

**MINUTES**  
**Business Meeting**  
**Sanbornton Planning Board**

**Meeting Date and Time:** Thursday, April 21st 2016 at 7:00 PM

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

The meeting was called to order by Chair Evelyn Auger at 7:00 PM

**Roll Call**

Regular Members present: Don Bormes, Will Ellis, Planning Board Chair Evelyn Auger, Selectman John Olmstead, Dick Gardner

Alternate Members present: Justin Barriault, Gail Morrison

Regular Members absent: None

Alternate Members absent: Jody Slack

**Others present at the meeting:** Town Planner, Bob Ward

**Review and Approval of draft PB minutes of 4/7** – Don Bormes made a **motion** to approve the minutes from 4/7/16. Dick Gardner **seconded** the motion and the **motion passed unanimously**.

**New Business**

- a. **Proposed Boundary Line Adjustment from Melissa Anderson concerning Tax Map 20, Lot 37-9 and Lot 38** – Melissa Anderson and her surveyor Steven Luger showed the Planning Board a map of the proposed boundary line adjustment by which she would gain two acres of land from an abutter for a horse pasture. Town Planner Bob Ward read each of the waivers being applied for by Mrs. Anderson which the Planning Board members saw no issues with. Dick Gardner asked if there are any easements in question and Mrs. Anderson stated that there are not. Town Planner Ward noted that there is an error in the surveyor's map and that Lily Pond Trust is not shown and should be fixed. Dick Gardner made a **motion** to accept the boundary line adjustment with that correction to the map. Don Bormes **seconded** the motion and the **motion passed unanimously**.
- b. **Proposed Level 1 Home Occupation from George Boyer, property located at 258 Upper Bay Road** – George and Christine Boyer explained to the Planning Board that they would like to establish a small business on their property for selling flowers, antiques and possibly other goods. The two buildings for which permits have already been issued are a shed and an open building. Mr. Boyer stated that both the Fire and Police Chiefs have already been notified of the proposed business and have no issues with it, but Town Planner Ward mentioned that the Health Officer will also need to give his approval. Selectman John Olmstead asked if a sign will need to be approved and Town Planner Ward responded that typically that is approved after the Home Occupation is approved.  
Don Bormes made a **motion** to approve the Level 1 Home Occupation, subject to approval of the Health Officer and also requiring that a sketch map be provided to the Town Planner. Will Ellis **seconded** the motion and the **motion passed unanimously**.
- c. **Pre-Application Discussion of proposed subdivision of 6.16 acre lot fronting on Hunkins Pond Road and Poplar Road from Suzanne Keith** – Mrs. Keith provided the Planning Board with two maps, each outlining a different way of possibly subdividing her property which fronts on two separate roads. Mrs. Keith believed either option would require a variance as one of the frontages is only 182 feet and not the required 220 feet. Chair Evelyn Auger pointed out that an ordinance was passed recently that eliminated the

need for a variance from the frontage requirement, provided that the average of the total frontage totals at least 220 feet, which applies in this case. This is the first case in which this ordinance has come into effect. No variance is needed.

- d. **Discussion regarding handling of Planning Board recordings** – Secretary Audry Barriault asked the Planning Board what they would like to do with the voice recordings of the meetings, as the Selectmen keep theirs for one year but state statute says that once the written minutes are approved, the recording of that meeting can be deleted. Dick Gardner asked if the recordings can be saved on a computer and Selectman John Olmstead stated that Town's computers do not have a large enough server for this and that it is an issue for other boards as well. Evelyn Auger stated that she believes the recordings should be kept and made easily accessible to the public and at a low fee, and Dick Gardner mentioned that perhaps Town Planner Ward could keep them on a separate hard drive. Selectman John Olmstead will bring this up with the Selectmen and ask about their policy for keeping recordings.
- e. **Joint Land Use Board Meeting** – Town Planner Ward asked the Board what date works for an upcoming Joint Land Use Board meeting. The Board agreed on Wednesday, May 11 at 6:00 in the Woodman Room at the Sanbornton Public Library.

#### **Old Business**

- a. **Application for un-merger request from Bridget Gillis. Property is located on Circle Drive and Circle Point Road (Tax Map 8/Lot 49)** – Town Planner Ward stated that, according to his research, the two merged properties owned by Mrs. Gillis were merged by the Town and therefore she has the right to un-merge the two lots. However, the boundary line adjustment between the Gillis property and that of an abutter has made it so that the exact footprint of the previous two lots will not be re-established. Will Ellis stated that creating two lots as close as possible to the previous configuration is optimal and the rest of the Board agreed. Mrs. Gillis stated that she has built a porch which may be close to the previous boundary line but she does believe that she meets the ten foot side setback requirement. Dick Gardner made a **motion** to accept the un-merger request provided that Mrs. Gillis confirms that she has at least a ten foot side setback. Don Bormes **seconded** the motion and the **motion passed unanimously**.
- b. **Hold Harmless agreements and shared driveway issue** – Will Ellis stated that he would like to revisit the issue of shared driveways, as well as the issue of Hold Harmless waivers needing to be signed by an applicant if they are just applying for a minor addition. He mentioned there is nothing in the RSA that stipulates when a Hold Harmless waiver is needed and the Planning Board's Attorney, Bernie Waugh, has stated that one should not be needed for a minor addition, though the Select Board's Attorney, Chris Bolt, has said that it is a requirement. Selectman John Olmstead suggested that a letter be written to Town Planner Bob Ward regarding this matter which he can then present to the Select Board.
- c. **Update regarding Bull Fish Investments LLC request for special exception for commercial gravel pit operation on Johnson Rd** – Town Planner Ward stated that he has not received confirmation from Bull Fish that they will be attending the May Zoning Board meeting. He also stated that he has reached out to Bull Fish and their attorney regarding an outstanding \$2,000 bill from Keach-Nordstrom Associates, the engineering firm hired for the Town, which has been overdue for at least 60 days. Dick Gardner suggested that applications should state that no decision can be made by a Board until payments are remitted and the rest of the Board agreed.

**Other Business**

- a. **Select Board Update** – Selectman John Olmstead stated that he asked the Select Board if interviewing is required for re-appointing a current Planning Board member and they said No, the member just needs to get sworn in again by Marla Davis. He also stated that the Select Board has asked that all boards utilize the Local Government Center rather than the boards' attorneys, since there is very little money left in the legal fund for the Town. Chair Evelyn Auger stated that the Planning Board already utilizes the Government Center and that the Select Board should as well. Selectman Olmstead also informed the Planning Board that they will need to build a new line into their Budget for Attorney's and Legal fees that they will be incurring during the next year. This request is going out to all Boards and committees that will require the use of an Attorney during the year.
- b. **Department Head for Town Planner** – Chair Evelyn Auger asked Selectman John Olmstead if he would ask the Select Board again to release the Town Planner from the direction of the Department Head (Town Administrator Charlie Smith) so that the Planner can once again work for the Planning Board. She stated that the Town Administrator can still sign off on the Planner's hours, but that the Planner's direction should come from the Planning Board. She also stated that this request is coming from her and not from the entire Planning Board. Selectman Olmstead says he already asked and was told No but will ask again.

**Meeting adjourned at 9:10 pm.**

The next meeting is scheduled for Thursday, May 5th, 2016 at 7:00 p.m. to be held at the Sanbornton Town Offices.

Respectfully submitted,

Audry Barriault