

HILLSBOROUGH PLANNING BOARD

July 18, 2012

Official Meeting Minutes

Present:

Members: Herm Wiegelman (Chair), Ann Poole, Dave Fullerton, Larry Baker, Marianne Hammond (Alternate)(Arrived 7:02), Rachel Hawkinson (Alternate)

Staff: John P. Segedy, Recording Secretary

Mike Tardiff, Executive Director, Central New Hampshire Regional Planning Commission (CNHRPC)
Kelly Dearborn-Luce, Hillsborough Code Enforcement Officer
Daniel C. Luce

CALL TO ORDER

The meeting was called to order at 7:00 pm by Herm Wiegelman, Chair.
Shane O'Keefe, Planning Director had provided a packet of information to the Board.

DESIGNATION OF ALTERNATE MEMBERS

Rachel Hawkinson was designated to vote in place of Ken Stafford, Sr.

MINUTES

June 20, 2012

Larry Baker moved: *To approve the minutes of June 20, 2012 as presented.*

Rachel Hawkinson seconded. Motion passed 5-0-1 (Paris Wells abstained).

DESIGNATION OF ALTERNATE MEMBERS

Marianne Hammond arrived and was designated to vote in place of Martha Caron.

PUBLIC BUSINESS

1. "A Granite State Future"

Mike Tardiff addressed the Board to explain the 'A Granite State Future' project. He said they are charged with updating regional plans. Mike Tardiff explained that in the past the different regional commissions have had a variety of funding sources. For this project HUD has provided a grant for all of the regional commissions to create plans.

Mike Tardiff said that they had hoped that Shane O'Keefe would be on their advisory committee but understands that has changed.

Ann Poole asked what the time frame was.

Mike Tardiff said that it would be about a 2 ½ year process that they were just getting started.

Mike Tardiff explained that they were asking for the Memorandum of Understanding to be signed, but that it wasn't required. He said that because they were members of the Central Regional Commission they would be involved anyway, noting that Herm Wiegelman and John Stetser are currently designated as the towns representatives on the regional Board. Mike Tardiff said he would expect that the Board would be appointing a replacement for Mr. Stetser.

Herm Wiegelman asked what the Commission is hoping to accomplish with the plans.

Mike Tardiff said that the plans are useful for documentation. They can be used to build support for different projects. He said that by collecting information on a regional basis it can be more efficient than individual towns collecting the same information individually when doing their Master Plans. Dave Fullerton asked – then these plans will be giving advice but not setting any policy that towns must follow.

Mike Tardiff answered that was correct and that towns could use the information as they wanted.

Herm Wiegelman asked what the agreement expect the Hillsborough Planning Board to do.

Ann Poole pointed out that in Attachment 1, Page 1, Paragraph 3 that is spelled out.

Mike Tardiff said that they would hope that they might serve on some committees.

Ann Poole asked if this will be a regional Master Plan.

Mike Tardiff answered yes but that it was completely advisory. He said it would be a repository of data.

Ann Poole asked if this was an update to a previous plan.

Mike Tardiff answered yes, to the extent the previous 'plan' was cobbled together over 20 years.

Ann Poole asked what the Horizon was for the plan.

Mike Tardiff answered that it would have a 10 year outlook.

Mike Tardiff said he was here making a 'soft pitch' for the project. He said they would appreciate involvement however the Board would like. He reiterated that they don't have to sign the MOU to participate but he would appreciate it if they did.

Dave Fullerton said that they may have an interim Planning Director and wondered how that would effect their involvement.

Mike Tardiff answered that they wouldn't necessarily need the interim person to do anything.

Ann Poole said that the Boards representative(s) don't have to be the Planning Director. They could be Board Members or community members.

Dave Fullerton said then we could just send one person, Herm.

Ann Poole asked if they have the HUD money in hand or is it contingent on anything.

Mike Tardiff said the HUD money has already been received. He said that it is actually the Nashua Regional Commission that received the grant and they are subcontracting the other regional commissions.

Ann Poole asked when the end date for the contract between HUD and the Nashua Commission was.

Mike Tardiff answered that it was for three years, so it would be ending about February 2015.

Mike Tardiff said that as an aside that the Regional Commission may be able to provide the Town with some assistance while they are looking for to fill their vacancies.

Dave Fullerton asked if the person was LPA certified.

Mike Tardiff answered no.

Mike Tardiff said he was also asking for a second Commissioner to be appointed.

Kelly Dearborn-Luce asked if that person had to be a Planning Board Member.

Mike Tardiff answered no, but he would see the Planning Board as making a recommendation to the Selectboard.

Ann Poole moved: *That the Hillsborough Planning Board enter into the Partnership Agreement titled 'A Granite State Future' with the Central New Hampshire Regional Planning Commission effective immediately and ending in 2015 and that Chair Wiegelman be authorized to execute all paperwork to do so on behalf of the Board.*

Rachel Hawkinson seconded. Motion passed 7-0.

There was discussion of a representative. Herm Wiegelman asked Rachel Hawkinson if she was interested.

Rachel Hawkinson said she would be.

Herm Wiegelman asked Dave Fullerton to bring her name to the Selectboard for appointment.

OTHER BUSINESS

1. Bids for Printing Public Notices

The Board reviewed the bids received from the Villager and Messenger. It was noted that both bids were the same at \$5.00 per column inch.

Larry Baker suggested they could take turns.

There was discussion of circulation numbers.

Ann Poole moved: *To accept the bid from the Messenger of \$5.00 per column inch for the period beginning July 1, 2012 and ending June 30, 2013.*

Larry Baker seconded. Motion passed 7-0.

2. Replacement of Town Planner

Dave Fullerton said that concerning the legality of combining the two positions he felt that since the planner position was voted on at Town Meeting any change would have to be made at a town meeting. A copy of an article from the 1999 town meeting was circulated that had the Code Enforcement Officer and Community Planning Director positions combined.

The Board discussed various options.

Kelly Dearborn-Luce said she was proposing to take on some of the administrative duties of the Planning position such as meeting with applicants and making her position full time to do so.

Kelly Dearborn-Luce said that many of the surrounding towns have a part time planning position.

Herm Wiegelman asked which towns she was referring to.

Kelly Dearborn-Luce provided a list of surrounding towns to the Board.

Kelly Dearborn-Luce said she thought that it would be helpful for 1 person to be the face of the town/point of control for development.

Herm Wiegelman said that they should be talking about the departments needs rather than particular people.

Larry Baker asked if people thought that a full time planner was needed.

Dave Fullerton said that they could hire out for specific needs.

Kelly Dearborn-Luce said she has talked to someone who is certified to handle the Safe-Routes grant.

Herm Wiegelman said that he sees the current needs as the Safe Routes Grant, Municipal Drive and the Master Plan Update.

Herm Wiegelman said that he has already been to the Selectmen to say that they need a full time planner. He said he was unable to attend the next Selectboard meeting as he had a Water & Sewer Commission meeting. Larry Baker and Rachel Hawkinson said they would try to attend.

Ann Poole said that we can't necessarily compare Hillsborough to smaller towns around it. Herm Wiegelman said that it is not just the size but also the fact that Hillsborough is the business center of the area.

Ann Poole said she is concerned that they will lose the position if it is changed to part time.

John Segedy said he would be able to do the Agenda and packets for the Board meetings if they wanted. He said that he already prepares the agenda's for the Conservation Commission and Zoning Board of Adjustment.

Herm Wiegelman said he wanted Dave Fullerton and the other Selectmen to understand that they would like a full time person.

There was discussion of the search process.

Ann Poole said that the point of having a committee that will make recommendations to the Selectboard was to prevent political considerations from entering into the decision.

3. DES Shoreland Presentation

Ann Poole said she had confirmed the presentation for the August 15th meeting. She said the Conservation Commission had also been invited. Herm Wiegelman asked John Segedy to put it on the agenda.

4. Landfill Methane

John Segedy said he was serving on a committee at the school which had been charged with investigating alternative sources of fuel. He said he had been tasked with inquiring of the town if it had any interest in exploring obtaining Methane from the landfill. Consensus of the Board was this would better be addressed to the Selectboard.

5. Correspondence

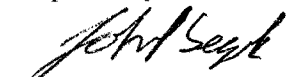
Ann Poole suggested sending a get well card to Martha as well as a Congratulations/Good Luck card to Shane. Herm Wiegelman asked John Segedy to take care of these.

ADJOURNMENT

Ann Poole moved: *To adjourn.*

Rachel Hawkinson seconded. Motion passed 7-0 at 8:20 pm.

Respectfully Submitted:



John P. Segedy

Recording Secretary

Approved August 15, 2012