

**Town of Sullivan, NH
Planning Board
Meeting Minutes, December 04, 2019
Sullivan Town Hall**

Members present: Leslie Casey (chair), Milton Trimitsis (secretary), Laura Lewandowski, Chris Pratt, Marsha Cook (select board representative). Dott and Peter Miles arrived at 7:05pm.

Public present: None

The meeting convened at 7:01 pm.

C. Pratt moved to approve the minutes as written from November; M. Cook seconded. All approved the minutes as written.

Cross Road driveway permit

L. Casey provided a copy of the approved permit to the applicants (Scott and Val Wood) and the Select Board.

224 Centre St, Tax Map 3, Lot 118 (Robert Baird) driveway application (first received in May 2019)

The applicant received a state driveway permit on 23 October 2019, on which the planning board's acceptance of his application was contingent. The state granted a permit for a "storage drive", which is not to be used to serve a residence. The state permit also defines the engineering parameters for the proposed driveway, including a swale at the entrance and maintenance of the safe sight line.

C. Pratt moved to accept the application as complete; M. Cook seconded. All approved.

The board discussed whether it was necessary to require an escrow deposit for this work. L. Casey moved to waive the apron escrow in this case since the owner is proposing to pave the entire driveway; C. Pratt seconded. All approved.

L. Casey moved to approve the driveway permit for Robert Baird; C. Pratt seconded. All approved.

C. Pratt encouraged the chair to inform the applicant in writing that he has 1 year to complete the work.

Boundary line adjustment for 595 and 619 Centre St

L. Casey reported that she received a warranty deed dated 4 October 2019 that proves conveyance of the land from the Ferland's to Mr. Walters, the owner of 595 Centre St. Since this proof of conveyance was a condition of final approval of the boundary line adjustment, C. Pratt moved to give final approval to the boundary line adjustment; M. Cook seconded. All approved. L. Casey will send a letter to the property owners notifying them of the final approval.

Driveway for wireless tower on Old Concord Road

L. Casey reported that all conditions on the driveway had been met, and so recommended to the Selectmen that the escrow deposit be released. M. Cook reported on behalf of the Select Board that the escrow check had been cut and would be sent to SBA Wireless.

Flood Plain Development Ordinance

L. Casey reported that she has investigated the provenance of the current Flood Plain Development ordinance, a requirement for town participation in the National Flood Insurance Program. With the help of Bob Switzer, she was able to obtain a "redlined" version of the ordinance that appears to correspond to the town-approved 2007 (current) amended version. She will confirm that the document wording is correct and prepare a clean version to present to the Board in advance of its next scheduled meeting. She will also contact the Region Planning Commission to obtain the current flood insurance rate map for Sullivan for inclusion in the ordinance.

Rules of procedure for the planning board

L. Casey reported that she compared a set of model rules of procedure with the planning board's bylaws. The board began discussing some ways in which the model rules differed from the town's bylaws, and the merits of amending the current bylaws. The project is ongoing.

January 2020 meeting date

Due to a conflict with the New Year's Day holiday, the planning board's January 2020 meeting will be rescheduled to Thursday 2 January 2020 at 7 pm at the Town Hall.

Varia

M. Cook reported that the Select Board has completed its proposed 2020 budget and given it to the Budget Committee.

L. Casey reported that a real estate agent requested disclosure of any code enforcement issues with 159 Apple Hill Road. It is not the planning board's responsibility to respond to such requests, and the issue was referred to the Selectmen.

L. Casey reported that in collaboration with L. Merrifield of the Select Board they have developed a written procedure for processing driveway permit application.

Adjournment

L. Casey moved to adjourn the meeting; C. Pratt seconded. All approved. The meeting adjourned at 8:38pm.

Minutes submitted by Milton Trimitsis, Secretary.

