



Town of Plaistow, New Hampshire
145 Main Street, Plaistow NH 03865
Phone: (603) 382-8469

PB Minutes 4/3/13

April 03, 2013

Call to Order: 6:30 P.M.

Item One:

ROLL CALL: Present was *Chairman*; S. Ranlett, *Selectman Ex- Officio*; Robert Gray, Tim Moore, and Shem Kellogg. Gennifer Silva was absent.

Also present was *Alternate*; Geoff Adams, *Chief Building Official*; Mike Dorman and *Recording Secretary*; Laurie Pagnottaro.

S. Ranlett appointed G. Adams a voting member for the meeting or until G. Silva should arrive.

Item Two:

Minutes of March 06, 2013

The Board had the wrong set of minutes before them; this will be continued until the April 17, 2013 meeting.

Minutes of March 20, 2013

R. Gray motioned to accept the Minutes of the March 20, 2013 meeting, second by T. Moore.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Item Nine:

Other Business:

Request for discussion by Michelle Curran regarding recent correspondence from Department of Building Safety concerning her site at 151 Main Street.

Present for the discussion was Michelle Curran, owner of Michelle's Creative Expressions. She explained the following to the Board:

- She received a letter from M. Dorman regarding items left outside her property that were not on the site plan; this is what she is here to discuss

- The plan has not been updated since 2001 and she would like to do that now
- She has repaved both lots, the striping is up to code, and the handicap space is moved and redone
- In 2003 the building was brought up to code including the completion of the fire escape
- She would like to remain consistent with other businesses on Main St. in regards to outside displays
- She would like to have display areas added to her site plan
- She proposes to have a large area on plan delineated for deliveries and pick-ups
- She showed and discussed with the Board a picture of the site with proposed display areas and storage area shown
- There is no curbing in the front parking lot for tires; in the spring she puts up small chains to delineate parking so cars do not hit the building
- She has no intention of using all the parking spaces

S. Ranlett asked if she would consider moving the handicap space over to be near the ramp.

M. Curran explained that she did move the space over one space; it is where the Highway Department recommended it. She added that although the ramp is not intended to be a handicap ramp, but a delivery ramp, it is ADA compliant. Her handicap clients find it easier to use the few stairs in the front than to maneuver the long ramp. All her parking spaces are spaces are larger that required.

S. Ranlett asked what she will do with the furniture while she waits for approval.

M. Curran replied that she will store the furniture on the porch but will bring it in at night.

S. Ranlett asked where the property line ends in the front of the building.

M. Curran answered at the end of the parking spaces. The sidewalks are the state right-of-way and the telephone pole has an easement like any other property. There are no violations. She explained that there is plenty of parking spaces with room to pull out and plenty of room for pedestrians to walk either in front or behind the cars.

The board and the applicant had a lengthy discussion regarding the other uses the property has had and if the applicant would need to come back before the Board for any other the prior uses.

M. Curran stated that they have always gone through the permitting process. The letter she submitted to the Board on April 2, 2013 listed all current and historical uses. Current uses are listed on plan and are a dance studio, karate studio, hair salon, ice cream/bakery, retail shop and office space. She noted that the bakery / ice cream shop left in 2007.

M. Dorman noted that nothing is grandfathered forever; he will look at the uses if they need and will make the determination if a use needs to come back before the Board.

S. Ranlett asked M. Curran if she needed storage at the end of the lot.

M. Curran replied that she does not like to use the front spaces for her or her husband to park and to load and unload. They also move furniture around a lot. The back lot is a good area to do this. She just wants to make it clear so there is no question that is what they are doing; to avoid more letters.

R. Gray suggested delineating it on the plan as a loading/unloading area to make it clear to others that it is not a display area. He is not in favor of any display that falls in the setback and this area is up against the road.

M. Curran noted that the Board had approved the “Just Stuff” business to have a display area near the setback out front near their signage. She brought the minutes in.

S. Ranlett stated that the concern is always sight distance.

M. Dorman asked if the Board was approving a modified site plan or the picture the applicant has submitted. He would feel more comfortable with a modified site plan.
The board agreed to a modified site plan.

R. Gray expressed concern over approving a plan without the current and proposed conditions on it.

M. Curran noted that the apartment is already on the originally approved plan and is an allowed use as well as all current uses.

S. Ranlett stated that the only things to be added are the storage trailer and the outside display area. He said to add on what has been discussed tonight and submit the plan to L. Komornick.
He asked that if the storage is a trailer that a fence be added around the trailer to hide it.

M. Curran agreed and will note it on the plan. She added that they will go through M. Dorman for permitting of the trailer / shed.

T. Moore motioned to approve the minor site plan, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Item Five:

Recommendation for Reappointment of Representatives to the Rockingham Planning Commission (RPC) and the RPC Technical Advisory Committee (TAC).

T. Moore explained that it is the Planning Boards responsibility to select and recommend the approval of two people to the Board of Selectmen. Marilyn Senter and himself have been on the RPC Committee. Marilyn can no longer attend the meetings. He is still willing if the Board wishes.
So there are one or two spots open.

The Board discussed this issue and the terms. It was determined that the Term will start June 1st and is four years for RPC.

S. Kellogg stated that he would be interested in replacing M. Senter on the committee.

S. Ranlett motioned to appoint Shem Kellogg and Tim Moore as commissioners for the Rockingham Planning Commission. S. Kellogg will start immediately in the absence of M. Senter and T. Moore's new term will start June 1, 2013. The motion was second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

T. Moore stated that M. Senter is willing to remain an alternate for TAC.

S. Ranlett motioned to recommend to the Board of Selectmen that Marilyn Senter be an alternate member for Technical Advisory Committee, second by S. Kellogg.

There was no discussion on the motion and the vote was 5-0-0 U/A.

R. Gray motioned to recommend that Tim Moore be reappointed the Technical Advisory Committee representative for Plaistow, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Item Seven:

Reading of Communications Directed to or From the Board

Letter to Board from Rock Church

S. Ranlett read and summarized a letter from Pastor Steve Murray of Rockingham Church dated April 1, 2013 for the Board noting the following:

- The church will host the Interfaith Hospitality Network one week bi-quarterly for families faced with homelessness.
- There will be no showers or cooking; just a place to sleep
- Meals will be brought in by volunteers
- If more than one week is needed they will come back before the Board.

S. Ralett stated that it is a great program. He suggested that they church notify the Police and Fire Chief's before they host an event. He also would like the Board to send them a copy of this letter as well.

M. Dorman stated that he will go over with the Fire Chief to look at where the guests will be sleeping. He added that there are no dates for the event yet but they will be at the Church for the whole week, Saturday to Saturday nights only.

The consensus of the Board is to send the letter to the Police and Fire Chief to alert them of the event and have the church notify them Thursday or Friday before they host the events.

Item Six:

Presentation from Town Planner on "How to Read a Site Plan".

L. Komornick presented a ten minute module titled "The Master Plan" from the NH Citizen Planner web-site. The module included the following information:

- What a Master Plan is
- What a Master Plan must include: vision and land use sections as well as existing conditions
- How to develop a Master Plan
- Who is responsible for developing the Master Plan: the Planning Board

L. Komornick explained that this web-site has many modules that Board members can look at. She will present other modules for in-house training for the Board. She suggested that the Board formally set-up a Master Plan Sub-Committee.

S. Kellogg and G. Adams volunteered to help on the sub-committee.

R. Gray asked what sections of the Master Plan are scheduled to be up-dated.

T. Moore replied the Housing Chapter, the Population Chapter can be up-dated and the Transportation Chapter. He added that RPC has agreed to help up-date the tables for the Transportation Chapter.

L. Komornick stated that she will be soon presenting the new Energy Chapter to the Board. She added that they have provided Town Manager, Sean Fitzgerald, with tasks and budget information for the Economic Development Chapter.

R. Gray stated that the Economic Development Chapter should then become a priority as they have asked for funds to complete it. He also suggested up-dating the History Chapter with the current election information.

S. Kellogg stated that he will help to up-date the Natural Resources Chapter.

The new Sub-Committee will include T. Moore, S. Kellogg and G. Adams.

T. Moore noted that members of the public may also volunteer for the Master Plan Sub-Committee and to let the Board know if anyone is interested.

Item Four:

Review/Discussion of the Up-dated Planning Board Rules of Procedure, based upon changes made at the March 20, 2013 Planning Board Meeting.

L. Komornick provided the Board with the original copy of the Rules of Procedure and a new copy with the changes discussed at the last meeting. She was unable to reach anyone at LCG to ask the question the Board had from the last meeting but will keep trying.

G. Adams stated that he was able to reach LGC and that the Board has the authority to appoint its alternates without the approval of the BOS. It is just a courtesy for the BOS.

The Board discussed this and decided that L. Komornick will double check with LGC to make certain.

The Board read the following proposed changes:

Page 2, G (1) – The Board agreed to eliminate “the Planning Coordinator”. The new paragraph will read:

- Attendance at Meetings and Excused/Unexcused Absences.
 - Planning Board members and alternates are expected to attend all meetings. However, in the event that they are unable to attend a meeting, a member of the planning staff should be contacted in person or by phone prior to 3:30 p.m. of the day of the meeting so that sufficient coverage can be ensured. If connected to the answering system, members should leave their name and status of attendance so that the message can be retrieved in a timely manner.

R. Gray motioned to approve the change, second by T. Moore.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 2, G (3) – The Board agreed to change Chairman to Chair. The New Paragraph will read:

- The Chair will have the authority to grant excused absences.

R. Gray motioned to approve the change, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 2, H – The Board agreed to remove “After public hearing, the” and “on their own accord”. The new paragraph will read:

- Removal in accordance with RSA 673:13. The Board of Selectmen may at the request of the Planning Board hold a public hearing to remove a member or alternate member from service on the Planning Board upon written findings of inefficiency, neglect of duty, or malfeasance in office. A written statement shall be filed with the Town Clerk giving reasons for such removal.

R. Gray motioned to approve the change, second by S. Kellogg.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 3, A (2) - The Board agreed to change Chairman to Chair and Vice-Chairman to Vice Chair. The New Paragraph will read:

- The Planning Board shall elect a Chair and Vice-Chair from the elected membership and may create other offices, as it deems necessary. An ex-officio member of the Board shall not serve as Chair.

R. Gray motioned to approve the changes in section 225-3 Organization, second by S. Kellogg.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 4, Duties & A (1) – The Board agreed to add “and Responsibilities” and change all Chairman to Chair. The new paragraph will read:

§ 225-4. Duties and Responsibilities

- Chair of the Board.
- The Chair shall preside over all meetings and hearings; shall supervise the preparation of an annual report; shall appoint such committees as directed by the Board; shall affix his/her signature in the name of the Board; and shall perform other duties customary to the office.

. T. Moore motioned to approve the changes, second by R. Gray.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 4, B and B (1) - The Board agreed to change all Chairman to Chair and Vice-Chairman to Vice-Chair. The new paragraph will read:

- Vice-Chair of the Board.
- The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters that come before the Board in the absence of the Chair.

R. Gray motioned to approve the changes, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 4, C - The Board agreed to eliminate the original C paragraph/ Town Coordinator and adopt a new C / Recording secretary. They will add D / Town Planner. They will remove "Town Manager and other Departments and Committees as needed" from a and add "Rockingham" to j. The new paragraphs will read:

- Recording Secretary.
 - Ensures a written record of all meetings of the Board takes place and provides a draft copy to the Town planner in a timely fashion such that the compliance with RSA 91-A can be maintained.
- D. Town Planner.
- Professional Support:
 - Serves as professional staff support for activities of Planning Board.
 - Provides supervision to the Recording Secretary and ensures draft copies of Planning Board minutes are available to the public in compliance with RSA 91-A. Presents the draft copies of minutes to the Planning Board at the next possible Planning Board meeting for corrections and/or approval. Ensures approved minutes are posted to the Town web site.
 - Prepares and posts all agendas, meeting notices, and meeting cancellations in accordance with RSA 676:4.
 - Prepares packets containing all pertinent documentation including agendas, draft meeting minutes, meeting materials and staff report to all Board members in time for an adequate review for the bimonthly meetings.
 - Receives and processes an extensive variety of requests for information in person, via email and by telephone regarding Planning Board and Planning Department related questions.
 - Receive applications for subdivisions, site plan review, minor site plans, condominium conversions, conditional use permits, lot line adjustments and any other permits requiring Planning Board approval. Ensure all necessary components of applications are present for Planning Board review including review comments from all applicable Town departments and committees. Such departments and committee may include, but not be limited to, the following: Police Department, Fire Department, Water Department, Highway Department, Highway Safety Committee, Town Manager, Building Department, and Health Officer.
 - Schedules site inspections/site walks and accompanies Board Members to site inspections/site walks, as needed.
 - Reviews and monitors development of plans and projects in progress for technical completeness and for conformance to zoning, site review and subdivision regulations.

- Effectively handles correspondence between Town and Planning Board appointed Engineers and Attorneys, Developers, Engineers, RPC and other agencies.
- Prepares Notices of Decision and records plans at the Rockingham County Registry of Deeds.
- Coordinates and participates in plan reviews, pre-construction meetings, and site inspections with Planning Board Engineer and Code Enforcement Officer.
- Prepares correspondence as directed by the Chair or the Board.
- Responds to inquiries from the public and private organizations.
- Establishes and maintains Planning Board and other project files.
- Master Plan, CIP, Zoning Ordinance and Regulations:
 - Prepares updates to the Town's Master Plan.
 - Prepares updates to the CIP and provides administrative support to the CIP Committee including preparation of (CIP) agendas, correspondence, takes and transcribes minutes and maintains the CIP narrative.
 - Coordinates spreadsheet and budget analysis of CIP with Town Manager.
 - Prepares annual updates to the Zoning Ordinance, Zoning Map, Subdivision / Site Review Regulations and administers them accordingly.
- Legal Requirements:
 - Coordinates legal matters with Town and Planning Board legal counsel to ensure that all legal issues and requirements are administered properly and met.
 - Informs Planning Board and other staff of legal changes in the area of land use law.
- Support of Other Committees and Meeting Attendance:
 - Attends meetings of Conservation Commission, Recreation Commission, Selectmen, Highway Safety Committee, Plaistow First Committee, Economic Development, and others as needed.
 - Serves as the Board's liaison between the Planning Board/Planning Department and municipal departments, Rockingham Planning Commission (RPC) and other State Agencies.
- Budget and Financial Responsibilities:
 - Assists in the development and administering of Planning Board annual operational budget.
 - Monitors site and subdivision development escrow and bonding requirements with the Town Treasurer and town appointed Engineer.
 - Monitors site and subdivision development impact fee accounts with Town Treasurer and Building Inspector.
 - Prepares monthly and annual reports for recording of revenue with Town Treasurer.
- Assessing Assistance and Geographic Information System (GIS) Support:
 - Provides updates to Assessor on approved Planning Board applications.
 - Works with GIS system including mapping production.

- Training and Education:

- Attends courses, seminars and conferences if needed to maintain knowledge of current State RSA's, zoning issues and computer skills as applicable.

No motion was needed at this time as this is the first time the paragraphs have been read by the Board.

Page 8, 225-5 Meetings A – The Board agreed to change “Office Building” to “Hall”. The new paragraph will read:

- Regular Meetings.

Regular meetings shall be held at the Plaistow Town Hall at 6:30 p.m. on the first and third Wednesdays of each month.

R. Gray motioned to approve the change, second by S. Kellogg.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 8, 225-5 Meetings B & D - The Board agreed to change all Chairman to Chair and Vice-Chairman to Vice-Chair. The new paragraph will read:

- Special Meetings.

Special meetings may be called by the Chair or, in his/her absence, by the Vice-Chair, or at the request of three members of the Board, provided notice is given to each member at least 48 hours prior to the time of such meetings and is posted in two appropriate public places at least 24 hours prior to such meetings, excluding Saturdays, Sundays and legal holidays.

- Cancellations.

The Chair may make cancellations if unusual circumstances warrant a cancellation. Reasonable effort shall be made to post notice of the cancellation in two public places, including or in addition to the Town Hall.

R. Gray motioned to approve the changes to 225-5 Meeting B & D, second by T. Moore.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 8, 225-5 Meetings E – The Board discussed this paragraph and decided to eliminate “present at a meeting”. The new paragraph will read:

- Quorum.

A majority of the membership of the Board shall constitute a quorum and shall include alternates sitting in place of regular members.

No motion was needed at this time as this is the first time the paragraphs have been read by the Board.

Page 8, 225-5 Meetings F – The Board agreed to change “Chairman” to “Chair” and change “except that only” to “Only”. The new paragraph will read:

- Appointment of Alternates; Absence of Regular Member.

Whenever a regular member is absent, the Chair shall designate an alternate, if one is present, to act in the absent member's place. Only the alternate designated by the Board of Selectmen to serve in place of the ex-officio member shall replace that member. Alternates shall have all the powers and duties of regular members regarding any matter under consideration on which the regular member is unable to act.

R. Gray motioned to approve the changes for 225-5 Meetings F, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 8, 225-5 Meetings G (1) (3) - The Board agreed to change “Chairman” to “Chair”. The new paragraph will read:

- Disqualification of Regular Member.
- No member shall participate in deciding any question or sit upon the hearing of any question in which that member has a direct personal or financial interest in the outcome that differs from the interest of other citizens. The member shall disqualify himself/herself, pursuant to RSA 673:14, and shall notify the Chair as soon as possible in order to facilitate his/her replacement by an alternate. The Chair or the member who has disqualified himself/herself shall announce the disqualification before discussion or public hearing on the question being considered takes place, or as soon as such reason for disqualification is discovered by the member disqualifying himself/herself. The disqualified member shall leave the Board table during all deliberations and public hearing on the matter.

3) The Chair shall designate an alternate, if one is present, to take the place of a member who has disqualified himself/herself from deliberations on a matter before the Board.

R. Gray motioned to approve the change, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 9, 225-6 Procedures A (1)a - The Board agreed to change “Chairman” to “Chair”. The new paragraph will read:

- Order of business.

1) The order of business shall be as follows:

- Call to order by Chair.

R. Gray motioned to approve the change, second by T. Moore.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 9, 225-6 Procedures A (1)c - The Board agreed to change “ meeting” to “meeting(s)”. The new paragraph will read:

- Minutes of Previous Meeting(s) and Vote by Board.

No motion was needed at this time as this is the first time the paragraphs have been read by the Board

Page 9, 225-6 Procedures A (1)d - The Board agreed to add “ and/or Workshop Items.” The new paragraph will read:

- Scheduled Hearings on Subdivision/Site Plans/Amendment Proposals and/or Workshop Items.

No motion was needed at this time as this is the first time the paragraphs have been read by the Board

Page 9, 225-6 Procedures A (1)f - The Board agreed to eliminate “officers and” and add “Committees/Subcommittees”. They also eliminated “(Rockingham Planning Commission (RPC) and Capital Improvements Program Committee (CIP)”. The new paragraph will read:

- Report of Committees/Subcommittees.

T. Moore motioned to approve the change, second by G. Adams.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 9, 225-6 Procedures A (1)h - The Board agreed to eliminate “by vote of the Board”. The new paragraph will read:

- Adjournment.

R. Gray motioned to approve the change, second by S. Kellogg.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 10, A Voting (2) – The paragraph was reformatted for Non-Public Session.

R. Gray question the wording “motion carries” in paragraph 2a. stating they need a 66% vote.

L. Komornick will reference the RSA there instead.

Page 11, Public Hearing 2 – 12 - The Board agreed to change all “Chairman” to “Chair”. The new paragraph will read:

- Public Hearings.

The conduct of a public hearing shall be governed by the following rules:

- Members of the Board may ask questions at any point during the presentation
- Any party to the matter who desires to ask a question of another party must go through the Chair.
- Any applicant, any abutter, or any person with a direct interest in the matter may testify in person or in writing. Other persons may testify as permitted by the Board at each hearing.
- Other parties, such as representatives of Town departments and other boards and commissions who have an interest in the proposal, shall be allowed to comment in person or in writing.
- Persons who speak shall be required to state their name and address and indicate whether they are a party to the matter or an agent or counsel to a party to the matter.
- The Chair shall call the hearing in session, identify the applicant or agent seeking Board approval or the nature of an amendment to current regulations being proposed.
- The Chair or anyone else so designated by the Chair may present a report on the application, proposal, or discussion.
- The applicant or agent or sponsor of an amendment shall be called upon to present the proposal.
- At the completion of the applicant's or applicant's agent's presentation, the Chair will ask the Board members if they have questions, concerns, or comments about the application or proposal being presented.
- After the Board members have asked their questions and made their comments and concerns known to the applicant or the applicant's agent, the Chair will read any letters submitted regarding the specific application or proposal. Letters will only be read when the sender has been properly identified in the letter. The letter must contain a name and address, along with a statement to indicate whether the sender is a party to the matter or an agent or counsel to a party of the matter.
- After all appropriate correspondence has been read by the Chair, members of the public will be asked for their questions, concerns and comments. Everyone present will have an opportunity to speak.
- The Chair shall indicate at the end of the hearing whether the hearing is "closed" or "continued." Closure or continuation shall depend on whether there is a need for submission of additional material or information or for the correction of noted deficiencies. In the case of a continuation, additional notice shall not be required if the date, time, and place of the continuation is announced at the time of continuation.

R. Gray motioned to approve the all the changes, second by T. Moore.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 12, E. Joint Meetings 2, 5a, and 5c - The Board agreed to change all "Chairman" to "Chair". The new paragraphs will read:

- Joint meetings may be held at any time when called jointly by the Chair of two land use boards, subject to appropriate legal notice.

5) Rules of procedure for joint land use board meetings shall be the same as those followed regularly by the Planning Board, with the following exception regarding the order of business:

- Call to order by Chair.

c. Explanation by Chair of reason for joint meeting/hearing.

T. Moore motioned to approve the all the changes, second by R. Gray.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 12, E. Joint Meetings 5b - The Board agreed to add "by their respective Chair". The new paragraph will read:

- Introduction of members of each board by their respective Chair.

No motion was needed at this time as this is the first time the paragraph has been read by the Board

Page 12, 225-7. Communications A and B - The Board agreed to change all Chairman to Chair and Vice-Chairman to Vice-Chair. The new paragraph will read:

- All correspondence shall be directed to the Chair of the Planning Board, Town Hall, and Plaistow, New Hampshire.
- All approved subdivision and site developments shall be signed by the Chair.

T. Moore motioned to approve the all the changes, second by R. Gray.

There was no discussion on the motion and the vote was 5-0-0 U/A.

Page 12, 225-7. Communications C – A new paragraph was added and reads:

- Press releases issued shall correspond with the recorded minutes of Board meetings and shall be given to the press by the Town Planner, Chair, or Vice-Chair at the direction of the Chair.

No motion was needed at this time as this is the first time the paragraph has been read by the Board

S. Ranlett asked L. Komornick if the RFP's were out.

L. Komornick replied that she has the list of companies that they will be sent to. She asked if the Board wanted to review then first.

S. Ranlett said they only want to review the responses. He asked that they be sent out this week.

Item Eight:

Report / Update by Tim Moore on RPC Activities

T. Moore explained that they meet on the second Wednesday of every month at the Library. He said the public is always welcome and the next meeting will be April 10th at 7:00pm. He added that they work on the following:

- Transportation projects ranking to help develop the tenure for completing them
- Their annual meeting is June 12th; more info to come

They will focus on MS4 this year
 RPC will be working with other planning commissions
 They discuss topics such as energy and land use
 Work on up-dating the Regional Master Plan
 They always have a full agenda

R. Gray suggested that the RPC Committee coordinate with the Town Manager over the new MS4 Permit issues. He is concerned about the cost to the Town for testing and lack of personnel.

L. Komornick added that she attended a meeting on MS4 and they noted there are 60 communities that fall under the MS4 permit. They will try to participate as a group and will hopefully help give the best cost to the Town. They recommend individual towns send a letter to the EPA, but will possibly work on a group letter if necessary. She is working with the Town Manager on the letter and added that he will have more information to report to the BOS.

L. Komornick noted that there is an Energy Fair at the Atkinson Community Center this Saturday from 10 - 4pm.

Item Nine:

Other Business/Updates: Misc. Notices, letters, and other Correspondence from Dept. of Building Safety, Planning Department and ZBA; Status of Projects

S. Ranlett stated that the annual OEP Spring Training and Conference is coming up May 11th. All that are interested in attending can notify L. Komornick. He added that the Board pays for the registration fee under training. It is a great training opportunity.

S. Ranlett stated that there will be a farewell open house for Carli Malette on Thursday, April 11 from 3:00 to 6:00 pm at the Library if anyone is interested in attending.

Item Six:

Adjournment

There was no further business before the Planning Board and the meeting was adjourned at 8:33 P.M.

Respectfully submitted as recorded by Laurie Pagnottaro.

Approved by the Planning Board on _____

 Steve Ranlett, Chairman

