

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Approved Minutes of Workshop on February 20, 2017

1 A workshop meeting of the Planning Board was held on Monday, February 20,
2 2017 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

3
4 **PRESENT:** Paul Carideo, (Chairman), Ben Schmitz, (Vice Chairman), Dean Howard,
5 Glen Emerson, Robert Waldron, Neil Emerson, and Chris Howard (Alternate)
6 Guests: Sally Theriault, (AA to Board of Selectmen)

7
8 Chairman Carideo explained that the primary purpose of the workshop was to
9 discuss the report from MRI (Municipal Resources, Inc.) regarding the Planning
10 Board office. (Copy attached to the minutes)

11 12 Municipal Resources Report:

13 Everyone discussed the suggestion of a Community Development Department
14 structure. With this Mr. Jutton suggested that the Chief Building Official could
15 serve as the senior management person and the clerical/administrative support
16 to the Planning Board would fall under his supervision. Mr. Jutton also suggested
17 in his report that whereas the operations of the Planning Board are similar to the
18 Zoning Board, the current Zoning Board office staff may be able to take on the
19 additional work. If this wouldn't work, he suggested an additional part time
20 employee to be added and share the responsibilities in the Community
21 Development office.

22
23 It was noted that if K. Emerson was to take on the responsibility, he would need
24 help with his current job. There is also the question of logistics. B. Schmitz
25 suggested that a 3rd person would be a shared resource.

26 To consolidate the departments now would require looking at the budgets. This
27 may be something to look at down the road. It was noted that the current staff
28 in the building office would not be able to take on any additional work. The two
29 people in that office job share with one working during the day and one in the
30 afternoon for the most part with no overlapping time.

31 The report looked at the option of having a clerical person and a planner. The
32 Planning Board determined that at this point a planner was not necessary at this
33 time. They instead talked about putting out an ad for a temporary clerical
34 person. After some discussion it was decided that this was not the avenue to go.
35 Advertising for an interim or temporary position may not get the right

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Approved Minutes of Workshop on February 20, 2017

36 population to respond especially whereas it would be geared to some
37 experience. Mrs. Theriault was asked what the current pay range was and she
38 responded at Grade 4 the current range is \$14.46 to \$21.69 for about 20 hours a
39 week. She noted that with 5 years of experience the rate would be in the range
40 of \$16.76. Mrs. Theriault noted that a recording secretary for just meetings could
41 make upwards of \$20. It was noted that the 20 hours a week are not written in
42 stone but could be whatever is needed to get the job done but is currently a part
43 time position. P. Carideo stated that once a job description is adopted, he will
44 send it out to the NH Planners Association to see what they get for a response.
45 The actual hours would probably range from 20 to 25 hours plus the meeting
46 nights. They agreed to listen to the current job description and make any
47 changes needed. There were some changes made such as updating the language
48 and clarifying. The revised document will be given to the Planning Board for
49 final approval.

Rockingham Planning Commission (RPC):

52 The Planning Board met with Mr. Davis at their last meeting. The Board would
53 like to meet with him once more before making a recommendation to the
54 Selectmen for appointment. The meeting they talked with him at was a long
55 meeting and it was late in the evening. They would like to emphasize that it is
56 important for them to receive updates on a regularly basis. It was agreed to ask
57 Mr. Davis to come into the next workshop scheduled for March 20th, which will be
58 without cameras and more relaxed.

59 There was discussion about options with RPC such as looking at having a circuit
60 rider planner review applications in conjunction with the Town Engineer.

Subdivision and Site Plans:

63 P. Carideo reported the Board spoke with S. Bourcier at the last meeting, they
64 should look at a procedure for applications along with a checklist. Mr. Bourcier
65 also asked that when an application is delivered, that one set be delivered to his
66 office in Bedford. The Planning Board would still like to receive the applications
67 on paper as well as electronically. The electronic version makes it easier for the
68 members to view. P. Carideo also talked about setting the guidelines that when a
69 motion is made to continue a public hearing that part of the motion should state
70 that any revised plans must be submitted 2 weeks prior to the next meeting.

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Approved Minutes of Workshop on February 20, 2017

71 This would give Mr. Bourcier time to review the revision and submit his report.
72 Getting them the day of or business day before doesn't allow time for review. If
73 this is to continue happening, the hearing will be continued. There was
74 discussion about what are the various conditions when a plan is approved and
75 whether or not there is a check list. T. Harrington will draw up a cheat sheet so
76 that when the motion is read they will remember to put the 2 week notice for
77 revisions and to add the 90 day conditional approval.
78 The committee will meet regarding the updating of the site plan regulations.
79 The current version is the 2012 one and it needs to be emailed to the committee
80 members, B. Schmitz, P. Carideo and C. Howard.

81
82 **MOTION: B. Schmitz motioned to adjourn at 8:47 pm**

83 **SECOND by: R. Waldron**

84 **VOTE on Motion: 7-0**

85
86 *Minutes by: Tina Harrington, Planning Board Secretary*

87 *Approved by: Planning Board*

88 *Date: March 6, 2017*