

Town of Sullivan, NH
Planning Board
Meeting Minutes, June 1st, 2022
Sullivan Town Hall

Members present: Leslie Casey (chair), Tim Newcombe (secretary pro tem), Laurie Lewandowski
Christopher Pratt, Ann Sweet (alternate), Adam Cullis (alternate)

Public present: Roger Sweet (ZBA, Conservation Commission), Zack Key and Steve Key (498 South Rd.),
Wendy Pelletier (Cardinal Surveying), Michael Hagan, CJ Lococo (148 Westbrook Road, So. Deerfield, MA;
Tax Map 5 Lot 54s), Elizabeth Newcombe

- A. L. Casey called the meeting to order at 7:00 PM and called roll call. All members of the planning board and public provided their names and addresses. There was no selectmen representative in attendance. Since a planning board alternate cannot serve in the "ex officio" seat, it remained unfilled.
- B. C. Pratt called for the minutes to be approved. Ann Sweet put forward minor revisions: to section D, Sentence 3, "C Pratt said that he included all the revisions proposed at the prior meeting in the draft provided;" and to section E paragraph 2 add "and see whether those towns had an outside consultant we might contact" to the 2nd sentence. C. Pratt moved to have the meeting approved with the grammatical corrections. Minutes approved unanimously at 7:15.
- C. Leslie moved to allow W. Pelletier to submit a major subdivision application. C. Pratt seconded the motion. Planning board unanimously approved the request to allow the submission of the application. L. Casey briefly reviewed the documentation provided including two driveway permit applications, and indicated the planning board has the information needed to review the application. W. Pelletier asked if the planning walk could take place before the next planning board meeting. L. Casey indicated that would be possible. Discussion concluded at 7:20.
- D. **Driveway Permit Application, South Road (Tax Map 5, Lot 41-001)**
Discussion of the application began at 7:22. L. Casey invited A. Cullis to serve as a full member of the planning board for this driveway application as T. Newcombe is related to the applicant and has recused himself. L. Casey mentioned that no member of the planning board had attended the site walk at the property on May 18th due to a coordination issue.

L. Casey read aloud the letter submitted by the road agent in its entirety which detailed the requirements for putting in the driveway at the proposed location, particularly the need to meet Sullivan driveway design standards, manage water and snow so as not to impact South Road and install a paved apron at the intersection with the road. E. Newcombe provided commentary on how the site walk went and mentioned her contractor believes the plan is viable. E. Newcombe said the plan has not been finalized as she is still waiting on various quotes to complete the site work. A. Sweet asked if work can be completed before the application is approved. C. Pratt stated the work must be completed before the driveway can receive final approval after an inspection by the road agent.

A. Cullis asked if the application needed to receive conditional approval before work can begin. L. Casey asked for a second site-walk to be completed that will include a member of the planning board, the conservation committee, and the road agent to confirm the details of the first site-walk and make sure everyone was informed who needed to be. C. Pratt said we can provide a conditional approval contingent on the completion of a second site-walk. C. Pratt indicated that he would be available to do it the afternoon of Friday, June 3rd. L. Casey asked if C. Pratt and E. Newcombe would be available Friday June 3rd at 2PM to conduct the site walk. L. Casey said she will let all the involved parties know via email.

C. Pratt made a motion to approve the application contingent upon a second site walk with the conservation commission and the conditions raised in the road agents letter having been suitably addressed. L. Lewandowski seconded the motion. The motion was approved unanimously by the planning board at 7:49. E. Newcombe, Z. Key, and S. Key departed the meeting at 7:52.

E. Floodplain Development Ordinance, review for update.

T. Newcombe resumed his role as full member and A. Cullis stepped down. L. Casey mentioned the state model ordinance provided in the last meeting was much more comprehensive than needed, and that after attending a NH Office of Planning & Development webinar on floodplain management she learned that there is a version that meets minimum standards that would be more applicable to the town. That model ordinance is not on the OPD web site yet, but one of the webinar presenters provided it to L. Casey via email. L. Casey said that it is well aligned with the current (2007) Sullivan ordinance so she prepared a version of the Sullivan ordinance updated accordingly, for when it is needed. As the board had agreed at the May 4th planning board meeting, the plan is to wait for a complete FEMA flood risk map before adopting an updated ordinance. Discussion ended at 7:57.

F. Other Planning Board items:

1. Master Plan 2025 update: L. Casey mentioned that she reviewed some similar town's Master Plans. She found that all of the Visions and general recommendations were pretty similar to each other and to Sullivan's. L. Casey said she called a Planning Consultant with experience helping small towns to discuss the process of developing a new master plan. The consultant provided L. Casey a couple examples of Master Plans she has completed in the past. The consultant mentioned there is a platform, PlanLink, where we could submit an RFP to multiple planning professional at once. The board discussed the need to ensure broad participation by residents. L. Casey noted that the emphasis of the Visions on rural character, conservation, and minimal development might be working better for retirees, for example, than for young families who may need more or different amenities. T. Newcombe commented that young families are probably too busy to respond to surveys for the most part. L. Casey said she will speak to the select committee about next steps before advertising the master plan job. Meanwhile, she will look deeper into other Master Plans.
2. Planning Office and Planning Clerk position status update: L. Casey said there have not been any clerk applicants at this time, and the computers have not arrived. To her knowledge the clerk position has not been posted on the town website, though it ran in the Sentinel for 3 weeks.

- G. L. Casey moved to adjourn the meeting at 8:16. C. Pratt seconded the motion. Meeting was adjourned by unanimous vote.

Respectfully submitted,



Timothy Newcombe
Secretary Pro Tem