeser moved to allow for staff to change the website address on all application forms used by the Planning Office. Sam Bouchie seconded the motion.

Vote: 7-0-0

B. ConCom Clerk

Phil Simeone said that the Con Com clerk started last night. He said they would like to ask that Susan Hoyland acclimate her to the town office procedures. Phil Simeone said that there is money in the ConCom budget to pay for Susan Hoyland's time. Phil Simeone also requested that the new ConCom clerk be allowed to use the second computer terminal in the Planning Office to allow her to put items onto the server. Roberta Oeser said that this would be preferable to how things were done in the past. She said it is necessary that files be kept in the town office and not on someone's home computer. Susan Hoyland asked what 'path' she would be using to store documents. Roberta Oeser said she would follow up with Sequoya on this. Hank Whitney said that this would not be decided until after the BOS meeting tomorrow night which would be addressing Planning Office Staffing. Phil Simeone said Wednesday would be a good day for training.

MOTION: Roberta Oeser moved to table the discussion of the ConCom clerk training until after the BOS meeting. Charlie Eicher seconded the motion. **Vote: 7-0-0**

c. Windswept Acres

Chairman Hank Whitney said that he had been involved in discussions with Kirk Stenersen and Jane Pitt as it pertains to the registering of the plat and covenants, as well as performance bond and engineering escrow for Windswept Acres PURD. He said that this will be a phased build-out over two to three years. Hank said that he thought about \$1200 would be sufficient for an engineering escrow account. There is some question as to the timing of recording the plat and providing the

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bond and escrow. Chairman Whitney said that it was his position to just do this now. He asked for the Board's input.

- Jonah Ketola asked if the Performance Bond was by phase or for the whole project. Hank Whitney said it was for the whole project; for the existing road coming in. He said they did cores on it and it is 2 inches shy of being the right depth. The road will be reclaimed, shimmed with crush, add four foot shoulders onto it per Subdivision Regulations and then the new road and cul-de-sac at end will be full depth.
- Chairman Whitney said that by waiving the need for an escrow could set a precedent for the next applicant who would want his waived as well.
- Charlie Eicher said that it is important to treat everyone the same and if we have required Performance Bonds and Escrow accounts be established prior to registering the plat in other applications, then it should apply in this case and that it is important that the bonds not have an 'end' date.
- Other Board members said that Performance Bonds do expire and that, in all likelihood, if a Bond were supplied today, it might very well expire before construction begins.
- Roberta Oeser said that he doesn't have to get a bond until he starts the work.
- The Board discussed the timelines to register approved plats and decisions. It was determined that this would be up to the applicant.
- Kim McCummings asked if this overlaps the conditions we set on this Decision and if there is anything in our regulations that speak to the time line for this. Roberta Oeser said this is where this Board needs to have a Planning Director.
- Chairman Whitney asked where the key was, before they started digging, to set this into motion.
- Roberta Oeser said that the applicant can put off registering this if he chooses.
- Chairman Whitney said he would meet with Susan Hoyland and send a letter to the applicant.
- The Board discussed the bond as 1 ¼ percent of the estimate for the construction of the road. Chairman Whitney said that that will be determined by whoever provides the bond.

MOTION: Roberta Oeser moved to require the posting of the Performance Bond and Escrow account for Windswept Acres (Map 6 Lots 52-3 and 52-6) prior to recording the plat and covenants and that an escrow account of \$1200.00 be established. Phil Simeone seconded the motion.

Vote: 7-0-0

6. Work Meeting

a. Appointment of members to CIP

MOTION: Roberta Oeser moved to appoint Sam Bouchie as the Planning Board member to the CIP. Charlie Eicher seconded the motion. **Vote: 7-0-0**

b. Appointment of member to Town Gown

Roberta Oeser suggested that the consultant (that the Planning Board hopes to hire) serve in lieu of a Planning Director and that he may a good candidate for the appointment to Town Gown. She said a

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board member cannot speak 'for the Board' where a Director or Consultant could. Kim McCummings asked if the Vice Chairman could attend in the interim, until a Planning Director is hired. The Town Gown meets once a month on the fourth Tuesday at 3:00PM. A short discussion ensued.

MOTION: Roberta Oeser moved for Phil Simeone to serve in the interim until a Planning Director is hired. Jonah Ketola seconded the motion. **Vote: 7-0-0**

Roberta Oeser asked if others had followed the Plan Link discussion this week about PURDs and open space that is developable. She said this Board may need to decide what the purpose of the PURD is and review our ordinance. She asked that this be placed on the agenda for our next work meeting.

Chairman Hank Whitney said that the Board needs to review the Site Plan Regulations and Driveway regulations that were worked on with Matt Henry. He said we need to decide who is going to serve on each subcommittee.

7. Non-Public Session pursuant to RSA 91-A:3IIb

MOTION: Roberta Oeser moved to go to Non-Public Session per RSA 91-A: 3IIb for Personnel Matters. Charlie Eicher seconded the motion. **Roll Call Vote:** Charlie Eicher-AYE: Roberta Oeser-AYE: Hank Whitney-AYE: Jonah Ketola-AYE: Sam Bouchie-AYE: Phil Simeone-AYE: Bruce Donati-AYE.

Adjourned at 8:05 pm

Respectfully submitted,

Susan Hoyland
Planning Secretary