

HILLSBOROUGH PLANNING BOARD

February 20, 2013

Approved Meeting Minutes

Present:

Members:

Martha Caron (Vice Chair), Dave Fullerton, Larry Baker, Ann Poole

Staff:

Robyn Payson, Planning Director;

CALL TO ORDER

The meeting was called to order at 7:04 pm by Martha Caron, Acting Chair.

A packet of information regarding agenda items was provided to Board members by Robyn Payson, Planning Director.

MINUTES

February 6, 2013

Ann Poole noted her name was missing from list of those present.

Martha Caron moved: *To approve the minutes of February 6, 2013 as amended.*

Larry Baker seconded. Motion passed 4-0.

PLANNING DIRECTOR UPDATE

a) Safe Routes to School

Robyn Payson notified the Board that a Safe Routes to School meeting had taken place that morning (February 20, 2013). Work on the first project is to begin about the second week in March and should be done before April vacation.

There was discussion of the largest American Chestnut tree in New Hampshire being in Hillsborough.

b) Master Plan

Robyn Payson talked about the Master Plan update being worked on this year. She talked about gathering information as the first step. She also planned on talking with Mike Tardiff from the Central New Hampshire Planning Commission for general information.

There was talk about some work being done through a contract and some being done in house.

Ann Poole expressed that if contracting that should be put out for bid.

Martha Caron spoke about the Emerald Lake Village District (ELVD) having established it's own Planning Board. She suggested a letter to them.

Ann Poole said that ELVD is still within Hillsborough and should be included in the Town's plan.

Martha Caron said it didn't make sense to duplicate efforts.

Ann Poole said that they (ELVD) could do their own plan, but they still needed to be included in the towns as they affect traffic, schools, demographics and other things in the town. She said she hoped that they would participate in the process.

Robyn Payson suggested that they could adopt ELVD's plan as a part of the Town's.

Martha Caron suggested getting advice from the Town's attorney on the matter.

Dave Fullerton suggested that the Local Government Center (LGC) attorney be contacted first.

There was discussion of the process of contracting within the town.

There was extensive discussion about the process and components of a plan as well as contracting versus in house production.

The consensus of the Board was to ask Robyn Payson to gather and provide to the Board information about the general process.

The Board also asked Robyn Payson to solicit information from LGC regarding how to deal with a sub part of the town within the Master Plan.

c) Broadband Presentation

Robyn Payson informed the Board that she had attended a presentation about broadband being part of basic infrastructure that Town Planning will increasingly have to take into account.

Martha Caron questioned what part planners would have in it.

Ann Poole suggested the topic might be considered inclusion in for the Master Plan.

Robyn Payson said she hoped to bring the speaker to town (from UNH Coop at no cost).

The Board was in favor of that.

d) Zoning

Robyn Payson said that Kelly Dearborn-Luce had said that she was going to work on a re-codification. There was discussion of what that will entail. Robyn Payson will talk to Kelly (Dearborn-Luce) to clarify that.

Anne Poole questioned why Kelly (Dearborn-Luce) would be working on that instead of Robyn (Payson) who is the Planning Director. She said it is something that should be directed by the Planning Board. Ann Poole also expressed that if Kelly Dearborn-Luce was going to be working on zoning she should attend planning Board meeting(s).

Martha Caron said she was uncomfortable with taking a work product that took over a year and a committee of people to produce (the proposed re-codification defeated in 2012), and turning it over to the Code Enforcement Officer. She said that she had no problem with the two of them reviewing it and making suggestions.

Robyn Payson said she hoped to get Roger Racette in and to meet with her and Kelly (Dearborn-Luce) to work on it.

Martha Caron said that she was concerned because they don't have a committee. She said because the committee got disbanded, he can give her input one on one and that she could do that also. She said she would like to see a review based on the starting place of the proposal (from last year) and not a re-codification.

Robyn Payson said she would like to work on a Commercial Planned Unit Development Ordinance. She suggested forming a sub-committee to work on it.

Martha Caron said that they (the Planning Board) could work on that directly with her. She asked how many people from the Board she would need.

Robyn Payson suggested two or three and that they could bring Roger in on that to open it up.

Martha Caron said you know what happens as soon as you have a committee.

Ann Poole said that since this was something she was suggesting to the Board, that it should be put on the agenda for a future meeting when there will be more members and they could decide if given the limitation on her (Robyn Payson) time this was something to do or be put off.

e) Community Groups meeting

Robyn Payson said that she and Laura Buono (Business Administrator) had talked about having a scoping session of all of the many groups in town to try to get them to better coordinate the many events in town.

Martha Caron questioned why this is a Planning Department issue.

Ann Poole expressed that to the extent that the events might be promoting the town this might be an Economic Development Commission (EDC) concern, but she also questioned the planning department doing this especially because of the limited time she had.

Martha Caron said that the issue of encouraging development had been talked about since the EDC was formed with a budget and that it was time to do more than just talk about it and to do something.

Dave Fullerton described some of the things the EDC has been doing.

Ann Poole suggested that they move on as this wasn't a discussion for a Planning Board meeting.

Martha Caron said she would like to invite the EDC to a joint meeting/visioning session to see what the two groups can do to get the town going.

Ann Poole clarified that it would be a work session perhaps on a Saturday. April or May was discussed for a time.

f) Development Agreements

Robyn Payson pointed out that in the Board's packet she had included a definition of a development agreement as they will be reviewing one at the next meeting. There was discussion about getting the proposed agreement beforehand so as to have time to review it before the meeting.

Adjournment

Larry Baker moved: *To adjourn.*

Dave Fullerton. seconded. Motion passed 4-0 at 8:00 PM.

Respectfully Submitted:



John P. Segedy
Recording Secretary
Approved March 6, 2013