

**PLANNING BOARD  
27 School Street  
HILLSBOROUGH, NH  
December 4, 2013**

**DATE** December 4, 2013

**DATE APPROVED:** 12/18/2013

**TIME:** 7:01 p.m. - 8:10 p.m.

**CHAIRMAN:** Herman Wiegelman

**VICE CHAIRMAN:** Martha Caron

**MEMBERS:** Larry Baker, Alan Urquhart, Ann Poole

**EX-OFFICIO:** David Fullerton

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES PRESENT:** John Penny

**ALTERNATES APPOINTED:** John Penny for Denise DeForest

**EXCUSED:** Denise DeForest is excused from attending due a personal matter.

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**Members of the Public:** Rosemary Urquhart

**CALL TO ORDER:**

The meeting was called to order at 7:01 pm by Chairman Herman Wiegelman.

**OLD BUSINESS:**

**Approval of Minutes:**

Meeting of November 6, 2013

Ms. Caron said on page 5 regarding the year-end report the years should be accomplished in 2013 not 2012 and coming in 2014 not 2015.

Ms. Poole made a motion to approve the minutes as amended. Ms. Caron seconded the motion. The Board voted all in favor.

**WORK MEETING:**

**First Draft Zoning Amendment Pamphlet:**

Mrs. Payson presented the Board with the first draft of the zoning amendment pamphlet and explained there were two versions of the pamphlet – one is with a preamble and one is with a copy of the warrant article. She thought having the article in the pamphlet would help people familiarize themselves with it.

The Board reviewed and discussed the first draft of the zoning amendment pamphlet.

Ms. Caron suggested removing the references to the actual articles and replacing it with “all uses and terms are now defined and summarized in a definitions section and listed in a new table”. She also suggested stating that the definitions now refer to the RSAs when possible.

Mr. Baker likes having RSA spelled out at least once to explain what it RSA means.

Ms. Caron said definitions now in one place rather than scattered. She added descriptions of zoning districts have now been simplified and uses are in a new table.

Mrs. Payson suggested removing any reference to an actual table would be less confusing.

Ms. Poole suggested leaving the reference to the tables in and adding the tables pertaining to frontage, setbacks and area requirements have been clarified.

The Board agreed to hold at least two public sessions to explain the changes prior to town meeting.

Ms. Caron said the mobile home parks section of the subdivision regulations has been made simpler and less restrictive.

Ms. Caron said all the changes are legally known as repeal and reenact.

Mr. Fullerton asked that a note be added to explain that reenact means replace.

Mr. Wiegelman asked that the statement on the back be prefaced by the statement that this is what the voters will see on the ballot.

Mr. Wiegelman said the pamphlet could go out as a general mailing.

Ms. Poole suggested adding the website link to the front page of the pamphlet.

Mr. Penny suggested adding a statement to informing the public to watch the website for times and locations of public forums.

Ms. Caron said they could add the website to “Do You Have Questions” section.

Mrs. Payson feels they could do educational sessions in February in order to do an intense blitz close to town meeting. She hopes to get the Chamber of Commerce and EDC to endorse it and get people to write letters to the local paper’s editor to keep people talking about it.

**Review Central N.H. Regional Planning Commission Proposal Master Plan Contract:**

Mrs. Payson said the Master Plan Committee has not seen this yet, not until their meeting next week.

Mr. Wiegelman said it is for \$2,000 which would come out of the Planning Board’s budget.

Mr. Baker said the Master Plan Committee would discuss it at their next meeting and report back to the Planning Board at their next meeting

Mr. Wiegelman said the Board has already decided to move forward with this project.

Mr. Baker was concerned the Master Plan Committee may suggest changes which would have to come back to the Board.

The Board felt it could approve the contract now so if the Committee had no issues it could move forward right away.

Ms. Caron made a motion to approve the contract. Mr. Urquhart seconded the motion. The Board voted all in favor.

**Year End Report:**

Ms. Caron explained this report if for the Selectmen informing them of the things the Planning Board has done during the past year.

The Board discussed the report and made suggests for changes and additions.

The Board also discussion then turned to the role of the EDC and its interaction with the Planning Board.

Ms. Poole said the EDC's role is typically to market the town.

The Board discussed the need for the town to apply for available grants.

Mr. Fullerton said the Selectmen have discussed hiring a grant writer.

Ms. Poole said she has been involved in grant writing and the information to find grants is not hard to find. She noted the Concord Public Library has a computer set up with discs of every single granting agency, foundation that is out there and you plug in key words for the type of grant you are looking for.

Mr. Wiegelman asked if the Board was okay with him signing the revised document for presentation to the Selectmen.

Ms. Caron made a motion that this year-end report corrected as we discussed tonight and signed by Mr. Wiegelman be approved by the Board for presentation to the Selectmen of the Town of Hillsborough as a report on this year's activities and next year's projections. Mr. Urquhart seconded the motion. The Board voted all in favor.

After a short discussion the Board asked Mr. Fullerton to approach the other Selectmen to reconsider making the Planning Director a full-time position for next year.

**Adjournment:**

**Mr. Baker made a motion to adjourn.**

**Ms. Poole seconded.**

**Board voted all in favor.**

**Meeting Adjourned at 8:10 p.m.**

Respectfully Submitted:

Iris Campbell  
Recording Secretary