

**Town of Sullivan, NH
Planning Board
Meeting Minutes, November 06, 2019
Sullivan Town Hall**

Members present: Leslie Casey (chair), Milton Trimitsis (secretary), Ann Sweet (alternate), Dott Miles, Peter Miles, Laura Lewandowski, Chris Pratt, Marsha Cook (select board representative).

Public present: Val and Scott Wood (Cross Road, Tax Map 3 Lot 75)

The meeting convened at 7:02pm.

C. Pratt moved to approve the minutes from 02 October; D. Miles seconded.

The following changes were made:

Paragraph B1, after the first sentence, add that the Driveway Committee performed a site walk on 26 September 2019. Make the same note for paragraph B2.

A. Sweet moved to accept the proposed amendment; C. Pratt seconded.

All approved the minutes as amended.

Driveway permit application from Scott and Val Wood of Cross Road (Tax Map 3 Lot 75)

S. Wood informed the board that they intend to build a 1400sq ft house with a garage on the lot and need to build a driveway to serve the house lot. L. Casey reviewed the Driveway Permit Application that S. and V. Wood submitted. L. Casey moved to accept the application as complete; C. Pratt seconded. All approved the motions. The Driveway Committee inspected the site of the proposed driveway on 30 October 2019. M. Cook moved to approve the application; D. Miles seconded. All approved the motion.

224 Centre St, Robert Baird property (Tax Map 3, Lot 118)

L. Casey reported that R. Baird applied for and was issued a state driveway permit.

Further action on this matter was deferred until the next meeting of the Board, as a copy of the State permit had been inadvertently omitted from the application file and was therefore unavailable for review.

451 and 452 South Road Driveway Permits update (B. Arguin, Tax Map 5 Lot 43; and G. Brolin, Tax Map 5 Lot 33 properties)

The driveways have been paved and the Road Agent has signed off on the permit after inspecting the finished work on 22 October 2019.

19 Apple Hill Road – SBA Wireless Facility

L. Casey reported that paving has been completed on this driveway. The Road Agent inspected the finished work on 22 October 2019 and signed off on the permit. C. Pratt moved to release the escrow funds associated with this work; M. Cook seconded. All approved the motion. Chairman Casey will notify the Selectmen of the planning board's recommendation.

595 Centre St. (Walters property, Tax Map 3 Lot 51)

L. Casey reported that the owners of 619 Centre St have sold their property to the owner of 595 Centre St. This may imply that the boundary line adjustment deed has been recorded, but L. Casey will check with the Registry of Deeds to confirm this.

Other Planning Board business

L. Casey reported that Annette Stenson, who is interested in purchasing the manufactured housing park on Woodland Drive, was planning to come before the board for a Preliminary Conceptual Consultation. She has not yet come before the board.

Training Update

L. Casey and A. Sweet participated in NHMA training on Planning Board Roles & Responsibilities, held in Keene on 16 October (offered at no cost). Copies of the training materials were distributed. In addition, a template for planning board rules of procedure, published by the NH Office of Strategic Initiatives, was distributed. Rules of procedure best practices will be discussed at the next regular meeting, and the possibility of amending current bylaws will be discussed.

L. Casey and A. Sweet also attended the fall meeting of the Southwest Region Planning Commission on 08 October in Keene, where the upcoming U.S. census was the main topic. The importance of census data in local planning was noted.

Varia

L. Casey reported that she has researched the Flood Plain Development Ordinance. The March 2007 Town Meeting minutes record that an amended Flood Plain Ordinance was approved by the voters at the meeting. However, none of the other Town records reflect the changes presumably made in this amendment. L. Casey will conduct further research into this matter.

The planning board considered the need for a Capital Improvement Plan and decided that individual town departments are doing an adequate job of advance planning for their individual needs.

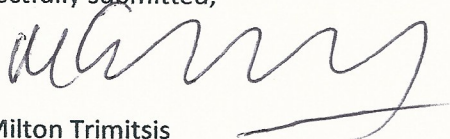
L. Casey mentioned that she had participated in a hearing for the NH DOT Ten Year Plan in Keene. The hearing was well attended, and the public expressed concern that the condition local bridges and roads would continue to worsen due to budget limitations.

Select Board report

M. Cook reported that the Select Board has been deeply involved in the budget process for the coming year.

L. Casey moved to adjourn the meeting; C. Pratt seconded. All approved. The meeting adjourned at 8:21pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Milton Trimitsis', with a long horizontal flourish extending to the right.

Milton Trimitsis
Secretary