

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES
NEW HAMPTON TOWN OFFICE
NEW HAMPTON, NH 03256**

April 17, 2012

MEMBERS PRESENT:

Mr. Kettenring, Ms. Gregg, Mr. Luciano, Mr. Mertz, Mr. Irvine, and Mr. Love were present

OTHERS PRESENT:

Mrs. Lucas, Town Administrator, was present.

CALL TO ORDER:

Mr. Kettenring called the meeting to order at 7:00 p.m.

MINUTES:

3/20/12

Mr. Mertz made a motion, seconded by Mr. Irvine, to accept the minutes as written. The motion passed.

CORRESPONDENCE:

Mrs. Lucas noted that the correspondence was relative to an agenda item.

MASTER PLAN UPDATE FOR 2012:

Mr. Mertz advised the sub-committee has looked at several other towns' surveys, which in a few cases, appeared to be created to promote their perceived agenda, which New Hampton does not want to do.

Mr. Mertz advised they had discussed:

- Taking the good questions from the other surveys and to begin to formulate a survey
- Best method for distributing the survey while trying to reach voters and property owners.
- Look at the last survey to see what has been addressed and what has not.
- Looking at who the respondent is; ie. Business owners, home occupation, to get their input as far as locating their business in our town.
- Include an Implementation section in the Master Plan to ensure the plan is carried through.
- Determine the level of detail of personal information should be asked for on the survey.

Mr. Kettenring advised that it would be good to know the makeup of the household responding to the survey.

Mr. Love inquired as to who would be surveyed – residents, registered voters, property owners? Mr. Mertz advised that they would like to survey everyone who is a resident in town, but said that the list will not be easy to create.

***Paul and Roberta Gatehouse
325 Old Bristol Road, Tax
Map R-13, Lot 5, 2 lot subdivision***

Mr. Colin Brown (surveyor) was present to represent the Gatehouses. He presented the plan for the 2 lot subdivision.

Mr. Kettingring advised that the board had received a letter from Jim Boucher, Public Works Director, stating that relative to the driveway, there was adequate site distance and safe access to the proposed lot being lot #1. It was pointed out that it should read "lot #2", and Mrs. Lucas advised she would get the letter corrected. Mr. Brown and Mrs. Lucas stated that Mr. Boucher had looked at the correct lot and Mr. Boucher had noted that a driveway could be placed anywhere along the frontage of lot #2.

Mr. Irvine made a motion, seconded by Mrs. Gregg, to approve the application. Vote passed.

***Updated Capital Improvement
Plan***

Mrs. Lucas distributed a draft memorandum which would be going to department heads on a capital improvement plan. She is looking at how other towns are doing their capital improvement plans and likes the project request forms that some are using. She advised she would have a draft form for next month. Mrs. Lucas advised that this improvement plan should relate the requests of the departments to the Master Plan.

Mrs. Lucas advised that Ms. Harmon worked on this previously and it was last done roughly 8 years ago, but should be done more often. She said the Planning Board has statutory authority over the capital improvements program, which is turned over to the Selectmen to use in their budget process. She explained that the PB can prioritize the requests and their impacts to the taxpayers over a reasonable time. Mr. Mertz advised that having the Master Plan back up a need for a piece of equipment, for example, helps justify the appropriation request to the voters. Mrs. Lucas said that from the recommendation made by the Planning Board, the Selectmen can determine how to plan the large expenditures.

Mrs. Lucas asked board members to email suggestions to her, prior to the next meeting.

OTHER BUSINESS:

There was none.

ADJOURNMENT

Motion to adjourn was made by Mr. Mertz and seconded by Mr. Irvine. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Pamela Vose