

TOWN OF SUTTON
Planning Board
Pillsbury Memorial Hall
Meeting Minutes
April 22, 2014

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

The meeting was called to order at 7:10 PM, by Carrie Thomas, Chairperson.

Administrative:

Minutes of previous meetings: Minutes of the Meeting April 8, 2014. The Chair moved that the minutes be approved and they were approved unanimously.

Correspondence: The LUC stated that the only correspondence was from PSNH accompanied by the payment for fees for their tree trim request as promised the last meeting.

Old Business: Master Plan Survey and Subcommittees. The LUC explained that she had included copies of a proposed list of Subcommittee subjects. The Chair asked if these were actually expected to be different subcommittees. The LUC explained that these were more like chapter headings. There was a discussion about different ways the Planning Board members might wish to proceed and whether each member might be able to take one or two Chapters/Subcommittees to be involved with so that each group had a Planning Board member connected with it.

Wells asked if there was money in the budget to cover the costs of getting professional assistance on the Master Plan. The LUC explained that there was no money specifically allocated for significant outside services. She did explain that her hours were expanded this year and she expects to use some of that expansion in hours to act as coordinator, assisting the committee and various subcommittees. The LUC expects to be available to subcommittees to help with minutes and/or with keeping track of updates, revisions and additions to Master Plan Chapters as the subcommittees work on them. The LUC also would like to assist with gathering information and data including statewide and regional data that may be available from Central New Hampshire Regional Planning and to work with Dan Sundquist on updates to GIS maps for use in the plan. Wells expressed his sense that the Board should still consider the value to having someone from the outside hired to assist in the process. He added that it would be good to discuss this when Sundquist was at the meeting as he, Sundquist, put much work into the last Master Plan and has the best sense of how much time and effort is required. The LUC pointed out that this is not so much rewriting the Master Plan as it is bringing it up to date; working more on what has changed since 2005 and what was not included that might be now. She added that the 2005 Master Plan becomes the template for the "2015 Master Plan" and that should not require the same kind of effort as was required in 2005.

There was a discussion about starting the process with a town-wide survey, as has been done in the past. Board members considered the ways to get participation, both on committees and by responding to the survey questionnaire. Wells suggested that it would be important to place some form of advertising in the InterTown Record. O'Connell mentioned that, in her work on the Hazard Mitigation Committee, she found that there were people in town that were a very good fit and very helpful in their areas of expertise in putting together that document and she hoped some of them could contribute to the Master Plan as well. She noted Wendy Grimes as an example.

Approved 6/4/2014

Wells suggested that the Board members remember that there are two very different aspects to the Master Plan, the historical and current state of the town and the more “spiritual” sense of what the town sees itself as going forward into the future. Wells added that it would be his hope that leaders of the Subcommittees would be directed to not just look at the history and “what is”; but, would also be asked to contribute their vision for the future, the “spiritual part” as it relates to their area of interest. O’Connell asked if there was a list of previous committee members. The LUC said that she would put together a list.

Wells initiated a brief discussion about ways to keep the work to be done by the committee not too much burdened with developing data and statistical information. Wells suggested hiring someone from the outside. The LUC explained that she would be glad to act as point person for the subcommittees, getting data and assisting them in presenting it.

Wells suggested that the board look for ways to keep awareness of the Master Plan project high by a series of ads and articles in the InterTown Record. It was agreed that the next week, the LUC would contact Annette Vogel to discuss different ways to generate interest in the Planning Board and the Master Plan.

Other Business: The LUC told Board members that she had been contacted by a representative for Verizon. He requested information on the requirements for co-locating on the Shadow Hill Cell Tower. The LUC explained that she had reviewed the Ordinance and then discussed her understanding with Bill Hallahan, the Chair of the Zoning Board of Adjustment. They both read the ordinance to say that a Building Permit was required and what the ordinance calls a “limited Site Plan Review”. She conveyed that information to the Verizon representative and suggested that he send a letter to the Planning Board if he wished to proceed. In the letter should be information about the height and the size of the compound and whether they expected there to be any changes.

Reports: Open Conditions There was a discussion about the fact that the issue of the Mapes’ septic system has never been resolved and that the issue should likely be turned over to the Board of Selectmen for action. It was agreed that the LUC should bring all of the information regarding the Mapes property to the next meeting. The LUC said that she would add it to the agenda.

Work Session: Members then took up the Drafts of the Site Plan Review Regulations, The Site Plan Review Applications and Site Plan Review Application Checklist. Roger Wells suggested that the group not work on the documents at this meeting; but, that they take it home and work on pages 1 through 13 and then take that up at the next meeting.

There was a discussion about the Documents Committee meeting on Monday, April 28, 2014 and Thomas and Wells indicated that they would likely attend that meeting. The LUC stated that the meeting was not a public hearing so anyone could attend; however, they would not likely be given an opportunity to speak.

Next regular meeting is scheduled to include Public Hearing and will be on May 13, 2014 at 7:00 PM.

There being no further business, the meeting was adjourned at 8:40 PM.

Respectfully submitted,

Laurie Hayward
Land Use Coordinator