

MINUTES  
PLANNING BOARD MEETING  
October 19, 2016

PRESENT: Bert Hamill, Chairman, Liz Freeman, Paul Termin, Tim Jones, David Lage, Ned Nichols, Deirdre Daley, Louise DelPapa

The meeting was called to order at 7:00 p.m. at the Town Office.

Deirdre was appointed to fill in for Ed.

The Board reviewed the revised minutes of the September 21, 2016 meeting and the following change was made: first page, sixth paragraph, third sentence should read, “**According to** Mr. Holden a hydrogeologist for the Craven Property looked at the situation and determined it would not be a problem to have the wells close together and stated this project is similar in territory and distributed the evaluation report from Northeast, Inc.”

Bert accepted the minutes of the September 21, 2016 meeting as amended.

The Board reviewed the minutes of the October 5, 2016 meeting and Bert accepted the minutes as written.

Bert stated an email was sent to Mr. Litchfield regarding the scheduling of the paving project on Jacqueline Drive and Green Farm Road and he has not responded. Bert will compose a letter to Mr. Litchfield next week requesting information and for him to meet with the Board to discuss the project.

Bert stated he contacted Mr. Pernaw, the engineer Mr. Simpson has chosen to conduct the off-site improvements of Stowell Road, and found out Mr. Pernaw could not give the Board a full evaluation of Stowell Road. Bert contacted Kent Brown Engineering for assistance and stated he mailed a letter to Mr. Simpson to make him aware of the situation.

**7:20 HEARING FOR PROPOSED AMENDMENTS FOR SITE PLAN AND SUBDIVISION REGULATIONS**

Bert requested an overview of the ground rules for the hearing on the amendments and he asked Liz for her assistance. The following ground rules are:

- The full amendment does not have to be read out loud, copies are made available for Board members and the public.
- Process is to get input from the public.
- The Board can make editorial changes and as long as they do not change the meaning or intent of the amendment, a second hearing is not needed.

- If any changes are made that change the intent or the meaning, a second hearing will be needed.
- The amendments are read and the Board votes on accepting the amendment.
- Louise will distribute the final amendment to the Board. Subdivision and Site Plan amendments need to be certified by four members of the Board.

**Proposed Amendment to New Ipswich Subdivision Regulations**, Amend Section IV, General Requirements, 4:16 Active and Substantial Development and Substantial Completion by correcting subparagraph B. Bert read the amendment and requested comments from the Board and the public. Liz made a motion to approve the amendment. Tim seconded the motion and it passed unanimously.

**Proposed Amendment to the New Ipswich Site Plan Regulations**, Amend Section VII, Purposes, General Standards and Requirements, 2.T. Substantial Completion, by correcting subparagraph 2. Bert read the amendment and requested comments from the Board and the public. The following correction was made, “by deleting the words shown in strike through and **adding** the words in bold.” Tim made a motion to approve the amendment. Paul seconded the motion and it passed unanimously.

**Proposed Amendment to the New Ipswich Site Plan Regulations, Amend Section III, Paragraph 1. Procedure, Subparagraph 1.** Bert read the amendment and requested comments from the Board and the public. Liz stated this amendment has not been discussed by the Board. Ned stated he would like to request **two full sets of plans** and **seven sets of reduced size copies** of the plat for the Board to review before the hearing. The consensus of the Board was to make the changes. The Board discussed the continuance of a hearing with regards to the applicant requesting seven days in advance. The consensus of the Board was to strike the last two sentences of the amendment. Liz made a motion to change the amendment by striking the last two sentences starting at “If an applicant is unable to attend”, change the wording to read as; “two full sets of plans and seven sets of reduced size copies.” The Board will have a second hearing on the amendment on November 16, 2016 at 7:00 p.m. Deirdre seconded the motion and it passed unanimously.

**Proposed Amendment to the New Ipswich Subdivision Regulation, Amend Section VII, Paragraphs 8:00 Final Plat Submission – Application & 8.01 Procedure, Subparagraph A.** Bert read the amendment and the consensus of the Board was to strike the last 2 sentences of the amendment starting at “if an applicants is unable to attend” and change the wording to read as **two full sets of plans** and **seven sets of reduce size copies** of the plat. Liz stated the Section to amend should be **Section VIII** not VII. Liz made a motion to change the amendment by striking the last two sentences starting at “if an applicant is unable to attend”, change the wording to read as; “two full sets of plans and seven sets of reduced size copies,” change Section VII to Section VIII. The Board will have a second hearing on November 16, 2016 at 7:00 p.m. Deirdre seconded the motion and it passed unanimously.

**Proposed Amendment to the New Ipswich Site Plan Regulations, Amend Section VII, Paragraph 2, General Standards and Requirements by adding a new subparagraph U.**

Bert read the amendment and stated this amendment is to specify how the noise will be measured. Bert requested comments from the Board and the public. Liz made a motion to approve the amendment. Deirdre seconded the motion and it passed unanimously.

**Proposed Amendment to the Subdivision Regulations, Amend Section IV, Paragraph 4:12, Performance Security**

Bert read the amendment. Bert requested comments from the Board and the public. The Board discussed offering a savings passbook along with other securities and the consensus of the Board was to leave the savings passbook in the amendment. Ned stated he thought the Board could have done a much better job on this amendment. Bert stated this amendment is what the Board agreed on and the Board can further develop the amendment in the future. Liz made a motion to approve the amendment and Deirdre seconded the motion. Five members were in favor and Ned and Paul were opposed.

**Budget Review – 2017**

The Board reviewed the budget for 2017. Bert will be meeting the Board of Selectmen and the Budget Committee on October 24 to submit the Planning Board budget. Paul and Dave stated back-up is required to substantiate the figures requested. Bert stated the 2017 budget will be in line with last year's budget.

**Other Business**

Tim stated when the Board is discussing critical issues and if a member is passionate about an issue, they should make an extraordinary effort to participate in the meeting. If a member does not participate in the meetings before the final decision is made, the Board does not have the value of their input.

8:30: Paul and Ned left the meeting

**CIP Review – Deirdre Daley**

Bert stated questionnaires were distributed to the department heads and they received input from each department for future projects/purchases. Deirdre discussed how the Plan is based on urgency. Bert stated we need Board approval to submit the CIP to the Board of Selectmen. Bert would like to compose an amendment to create a CIP Committee made up of a Planning Board member, Selectmen, and a Budget Committee member. Dave stated the CIP is a valuable asset for the Board of Selectmen. Liz made a motion to accept the CIP and submit it to the Board of Selectmen. Deirdre seconded the motion and it passed unanimously.

**Master Plan**

Tim requested to be put on a future agenda to conclude his recommendation on the Master Plan. Louise will look at the Planning Board calendar and schedule him on the next available date.

The meeting adjourned at 9:15.

Respectfully submitted,

Louise DelPapa  
Land Use Clerk



