

**TOWN OF SUTTON**  
**Planning Board**  
Pillsbury Memorial Hall  
Meeting Minutes  
March 25, 2014

**Present: Planning Board Members:** Carrie Thomas, Chairperson; Julie McCarthy, member, and Dan Sundquist, Ex-Officio; (Bob DeFelice, Carole O’Connell, Peter Blakeman, and Roger Wells, members, were absent); and Laurie Hayward, Land Use Coordinator (LUC).

**The meeting was called to order** at 7:18 PM, by Carrie Thomas, Chairman.

**Administrative:**

**Minutes of previous meetings:** As there was no quorum, minutes of previous meetings held on February 11, 2014 and February 25, 2014 were tabled until the next meeting.

**Correspondence:** The LUC explained that they had received a letter from PSNH asking that the Planning Board approve a request for tree trimming at a single pole on Corporation Hill and that a public hearing on that request will be held on April 8, 2014.

**Other Business:** The LUC took up the land use office hours and a planned vacation. The LUC asked the Board how they felt about a vacation that she was planning for early June which would include the second Tuesday in June. The Chair explained that she also had a wedding to attend in late June. After some checking of calendars it was agreed that the June meetings should be rescheduled to Wednesday, June 4, 2014 and the second meeting to Tuesday, June 17, 2014. The LUC promised to check the town calendar for the availability of the hall. She explained that she wanted to revise her office hours to allow for two possible days without office hours and still maintain the traditional Tuesday, Wednesday, Thursday afternoons and change the morning hours from Monday to Tuesday mornings. She expects that these changes would give her more freedom to work on projects and meetings at a variety of different times without needing to “close the office” and that this change will be quite helpful as the Master Plan work begins. The LUC further explained that she had rewritten the language used in statements about Land Use Office Hours to make it clearer that anyone could request a meeting outside of office hours. She said that she had at times during the past year agreed to meet people needing assistance with land use issues at times other than those listed as “office hours” and expected to continue to assist people with difficult schedules in that way.

The LUC explained that there is an opening for a Sutton Representative to Central NH Regional Planning Commission (CNRPC) and asked if any of the Board members were interested. The CNRPC meets quarterly in Concord on the second Thursday at 7 PM. Julie McCarthy expressed interest. Sundquist also explained that Sutton is a bit far to the west of the bulk of Merrimack county and there is some consideration of creating a sort of combined sub-division of the two counties Merrimack and Sullivan that would include the five towns that are in the Kearsarge school district and that have more in common and make a more logical geographic area than Merrimack county. Sundquist suggested McCarthy contact Mike Tardif of CNRPC for more information. The LUC told McCarthy that she would get Tardif’s telephone number to her.

The LUC told the members that there is information on the Feins application for subdivision in their folders. She explained that she asked Jae Whitelaw, town counsel, whether she should draft a letter as discussed in the previous meeting. Whitelaw gave her an initial response of “no” as the subdivision Mylar was never submitted to the registry nor was there a Notice of Decision filed. The documents were not submitted because the applicant never met the pre-conditions. This is several years later and the applicant has never done anything about the infrastructure or any over the other many conditions. Sundquist said that he tended to agree with town counsel and that there is no further action necessary because there is no subdivision at this point unless town counsel suggests something else. Sundquist did explain that he and Betsy Forsham of the Conservation Committee had visited the site to check the logging that was being done and they felt that the logging was being done correctly.

There was a brief conversation about how to kick-off the Master Plan update process. It was suggested that the LUC do some research on the previously used questionnaire. Sundquist explained that the previous questionnaire was sent via mail to registered voters. The LUC asked why not to the registered property owners. Sundquist said that it was thought that registered voters were residents and had a greater vested interest in the town. He also suggested that limiting it to voters may have kept the cost down as well. The Chair asked why not send the questionnaire out via email. It was also suggested that they should see how much could be done via email and using something like “Survey Monkey”. There was a brief discussion about how to get email addresses for residents and/or property owners. Sundquist asked that the LUC do some research and bring the old survey and the responses that the town got in 2005 to the next meeting.

Sundquist also suggested that the LUC go through the 2005 Master Plan and identify the places that will need to be updated, especially where maps need to be updated. Sundquist said that he would provide assistance on the GIS maps. He also pointed out that there are likely important pieces of information that were included in the Hazard Mitigation Report and can be incorporated in the Master Plan. Sundquist explained that he is currently working on a project in the Newfound Lake area that is identifying areas and potential for further development. The approach is new and might be useful for Sutton as well.

There was also a brief discussion about considering breaking the Master Plan Committee into a variety of subcommittees by topic and letting people who are only interested in one or two topics know that they are welcome to just participate in that piece of the process. Board members agreed that that was a good concept and worth pursuing.

The Chair asked whether anyone had approached Leon Malan about joining the Planning Board. After a brief discussion about what a good background he had, the Chair agreed to contact him.

Sundquist then told Board Members that the Board of Selectmen have moved forward on seeking a grant for a study on possible locations for a small commercial zone within Sutton. The Chair added that they also need to consider possibilities for “workforce housing”.

There was a discussion about municipal records and an issue that has arisen about the handling; storage; public access; Planning and Zoning Board members’ access; and Land Use Coordinator access to original land use documents. The LUC gave a summary of the information that she obtained from the legal services division of the New Hampshire Municipal Association and that she expected that until the committee on document retention has made a determination she would do as she has done for the past year or so in terms of providing copies of approved minutes. She noted that minutes and agendas are posted on the town website and she had offered to Linda to help her understand how to access the documents on the website.

Sundquist stated that it is expected that sometime in the next couple of weeks, the work of the Documentation Retention Committee will begin. He noted that there is a side benefit to all of the concerns about documents and that is that people will now be more interested in a distributive document management system. He further explained that after the town vote there will now be a new scanner copier and a new server and there is network access to support a new procedure regarding documents. Sundquist told the LUC to continue as she has been and not to hand out the originals. He pointed out that no one has the key to Linda's office but Linda. Placing documents in her office makes it extremely difficult to access those documents on and as needed basis by the LUC or anyone on the land use boards. There was a brief discussion about the importance of offsite backup. The Chair explained that Colby-Sawyer currently uses a company located in Salem, New Hampshire and which is a sort of "server farm" to maintain backups for all of the college documents.

**Work Session:** As there were only a few members present, it was decided that they would not go over the latest Drafts of the Site Plan Review Regulations, The Site Plan Review Applications and Site Plan Review Application Checklist.

The LUC did have a few suggestions and spoke briefly on the new approach that some New Hampshire towns are taking which combines the two documents, Subdivision Regulations and Site Plan Review Regulations into one called, for example, something like Sutton Development Regulations and which includes all definitions for both combined into a single section. Sundquist suggested that they might speak with members of the Zoning Board of Adjustment about creating a comprehensive Sutton Land use document which included both Regulations and Ordinances. Sundquist explained that an example of a place where he would like to see Zoning Ordinances combined in a document with Regulations is Cluster Housing which is defined and dealt with in the Zoning Ordinance; but, is approved by the Planning Board which is responsible for Subdivision approval. There was some interest expressed in this approach and the LUC offered to draft something as another example for members to review at the next work session.

**Reports:** None were given

**Next regular meeting is scheduled to include Public Hearing and will be** on April 8, 2014 at 7:00 PM.

**There being no further business that could be done without a quorum, the meeting was adjourned** at 8:30 PM.

Respectfully submitted,

Laurie Hayward  
Land Use Coordinator