

Town of Milton
424 White Mtn Highway
Milton NH, 03851



Planning Board
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Meeting Minutes
April 17, 2018
Emma Ramsey Center
6:30 PM

Members in Attendance: Peter Hayward, Joseph Michaud, Bob Graham Alt. Matthew Morrill, Ryan Thibeault Ex. Officio, Brian Boyers, Also in Attendance Dana Crossley Land Use Clerk, Bruce Woodruff Town Planner

Excused Members: Lynette McDougall

Public Attendance: None

Chairman Boyers called the meeting to order at 6:30pm.

B. Graham was brought to the board to sit in for excused member L. McDougall.

Public Comment: None

Public Hearing: To receive public input on the draft Site Plan Review Regulations Update: Chairman Boyers opened to the public. No public comment. Public Hearing Closed.

B. Woodruff explained that the existing site plan regulations were adopted in 1995, with some updates over the years, but were so out of date required an almost re-write of the document, retained the good parts of the document and merged with the State's template and some from other similar sized towns, thinks this will be an easier to understand document for developers and staff.

P. Hayward motions to adopt the new revised site plan review regulations. R. Thibault seconds the motion. All in favor, motion carried.

Subdivision Regulation Analysis & Revision: B. Woodruff explained that he is getting a slow start with the subdivision regulations like the site plan regulations, did not get enough completed in time to send to the board for their review, requested a table of this till next meeting. L. Brown motions to table till next meeting. B. Graham seconded the motion, all in favor, motion carried.

Discussion of 'On-Call Engineering' Service Agreements: B. Woodruff gave the board information on 'on-call engineers' and service agreements, explained that instead of going out for the request for quotes when the board wants a third party review would have an on call engineer, if an 'on-call engineer' is chosen would not be spending any town money, would be an agreement for services as needed, developers would be the ones to pay the fees as allowed by the RSA, agreements typically last for a year or two years.

L. Brown noted that the early 2000s the board used to have 3 on call engineers that the developers could pick from. B. Woodruff noted that have more than one is beneficial to avoid conflicts of interest, does not recommend having 2 or 3 at this time, noted the benefit of having an engineer firm that is a bit away from the Town. Chairman Boyers noted he remembers when they had 3 and that it did not always go well, questioned if they needed to do an RFP. B. Woodruff explained since they were not spending Town money and the RSA's are clear, as long as they are not spending Town money, do not need to go to BOS own authority, then up to the board if they want to go through with RFP's or not. B. Graham questioned in the information given that one engineer notes they could meet a three week turnaround. B. Woodruff replied that is something that can be part of the negotiations. Chairman Boyers questioned the board was in favor of having B. Woodruff handle getting in touch with the engineers. Board was in consensus. B. Woodruff replied he could invite several engineer firms to submit letters of intent and meet with the board. Board was in agreeance.

Town Planner Comments: B. Woodruff updated the board on the CIP process, handed out to the board a revised draft of the schedule, R. Thibeault had noted there was no time for the water or sewer to come before the board, he has now added that to the schedule, he has also added the Conservation Commission as they have indicated intent to possible purchase more land for a Town Park, noted not dealing with where the money comes from but it does go in the plan that goes to the BOS and BC, now have a spot for the Conservation, Water and Sewer to come before the board and present capital expenditure planned over the next six years. When projects are in the CIP it can then be asked for from a developer for impact fees or exactments. Explained that projects can be moved out farther if they are not decided to be done yet. B. Woodruff explained he will be setting up a meeting with the School District to explain why they need to participate in the capital planning projects.

L. Brown noted there is a new Budget Committee Chair who is looking at the impact of the CIP, questioned about scheduling time on the BC agenda to introduce the importance of the school board on board, the sewer district is under the supervision of the Town why does it need to be treated differently, water district can be protective. Discussion of why the Water District would be part of the Town's CIP when the Water District is separate from the Town.

Asked the board for any comments on the schedule. R. Thibeault questioned if it was better to move the school during a time they are in school.

Approval of Minutes: April 3, 2018 meeting minutes R. Thibeault motions to approve, L. Brown seconds the motion (J. Michaud abstained) all in favor motion carried.

Other Business: Informed the board she would be out of the office the next week, will be sending out information for the next meeting this week, there will be a public hearing at the next meeting to review a request to revise a previously approved subdivision.

B. Graham motions to adjourn. R. Thibeault seconds the motion all in favor, meeting adjourned at 7:10 pm.

Respectfully submitted,

Dana Crossley Land Use Clerk