

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

May 15, 2012

MEMBERS PRESENT:

Mr. Kettenring, Ms. Gregg, Mr. Luciano, Mr. Irvine, Mr. Joseph, Mr. Conkling (7:10 PM), and Mr. Love (7:22 PM) 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.

Mr. Kettenring appointed Mr. Joseph to vote in place of Mr. Conkling, but in the event Mr. Conkling arrives he advised Mr. Joseph will vote in place of Mr. Love.

MINUTES:
4/17/12

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

CORRESPONDENCE:

1. Letter from the BOS to Franklin Savings Bank expressing disappointment that they are leaving New Hampton.

Mr. Irvine advised that 2 bank officers were present at the Selectmen's meeting last week and that the board had expressed their disappointment with the notification given through a form letter. They also took issue with the statement made about safety at the bank and some recent press relative to the town discouraging commercial development at the exit.

2. Letter to NH DOT, from Police Chief Salmon, expressing concern over the lack of uniformed officers during the DOT expansion work on NH Route 104, in the vicinity of the 104 Diner.
3. Notice of Decision from the ZBA for Robert & Janice Deleault's Special Exception request.

ELECTION OF OFFICERS:

Ms. Gregg asked for nominations for the Chairman. Mr. Joseph made a motion, seconded by Mr. Irvine, to nominate Mr. Kettenring for Chairman. Vote was unanimous.

Mr. Kettenring asked for nominations for Vice Chairman. Ms. Gregg made a motion, seconded by Mr. Joseph, to nominate

Mr. Irvine for Vice Chairman. Vote was unanimous.

Mr. Kettenring asked for nominations for Secretary. Mr. Irvine made a motion, seconded by Mr. Joseph, to nominate Mr. Luciano for Secretary. Vote was unanimous.

MASTER PLAN UPDATE FOR 2012:

Mr. Irvine advised the sub-committee looked at some sample surveys, and each member of this committee will get questions to Mrs. Lucas so they can be compiled and discussed at the next meeting on June 19th. He said the town office will combine a list of property owners and registered voters, which will be used for dissemination of surveys.

Mr. Mertz advised they had discussed:

- Important personal information to gather, ie. age group, possibly employment status, whether they are property owner, renter, or business owner.
- Some economic specific questions for use in creation of an Economic Development section in the Master Plan, ie. where disposable income is being spent and ways to encourage more of that income to be spent in town.
- Identified participation as being critical to the success of the survey, and will create a letter to encourage this.

Mr. Irvine advised that they would like to see the survey go out in August. Mr. Kettenring said he would like the survey to come before the Planning Board members for comment. Mr. Kettenring advised that as there are many property owners in town that own as a 2nd property, this demographic should be identified in the survey.

Mr. Irvine said they don't want to request too much personal information as that could discourage some respondents from completing the survey. Mr. Irvine offered his time to perform the data analysis from the survey.

Updated Capital Improvement Plan

Mrs. Lucas advised that the members have received a copy of the draft Project Request Form for their review. Mrs. Lucas asked for comments and/or changes.

As Mr. Love arrived, Mr. Kettenring advised Mr. Joseph, he was no longer a voting member.

Mrs. Lucas advised that the Planning Board would use these forms to request information from the departments. Mr. Irvine advised that for 2. *Capital Item Description*; the number of lines could be reduced, and increase # of lines for 3. *Explanation of Need*.

Mr. Love said that there could be a description of how this

request relates to the Master Plan. Mrs. Lucas felt this was addressed through #10 where the reason(s) can be selected. She advised that a committee could be formed which could meet with individual department heads for further discussion on their justification for a request. Mr. Love asked that a line be added next to the master plan for the department head to provide the specific reference or provide an explanation.

Mr. Love asked where the \$10,000 figure came from on when a request becomes part of the Capital Improvement Program. Mrs. Lucas advised the number is set by the town and anything \$10,000 or more is a capital item and has a life of 2 or more years.

Mr. Kettenring stated his agreement that the department head should include reasons why their request fits into the Master Plan.

Mr. Conkling suggested adding room for additional comments under #10 or add a statement to attach additional comments on a separate sheet.

Mrs. Lucas advised she would make the suggested changes for their review at next month's meeting so it can be finalized and sent to department heads. She stated the Board would also need to determine when to send the request forms out, given that the master plan is currently being updated.

OTHER BUSINESS:

Mr. Joseph advised that New Hampton Family Practice is leaving its location on the New Hampton School campus and is concerned with the effect on local residents, especially the elderly. Mrs. Lucas said the Selectmen have discussed this. It is her understanding that NHS is allowing the practice to continue in its location temporarily while they find another place to locate, in town. She advised they are working with Eliza Leadbeater (BCEDC) to help facilitate this.

Mr. Joseph expressed concern with the lack of businesses in the plaza and the bank now leaving. Mrs. Lucas stated the Selectmen are also concerned. She said the town is working on finding another bank to locate in the plaza.

ADJOURNMENT

Motion to adjourn was made by Mr. Kettenring, and by Mr. Irvine. The meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Pamela Vose