

**PLANNING BOARD
RINDGE, NEW HAMPSHIRE
May 1, 2012**

DATE: April 17, 2012 **TYPE:** Planning Board Meeting **APPROVED:** June 5, 2012

TIME: 7:00 pm –8:30 pm

CALL TO ORDER: 7:00 pm

ROLL CALL MEMBERS: Chairman Kirk Stenersen, Vice-chairman Kim McCummings, Mike Quinlan, Hank Whitney, Phil Simeone

ROLL CALL ALTERNATES:

EX OFFICIO:

PLANNING DIRECTOR: Matt Henry

APPOINTMENT OF ALTERNATES: N/A

OTHERS PRESENT:

CALL TO ORDER:

Chairman Stenersen called the meeting to order at 7:00pm.

ANNOUNCEMENTS

APPROVAL OF MINUTES

- 1) April 17, 2012

Motion: Mike Quinlan moved to “approve the meeting minutes of April 17, 2012”.
Phil Simeone seconded the motion. Vote: 4-0-0

OLD BUSINESS

NEW BUSINESS

- 1) **REVIEW** of Rules of Procedure

Kim McCummings arrived. There was a general discussion of the Planning Board Rules of Procedure. Matt Henry discussed three changes he is recommending and referred to a memo he describing them:

- a. Adding a policy regarding the recording of meetings
- b. Describing the role of unseated alternates
- c. Adopting a procedure for conditional use permits

There was a general discussion and the Planning Board agreed on the following changes:

Section XII - Records:

~~a. Records of all meetings, transactions and decisions of the Board shall be maintained in the offices of the town of Rindge.~~

b. Recordings of Planning Board meetings conducted in accordance with state law are permitted. However, the Board asks that the recorder notify the chairman at the start of the meeting of any such recording as a courtesy to the audience.

c. Town staff may record Planning Board meetings to assist them in transcribing the official Meeting Minutes. However, recordings made will be deleted upon the approval of the meeting minutes or following the appeal period for an application, whichever is later.

Section VI, Meetings:

*Unseated Alternates: Unseated alternates may participate with the board in a limited capacity. During a public hearing, **unseated alternates may sit at the table with the regular members and** may view documents, listen to testimony, and actively participate and interact with other board members, the applicant, abutters, and the public. However, they shall not be allowed to make or second motions and shall not participate in any way during the deliberations by the board.*

~~Upon the close of the public hearing, alternates must remove themselves from the table and sit with other members of the public unless they are sitting in place of another member.~~ During work sessions or portions of meetings that do not include a public hearing, alternates may fully participate, exclusive of any motions or votes that may be made. At all times, the chair shall fully inform the public of the status of any alternate present and identify the members who shall be voting on the application.

Section VII, Applications for Subdivision, Site Plan Review, and Conditional Use Permits not otherwise a part of a regular Site Plan Review.

Motion: Mike Quinlan moved to “approve changes to the Rules of Procedures as amended”. Phil Simeone seconded the motion. Vote: 5-0-0

2) DISCUSSION regarding Planning Assistant position

Matt Henry presented his recommendation regarding hiring a Planning Assistant. He said that as of June 1st, subtracting the previous Planning Assistant’s severance as well as his salary for the remaining 31 pay periods, there will be \$13,742 left to hire an assistant. Divide that by 31 pay periods, we are looking at a wage of about \$14.70/hr which is a bit less than other town assistant’s wages but these town employees are either more educated or have years of experience so the wage seems to fit the position.

Matt Henry said that by hiring a Planning Assistant, rather than a Secretary they are more likely to get an individual who can “speak the land use language” and better assist the public if he is not in the office or in a meeting.

Kim McCummings said that it was the intent of the Planning Board when discussing this to plan on hiring a Secretary and not a Planning Assistant (PA). They eliminated the position of PA. Matt Henry said that the main difference between a PA and a Secretary is technical knowledge. A Secretary would not be able to provide much technical assistance to the public. The Planning Board agreed that a Planning Secretary was what they would discuss.

Hank Whitney asked if 14.70 was a bit high for a Secretary. There was a short discussion regarding the wage range for the position. Kim McCummings said that the low end would be approximately \$14 and high end would be \$16. Robyn Payson was making around \$17 as a PA with 5 years’ experience so around \$14 sounds right.

Matt Henry displayed the Planning Secretary job description. He said that there is an opportunity to make the position more desirable by adding a few extra hours per month in ZBA staff support. The ZBA would like to hire somebody that knew about land use and this person would likely take better minutes as a result. Matt Henry emphasized that under no circumstances would this person advise the ZBA but simply assist with paperwork and take minutes. This would also improve communication between the ZBA and Planning Board which would be a mutual benefit. The ZBA support would be paid for by the ZBA budget.

The Planning Board expressed support for this. Chairman Stenersen said that it may also be a benefit for the Planning Board to hire somebody “green” (meaning new to Town Planning) so they would learn how Rindge conducts business and be free from prejudices of other towns.

The Planning Board asked Matt Henry to request to be put on the Selectmen’s agenda for May 8 in order to inform them of their intentions. They should hold interviews early June and have somebody hired by mid-June.

2) SUBCOMMITTEE ASSIGNMENTS

The Planning Board discussed subcommittee assignments and decided on the following:

Driveway – Chair Hank Whitney, Kirk Stenersen,
Site Plan Review – Chair Kirk Stenersen, Hank Whitney
Sign – Chair Kim,
Master Plan – Chair Burt, Kim, Mike
Zoning (Gateway South, Village Districts) – Chair Dave, Mike,
Aquifer – Chair Roberta, ConCom,
Wind Energy– Chair Phil, Kim, Craig Clark, Energy Committee, ConCom,

OLD BUSINESS

Planning Director’s Report: Matt Henry reported the following:

- 1) Matt Henry discussed abutter notifications he has received. He explained a Change of Use notification for an open air salvage yard in the town of Winchendon.
- 2) Matt Henry said that the Selectmen got notification for a cell tower application for the Town of Jaffrey. There was a balloon test conducted and the meeting will be May 8. Kirk Stenersen said that a cell tower Site Plan Review for US Cellular was conducted last fall and Verizon was supposed to collocate but has not yet. Kirk Stenersen said that Chip Fredette of Verizon Wireless has expressed a desire to collocate on the US Cellular tower. Kim McCummings said that they would not allow the Police Department to put their equipment on the tower free of charge and the Planning Board did not make that a condition. She said Jaffrey may want to add such a condition on their approval to avoid a similar situation.
- 3) Matt Henry said that he will be looking into a grant opportunity from NH Housing that provides technical assistance to communities that provide matching funds. However, matching can be in-kind. He will have more information next meeting.
- 4) Matt Henry discussed the upcoming Charette results and the importance of getting on the NHDOT 10 year plan. He said that he has scheduled meetings with both SWRPC and NHDOT to discuss potential opportunities. He said that it is important to begin preliminary discussions with SWRPC because they play such an important role in the GACIT commissions planning process.
- 5) Matt Henry reminded the Planning Board about a meeting with the Selectmen on May 30 regarding restarting the Economic Development task force as they discussed at April's meeting.
- 6) Matt Henry informed the Board that the Bond for Michael Drive has expired and it is very important that it gets renewed as soon as possible. The town should inform the applicant of the need to renew the bond so the town is not responsible for the improvements should the developer default. Kirk Stenersen suggested that Matt Henry check with Dave DuVernay to see if a letter has already been sent out.
- 7) Matt Henry also informed the board about a conceptual review for a major subdivision that will be on the agenda next meeting. Matt Henry showed the Board a map of where the subdivision is proposed and discussed some of his concerns to bring up since he may not be there for that meeting due to Army annual training.
- 8) Matt Henry said that there will likely be a Conditional Use application for KDI Landscaping at some point. Matt Henry has met with the owner and provided him with the necessary documents but has yet to receive any application. The application will be to allow an off premise sign.

ADJOURNMENT

The Planning Board decided to cancel the 2nd May meeting since Matt Henry will be on annual training. Matt Henry said that he will call Graz Engineering and inform him that he will be on the agenda for June 5 instead. The meeting was adjourned at 8:00pm.

NEXT MEETING

May 1st, 2012

Respectfully submitted,

Matt Henry
Planning Director