

Town of Sullivan, NH
Planning Board
Meeting Minutes, September 6, 2023
Sullivan Town Hall

Members present: Chris Pratt (Chair), Leslie Casey, Laura Lewandowski, and Laurie Goldsmith (alternate)

Public present: Cassandra Stanton (159 Hubbard Road)

- A. The meeting was called to order by Chairman Pratt at 7:00 PM. Roll call was taken and all present provided names and addresses. A quorum was present. L. Goldsmith agreed to step up to Timothy Newcombe's seat in his absence, and to serve as secretary pro tem.
- B. L. Casey moved to accept the minutes of August 2, 2023 as written; L. Lewandowski seconded. There was no discussion. L. The minutes were accepted without dissent.

C. Driveway Permit Application, 159 Hubbard Road (Tax Map 5 Lot 51-001), C. Stanton

The application was to resurface a rough driveway. C. Pratt reported that the driveway committee had done a site walk on 8/23. Notices were posted in advance. There were no problems with drainage since the driveway slopes away from the road. The Road Agent (Todd Smith) had no issues with it. The driveway is 170' long, as shown in a sketch.

No escrow is required. L. Casey moved to approved the permit; L. Lewandowski seconded. The vote to approve was unanimous. A copy of the signed permit was provided to the applicant.

D. Driveway Permit Application, 780 Centre Street (Tax Map 3 Lot 44), Becky Cummings

The application is for paving of an existing gravel driveway. A permit from NH DOT is needed since it is on a state highway. No escrow is required by the town.

C. Pratt reported that the Driveway Committee did its site walk on 8/31. Notices were posted in advance. The driveway is part of the FEMA-designed drainage for Centre Street. The driveway slopes slightly down to the road. The Road Agent was fine with the proposed paving. C. Pratt called for a motion to approve the driveway permit with the condition that it must comply with NH DOT driveway regulations. L. Casey moved, L. Lewandowski seconded. The approval was unanimous.

E. Driveway Permit Application, Gilsum Road & Boynton Road (Tax Map 3 Lot 21), Louis Ambrosio

The site walk by the driveway committee is scheduled to take place on September 16th at 10 AM. No action was taken on the application.

F. Driveway Permit, South Road (Tax Map 5 Lot 42-001), James Dogopoulos

The driveway permit is coming up the one-year deadline and will expire. C. Pratt will send a letter asking Mr. Dogopoulos if he needs a permit extension, or if the driveway will be ready for inspection before the expiration date.

G. Subdivision, Boulder Road (Tax Map 2 Lot 11), John & Jean Hoffman

L. Casey reported that the certified mylar plat was recorded at Cheshire County Registry of Deeds.

H. Regulations Governing Earth Excavations – The amended regulations adopted by the planning board at its August 6th meeting were certified by signatures of a majority of the Board. The amended regulations, application, and checklist will be posted on the town website.**I. Master Plan Update Committee**

1. Draft updated chapters of the Sullivan Master Plan were discussed, and minor changes were recommended.
 - Sullivan History-page 4, 1st paragraph reads local land owners opted for relatively smaller lots. Change to “this was important to preserve our rural character.” Switch last two paragraphs to end chapter with ongoing challenges.
 - Library- Building is old and will need repair using capital fund money. Roof needs repair. Friends of the Library shouldn't be responsible. A comprehensive plan for maintenance of town buildings is needed for major repairs.
2. C. Pratt has reached out to the Highway Department and Fire Department regarding updated chapters, but he is still waiting for responses.

J. HOP Grant Update

L. Casey reported that the grant project is proceeding well. The town submitted a revised budget to restate what we need to finish our plan. We were hoping unallocated money would be applied to the next phase (Phase 3 – Regulatory Development. Not yet awarded). The budget revision was approved, but unallocated funds will not be given to the town for regulatory development at this time.

The August 17th public session on Better Subdivisions seemed to be received well by attendees. There was a new article in the Sullivan Newsletter about the grant program.

K. Selectmen's Update- None.**L. Varia**

C. Pratt brought to the attention of the Planning Board that it needs to have a secretary per our Rules of Procedure. He said it is the secretary's responsibility to take the official minutes.

L. Lewandowski moved adjournment; L. Casey seconded. The vote was without dissent, and the Board adjourned at 7:41 PM.

Respectfully submitted,



Laurie Goldsmith
Secretary Pro Tem