



**Planning Board
Academy Building
503 Province Road
Gilmanton, New Hampshire 03237**

Desiree Tumas, Administrator
Mark Fougere, Certif. Planner
Nancy Girard, Chair
John Funk, Vice-chair
Rachel Hatch, Select-Rep
Dan Hudson, Member
Marty Martindale, Member
Dave Russell, Member
John Weston, Alternate

**Minutes of the Meeting
Thursday, April 08, 2010**

Members Attendance: Nancy Girard, Chair; John Funk, Vice-chair; Rachel Hatch, Select Rep.; Dan Hudson, Member; Marty Martindale, Member; David Russell, Member; John Weston, Alternate; Mark Fougere, AICP; Desiree Tumas, Administrator.

Public Attendance: (As signed in) Paul Darbyshire, Surveyor
(Not signed in) Stan Bean, Nanci Mitchell, Conservation Commission Chairperson

Open Meeting

Call to Order: The Meeting was called to order at 7:00 p.m.

Introduction of Board Members
Election of Board Officers

Following Board introductions, the Board called for Chair and Vice-chair Nominations:

Member Funk moved to nominate Member Nancy Girard to serve as Chairperson for a term of one year, Member Martindale seconded the motion; the motion passed unanimously.

Member Russell moved to nominate Member John Funk to serve as Vice-chairperson for a term of one year, Member Martindale seconded the motion; the motion passed unanimously

Approval of Minutes

March 11, 2010 – Regular Meeting

Member Martindale moved to approve the March 11, 2010 Minutes of the Meeting as amended, Member Hudson seconded the motion; the motion passed unanimously.

Discussions

Public Safety Building – Update presented by Paul Darbyshire

Paul Darbyshire presented the Board with revised elevations and drainage calculations and explained the building footprint has been enlarged by 2-feet in order to accommodate the size of the truck bay doors.

Mr. Darbyshire went on to explain the runoff would be directed and contained in a drainage basin depicted on the plan. There is also a gravel interceptive drain with swales proposed for the perimeter of the parking area.

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Paving of the parking area is proposed at a later time. The traffic flow is designed for a counter clockwise traffic pattern. Adequate parking is provided with the parking spaces and the travel isle designed wider than required, as well as two handicap spaces. There is a foundation drain located in the truck bay that will require occasional pumping. All State permits have been received including the septic. The NH DOT made a visit to the site and relocated the egress/ingress to better accommodate the required grades. The lighting is vendor recommended and comes with the building design. Additional light posts in the parking area have been discussed, but not finalized.

Mr. Darbyshire continued to explain that weekly meetings are conducted with the contractor to update the progress on an ongoing basis and adjustments are made as they arise.

The aesthetics have been extensively considered as well as the natural surroundings that will remain after development. It was further explained that the building is similar to the Salisbury Safety Building. Board Members recommended that lighting be shielded and downward directional.

Member Hudson noted that the sub-base at the entrance and the parking area differ indicating that they should be the same. Mr. Darbyshire concurs and will bring the disparity to the contractor's attention at the weekly meeting.

Board Members discussed the aesthetic of the building suggesting larger windows, an overhang or roof over the entrance and rotating the building.

It was explained that aesthetics were extensively discussed and are ongoing. The position of the building is located in the manner it is to facilitate a straight exit of the fire apparatus out to the street.

The Board discussed without conclusion concern regarding the responder parking and access to the fire apparatus when responders report to the building prior to going to an emergency call location.

The Board briefly discussed the truck bay area questioning if the mezzanine storage area was enclosed and if there would be a need for additional ventilation?

It was explained that the upper Mezzanine is not enclosed and will be used for storage concluding that with the area open there would be no need for ventilation fans.

Chair Girard stated recognition of the amount of work that has been put into getting the project going and extended sincere thanks for the presentation explaining that the Municipality is not required to come before the Board and that they appreciate the review option.

Chair Girard called for further discussion, hearing none; discussions were concluded.

Capital Improvement Program – Stan Bean

Chair Girard recognized Stan Bean who explained the Capital Reserve is “good” at the moment and on target for the projections. Department-heads have been requested to submit their needs, timelines and cost over \$10,000. The Budget Committee then calculates the yearly amount needed to fulfill the need when the time comes with little or no impact to the taxpayers.

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Mr. Bean went on to explain that currently the interest over time has kept up with inflation, however with the current economic times it will be closely monitored.

Board Members commented on what a great job Road Agent Paul Perkins has been doing with the betterment of roads especially with the use of gravel instead of dirt for winter road maintenance on roads such as Lilly Pond Road.

Board Members went on to discuss without conclusion the need for more attention to the roads that are close to streambeds noting concern regarding the run-off from the corners into Huckins Brook.

Chair Girard recognized Nanci Mitchell, Conservation Chair who questioned the inclusion of the Commission when considering Capital Reserves. Nanci explained that the Conservation Commission might consider a part-time employee in the future to take minutes and handle the administrative duties.

It was explained that employee salary is not considered for Capital Reserves and such request should be submitted directly to the BOS.

Board Members briefly discussed without conclusion the status of the vehicles purchased for the police department. It was noted that in previous years just the vehicle was budgeted and the cost of equipment was excluded. Now the practice is to include quotes for the vehicle and equipment necessary to make road ready for use by law enforcement.

Board Members suggested adding a new section outlining recent expenditures made possible by the Capital Reserves Accounts as well as what future expenditures are planned. Such a section would allow the Residents of the Town of Gilmanton to see where the capital reserve monies have been used in the past and the intended purpose in the future.

Board Members agreed to conduct CIP submission meetings at the May 13, 2010 and June 10, 2010 Planning Board Meetings.

Board Members briefly revisited the public safety building expenses questioning the status of the construction bond. It was explained that the paperwork was ready to send and in process.

Chair Girard called for further discussion, hearing none; thanked Mr. Bean for his continued efforts, reiterating that the Board will conduct the Department Head meetings on May 13, 2010 and June 10, 2010 with discussions and amendment if necessary on the complete document on July 8, 2010.

It is anticipated that a public hearing to approve the document will be scheduled for the August 12, 2010 Planning Board Meeting. It is the department's intention to have the updated CIP, approved, printed and to ready in time for the Budget Season 2010.

Having nothing further, discussions were concluded

Subdivision Regulations Amendments – Mark Fougere, AICP

Chair Girard recognized Mark Fougere, Certified Professional Planner who explained that the current regulations would require a lot of work not only in the content but also in the continuity of the document.

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Mr. Fougere suggested adding requirements such as impact fees, updated road requirements including profiles, definition updates as well as the addition of Zoning Board of Adjustment and Conservation Commission notes when applicable.

Due to the extensive revisions required for the current document, Board Members were agreeable to reviewing existing language from surrounding towns, primarily Meredith for consideration.

The Board briefly discussed the current Senate Bill 406 related to Voluntary Merger/Forced Mergers. Member Russell will look into the current status of the Bill and what the catalysis was for bringing the Bill forward.

Chair Girard called for further discussion, hearing none; Board Members agreed to conclude discussions for the evening and requested Mr. Fougere provide language for the Board to work from to create new subdivision regulations.

Administrative Business

Schedule Public Hearing to amend the Planning Board Application Fee Schedule

Ms. Tumas explained that the current fee schedule is not reflective of the various types of applications that come before the Planning Board. i.e. Applicants for a single lot subdivision are being charged the same fee as a developer that is creating a complete subdivision. The same is true for an applicant that wishes to adjust their boundary line.

Ms. Tumas suggests breaking out the fee schedule to classify subdivision as a Major or Minor Subdivision as outlined in the categories of land development and a separate lesser fee for the Boundary Line Adjustment. Also recommended is the Applicant pay for the Public Notice as well as applicable recording fees. Additionally, it was also recommended that the Abutter Fee be increased as the current fee barely covers the actual cost of postage. The proposal would allow better accounting practices for the planning department with monthly/yearly reporting and reconciliation with the finance department.

Board Members agreed with the proposed fee schedule, however, until the subdivision regulations update is complete it would be difficult to break out the application fee amount without regulations to dictate the requirements of a Major or Minor Subdivision.

Public Notice will be published and a Public Hearing held on May 13, 2010 to approve the fee adjustment of the Public Notice, Abutter and Recording Fees.

Ms. Tumas thanked the Board for their consideration and will check with other departments for the Abutter Fees charged.

Having nothing further, discussions were concluded.

Unscheduled Business

Chair Girard called for any further business to come before the Board, hearing none; entertained a motion to adjourn.

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Adjournment

Member Hudson moved to adjourn the meeting at 9:03 pm, Member Martindale seconded the motion as stated; the motion passed unanimously.

Respectfully submitted,

Desiree Tumas,
Planning Board Administrator