

MINUTES
Workshop Meeting
Sanbornton Planning Board

Meeting Date and Time: Thursday, October 6 2016 at 7:00 PM

Meeting Place: Town Offices, 573 Sanborn Road, Sanbornton, N.H.

The meeting was called to order by Don Bormes at 7:00 PM

Roll Call

Regular Members present: Will Ellis, Don Bormes, Dick Gardner, Selectman John Olmstead

Alternate Members present: Justin Barriault (seated for Chair Evelyn Auger)

Regular Members absent: Chair Evelyn Auger

Alternate Members absent: Gail Morrison, Jody Slack

Others present at the meeting: Town Planner, Bob Ward

Approval of draft Planning Board minutes from 9/15 – John Olmstead made a **motion** to approve the draft minutes of 9/15. Justin Barriault **seconded** the motion and the **motion passed unanimously**.

New Business

- a. **Review and action concerning request for building permit on private road as per RSA 674:41 as requested by Deborah Thompson. Property is located on Cogswell Road, identified as Tax Map 17 Lot 31** – Town Planner Bob Ward stated that he has checked with the NH Municipal Association attorney per Will Ellis' request at the last meeting about legality of hold harmless waiver for minor additions. The attorney stated that he believes the statute should be read at face value as applying to major additions, brand new buildings or accessory apartments, but not minor additions such as decks, though he stated that ultimately the Planner should ask the Town's attorney. Will Ellis feels that the need for a hold harmless agreement for minor additions should be voted on, and Dick Gardner said that the Planning Board should not go against what the Town Attorney has advised, which is requiring a hold harmless agreement for all types of construction. Will Ellis responded that the Planning Board's job is to work for the citizens of Sanbornton and should not be responsible for increasing insurance premiums of the citizens required to sign a hold harmless agreement. This will be discussed at another meeting.

Deborah Thompson explained that she would like to replace an existing deck with a longer deck extending along the side of her home. She asked what would be required to extend the deck depth-wise as well, towards the shoreline, and Don Bormes responded that she would need a variance from the ZBA if required shoreline setbacks were not being met as well as checking with DES. Dick stated that Mrs. Thompson should check with DES anyway just to be sure about extending the deck as planned. Will Ellis asked Mrs. Thompson to check with her home insurance company and ask if a hold harmless waiver will affect their policy and she stated that she will do that.

Dick Gardner made a **motion** to recommend the Board of Selectmen to allow the permitting officer to process the building permit from Mrs. Thompson, conditional upon a signed hold harmless agreement and DES approval. Justin Barriault **seconded** the motion, with all in favor but with Selectman John Olmstead abstaining. **The motion passed.**

- b. Review of proposed job description of Town Planner** – The amended job description draft for the Town Planner includes over twenty listed responsibilities, the previous description listed fifteen. The Town Planner stated he reviewed himself and feels that it is adequate, but the Planning Board should review and provide any feedback if necessary. The added responsibilities to the previous job description are almost exclusively related to economic development. Dick Gardner stated that the Town Planner will still need guidance on allocating time towards the multiple responsibilities as he is a part time employee. Selectman Olmstead stated that not all the tasks assigned in the description will have to be done now, but they ensure that the Planner will be able to perform those tasks in the future.

Dick Gardner made a motion to approve the new job description. Justin Barriault **seconded** the motion and the **motion passed**, with all in favor but with Selectman John Olmstead abstaining.

- c. Discussion of proposed FY18 Planning Board budget** – Town Planner Bob Ward stated that he has added a line for Economic Development Officer in the budget as discussed at the previous Planning Board meeting. He has also distributed the \$1,500 requested increase for Economic Development among other line items such as postage, supplies, and travel. Will Ellis suggested taking out the word “Officer” from the new line item and just leaving it at “Economic Development”, as it looks like there is an additional person rather than new responsibilities of the Town Planner. All agreed that this should be removed and Town Planner Ward will also submit a memo with the budget to the Board of Selectmen explaining the increases.
- d. Discussion of current PB budget July 1 2016 through September 2016** - Town Planner Ward provided the Planning Board with a spreadsheet of the current fiscal year’s expenditures thus far. Dick Gardner noticed that the travel budget has already been expended 40% and asked if the Town’s vehicle was being used. Town Planner Ward responded that the previous Town Administrator said that that vehicle is not road worthy and should not be used, though no routine maintenance is done on that vehicle. Registration and insurance is still being paid on it. Selectman John Olmstead will bring this issue to the Selectmen.

Old Business

- a. Upcoming Public Hearing regarding adoption of Economic Development Chapter in Town’s Master Plan** – The chapter will be voted on officially by the Planning Board at the next meeting, a public hearing scheduled for October 20th. Town Planner Ward will make sure that all necessary changes have been made to the draft that will be presented at that meeting.

- b. Update regarding aquifer study from Terracon for proposed gravel pit operation on Johnson Rd** – Ron Haddock of Bull Fish Investments LLC has obtained a quote from Terracon for adding three monitoring wells at the proposed gravel pit location. The study completed by Terracon previously only used existing borings rather than new data to study if a medium to high yield aquifer exists. The ZBA will be discussing this at their October meeting. Dick Gardner stated that the new proposal to Terracon should be very detailed when asking for what is needed in this new study.

Meeting adjourned. The next Planning Board meeting is scheduled for Thursday, October 20th at 7:00 to be held at the Town Offices.

Respectfully submitted,

Audry Barriault