

TOWN OF SUTTON
Planning Board
Pillsbury Memorial Hall
Meeting Minutes
April 8, 2014

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

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

Public Hearing:

The Chair opened the Public Hearing. The LUC read the notice:

You are hereby notified of a Public Hearing to be held on April 8, 2014 at or around 7:00 p.m. at the Pillsbury Memorial Town Hall, 93 Main Street, Sutton Mills, NH, concerning a request by Public Service Company of New Hampshire (PSNH) pursuant to RSA 231:158, Effect of Designation of Scenic Roads, to trim and remove trees and brush for approximately 400 feet in the vicinity of pole 97-5/5 on Corporation Hill, a Sutton designated scenic road.

Documents are available at the Land Use Office in Town Hall

David Crane, arborist for Public Service of New Hampshire (PSNH), spoke regarding the PSNH request. He explained that there are three trees that they propose to remove. Two trees are small and one is a healthy oak, maybe 16" diameter. The trees need to be removed so that PSNH can complete the installation of a larger pole which will carry a transformer. The new pole is taller than the one already on site. The new pole must be set further back from the road than the old one in order to prevent some of the problems currently experienced by PSNH and the town of Sutton. Moving the pole back further places it further into the woods than the old one was and this necessitates removing three trees and trimming some others. The larger, healthy tree must be removed to allow PSNH to run the wires from the new pole to the next pole. O'Connell asked if the trees were on anyone's property. Crane answered that it is on property in the area of the small hydro plant. Crane added that he did not know if anyone from PSNH had spoken to the owner yet, but he expects that the owner will be approached before anything is done. He told the Board that the pole and the trees are in the public right-of-way and the pole will not be in front of anyone's house. Julie McCarthy asked how large the planned transformer is. Crane stated that it is large, maybe 4 times the size of the average transformer. Crane told the Board that there is a similar transformer on Route 114 near the Highway garage and the junction with Village Road.

Sundquist spoke, explaining the property on Corporation Hill that has the hydro plant is owned by people who do not live in Sutton year-round. The property is supervised by a neighbor, Betsy Forsham, who lives in the next house up the hill and is also the head of the Conservation Commission. Sundquist suggested that Asplundh, the company that will do the removals and trimming, speak with Forsham. The LUC added that she had expected to see Forsham at the meeting as Forsham had spoken to her indicating her concern

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that a healthy oak tree might be removed. Crane stated that he would contact her and discuss the tree removal.

Sundquist moved that the Planning Board approve the PSNH request to remove and trim trees;

McCarthy seconded the motion and it was voted unanimously to approve. The LUC asked Crane if he had brought the check that they discussed, he said that he had not. He added that he would have the check mailed. The LUC explained that she would forward the Notice of Decision to the Registry once she has the payment.

This ended the Public Hearing.

Correspondence: There is a letter regarding the New Hampshire Office of Energy and Planning (OEP) Spring Planning & Zoning Conference to be held in Whitefield, NH Saturday May 3, 2014 for anyone who is interested. The LUC expressed interest noting that the subject matter would be directly useful during the development of the Master Plan. Thomas also expressed interest; but needed to check her schedule. There was also a discussion about the cost to travel to Whitefield and the impact on the budget. Sundquist suggested that, if the conference is attended, it would be a good idea to give a presentation to the Planning Board about the information gleaned. The LUC agreed.

Administrative:

Minutes of previous meetings: The Chair took up the minutes from previous meetings of February 11, 2014; February 25, 2014; and March 25, 2014 and **moved that all three sets of minutes be approved; it was seconded and approved unanimously.**

Old Business: There was a brief discussion about finding new members. Sundquist told the Board that he had discussed rejoining the Planning Board with Leon Malan and he was not interested. The LUC told members that the ad they had discussed should be in this week's InterTown Record and appear again in next week's paper. O'Connell suggested that they see if Judy Lowe would like to write an article about the need for volunteers and maybe for more than just the Planning Board. There was a brief discussion including that there could be information on the Master Plan.

Reports: Sundquist gave a brief report for the Select Board. He explained that the Select board has decided to create a Municipal Records Committee, which is a committee enabled under New Hampshire statutes. The committee will be comprised of a core group including the Select Board members, Town Clerk, Treasurer, and Tax Collector. The first meeting will be scheduled for April 28. Department heads will be invited to attend that meeting. Sundquist told the LUC that she should plan to attend that meeting and that she should be prepared to share information on what she is keeping, what is required, where and what time frame for document retention. There was a discussion about technology and about statutes relative to municipal record keeping and the progress in the Land Use Office with attaching documents to the database for ease of access. The LUC then asked for some guidance in terms of keeping old records, mainly maps that are not the final agreed upon map. Final maps must be kept "forever", but are interim maps only used to refine the final agreed plan to be kept at all. Sundquist said that the LUC should plan to bring suggestions on what to keep and how long to keep documents, including interim items, for discussion.

Work Session: The LUC explained that she had provided members with a very rough draft of a combined document that would be more like a Sutton Land Development and Use Regulation which includes Subdivision

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and Site Plan Review and which could be included in a document/book that also includes the Zoning Ordinance and the Building Ordinance. She further stated that she had mentioned this to Bill Hallahan, Chair of the Zoning Board of Adjustment, and he responded favorably to the idea of a single book. A side benefit to this approach is that it is more cost effective and is easier for someone looking for information to have only one publication to use for research

There was also a discussion about questions that the LUC had regarding what should be pulled out of the Articles section of the Regulations and added to the end as an appendix. Sundquist told her that the High Intensity Soil Survey was not an appendix. He asked her to make every effort to get a final draft for the next meeting including the wording that he developed in 2012 for the High Intensity Soil Survey Article. The LUC agreed that she would do so and start by sending him the electronic document that she has and he can let her know whether that is the best version.

The LUC also suggested that she would like to include all of the applications and checklists as appendices.

O'Connell offered to provide assistance in editing the final document, including a review for formatting.

O'Connell asked about the most recent version of the checklist for Site Plan Review. The LUC explained that she had changed it slightly and that is the most recent version and it does have a significant set of changes which came from the comments made by Sundquist in the meeting of February 25th and it contains more detail at the need of the checklist. O'Connell then asked if the checklist was supposed to be torn out of the book. The LUC explained that the application packet is separate from the Regulations book. The separate packet includes the Instructions, the Checklist and the Application. Sundquist suggested that any application as appendix be watermarked "Sample". The LUC agreed and then noted that Applications are available on the Town website and that people do use that and she expects that electronic version will be used more and more going forward. Sundquist reiterated that he is hoping that a clean draft of the revised Regulations will be available for Board member review as soon as possible.

There was a brief discussion about the previously used Master Plan Questionnaire. The LUC stated that she had found the old questionnaire and agreed that she would forward the information to members via email for discussion at the next meeting. It was agreed that they probably want to include the old questions in order to see the comparatives and add new questions based on current issues and questions. Sundquist noted that it would be useful to look at the old questions and ask: "what hasn't been asked that is important?" O'Connell noted that she has done a lot of historical research and has uncovered some errors and omissions from the last Master Plan (2005) which may be useful to correct going forward. Sundquist asked what members thought is the most common response regarding what is important to the people of Sutton and then answered the question with: "maintaining the rural character of Sutton".

Next regular meeting is scheduled to be a Work Session and will be on April 22, 2014 at 7:00 PM.

There being no further business, the meeting was adjourned at 8:25 PM.

Respectfully submitted,

Laurie Hayward
Land Use Coordinator