

**Town of Sullivan, NH
Planning Board
Meeting Minutes, May 06, 2020
Sullivan Town Hall**

Members present: Leslie Casey (Chair), Laura Lewandowski, Christopher Pratt, and Paul Bolduc (Selectmen's Representative, Acting Secretary). By phone: Ann Sweet (alternate), Milton Trimitsis, Peter Miles, and Dorothy Miles

Public present: John Bellevue, Kathy Bezio (918 Centre St.), and Richard Yoerger (916 Centre St.)

The meeting convened at 7:04 pm.

Participation in the meeting remotely (via Go To Meeting) was encouraged to enable State-mandated physical distancing and help minimize risk of exposure to the coronavirus, and instructions were posted in advance. In accordance with NH's Right to Know Law, the Board was instructed that all votes were to be by roll call.

There was no quorum from the April meeting, so L. Casey filed a note to the Planning Board Minutes binder in Town Hall indicating that no meeting had taken place and no actions were taken. C. Pratt moved to accept the minutes from March; L. Lewandowski seconded. L. Casey noted the minutes approved in March were from February, not January as written in the draft minutes, and proposed an amendment. C. Pratt noted that the name written as "Riverton" should be amended to "Richardson." C. Pratt, L. Casey, L. Lewandowski and M. Trimitsis approved the minutes as amended; D. Miles, P. Miles, and P. Bolduc abstained.

Organizational Meeting

Dott Miles and Milton Trimitsis had terms that expired in March 2020. Both were renewed for 3-year terms that will expire in 2023. L. Casey noted that the Planning Board only has 1 alternate but should have 3, and effort should be put into filling the vacant seats.

The Board undertook election of officers for 1-year terms. C. Pratt made a motion to nominate L. Casey for Chair; seconded by L. Lewandowski. There was no discussion. L. Casey was elected Chair of the Planning Board by unanimous roll call vote. L. Casey nominated M. Trimitsis for Secretary; seconded by C. Pratt. There was no discussion. M. Trimitsis was elected Secretary of the Planning Board by unanimous roll call vote.

C. Pratt moved to postpone the review of the Rules of Procedure until after public business was conducted; L. Casey seconded. The motion passed by unanimous roll call vote.

918 Centre Street Driveway Application

Kathy Bezio of 918 Centre Street submitted a driveway permit application on April 24th. She stated that the section of the existing driveway under consideration is shared with Richard Yoerger, who is the

actual owner. Arlington Paving is the contractor chosen to pave that section of the driveway, which is currently gravel.

During the application completeness review, L. Casey noted that the applicant said "No" to the requirement for state permits, although a NH DOT driveway permit is required for paving of a driveway where it intersects with a State road. That will be corrected. A. Sweet wondered if the State permit was required for the application to be considered to be "complete" by the Planning Board. K. Bezio stated that Arlington Paving told her that Sullivan needed to approve the application in order to move forward on the State permit.

L. Casey asked if the paving is expected to be completed within the 1-year time frame. K. Bezio noted that Arlington is waiting on DOT approval, but the paving should take place this season.

C. Pratt suggested the Planning Board could grant conditional approval of the application, pending approval of the DOT permit.

[Remote callers noted difficulty in hearing the discussion fully. After bypassing wifi to try to get a steadier signal and hearing no improvement, L. Casey designated P. Bolduc to attempt the remote connection using his laptop. There was small improvement, but communication with remote callers was still hampered for the rest of the meeting.]

L. Casey moved to accept the application as complete; seconded by C. Pratt. Pratt noted that the motion was simply to accept the application as complete. Ann Sweet suggested that both parties that use the shared driveway should be signing the application. Casey asked R. Yoerger sign the application as a co-applicant, and he did. C. Pratt, L. Casey, D. Miles, P. Miles, M. Trimitsis, and L. Lewandowski voted Yes on the motion. No one voted No. The motion passed and the application was accepted as complete.

L. Casey put forth a motion to waive the site walk by the driveway committee due to it being an existing driveway, and the design specifications being in the hands of the State rather than the Town. It was seconded by C. Pratt.

In discussion, A. Sweet noted frustration when the State is not informed of a driveway application. L. Casey noted that Frank Limmenbringer of the NHDOT had been informed of the application, though she had neglected to share that information with the Board beforehand.

The motion passed by unanimous roll call vote.

L. Casey also put forth a motion to waive the apron escrow due to the fact that it is a State road and the Town would not have authority to put in a paved apron if the applicant failed to do so. Further, it is an existing driveway that slopes away from the road, so failure to pave the apron would not be expected to result in a problem for the roadway. Seconded by C. Pratt.

The motion passed by unanimous roll call vote.

L. Casey moved to approve the application conditional to the State's approval of the application. Seconded by L. Lewandowski.

The motion passed by unanimous roll call vote, and the driveway permit for the shared driveway at 918 Centre Street is approved. L. Casey will provide the applicants with copies and a letter stating the condition for approval.

Review of Planning Board Rules of Procedure

C. Pratt made a motion to discuss the Rules of Procedure of the Planning Board; seconded by L. Casey. C. Pratt, L. Casey, L. Lewandowski, P. Bolduc, and M. Trimitsis voted Yes. D. Miles and P. Miles did not respond. The motion passed by majority vote.

C. Pratt noted that the Rules of Procedure document was already adopted. L. Casey responded that since the Rules of Procedure were recently amended, and this was the annual organizational meeting, she had thought it would be a good a training opportunity. The communication issues with members participating by phone made that impractical. Casey withdrew her agenda item, but invited people to raise any questions or concerns going forward.

Planning Board Tasks for 2020

L. Casey suggested that it would be a good year to review and amend land use ordinances and regulations. No amendments to the CPO are being contemplated. The Earth Excavation Regulations should be amended or replaced, and much of the work to revise the document was already done a few years ago. Other documents merit review and possible updating.

Another suggested goal is to develop a timeline for the 2025 Master Plan update.

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- Archiving Policy – L. Casey said she had identified many of the documents that per the archiving policy should be moved out of the active files. C. Pratt (as town archivist) is waiting for the Library to reopen to use archive room.
- L. Casey noted that she had recently participated in a webinar on remote public meetings by the NH Municipal Association. Other participants had expressed challenges with adhering to the current 9-person limit in the room for meetings, and with accessibility of remote participants.
- Selectman update - P. Bolduc noted confusion among the Selectmen in enforcing protocols regarding "junk yards" from the State. Unregistered cars on a property often exceed the State limit, for example. L. Casey suggested that the Selectmen come to the Planning Board with proposed language for a local ordinance, if they think that is what is needed. Also, the NH Municipal Association might be a resource.
 - C. Pratt noted that complaints to DES usually involve the State very quickly.

- Leslie noted that there is no burden on municipalities to be completely equal in enforcement due to the volunteer basis of small town government, though C. Pratt cautioned that judges tend to be sympathetic to harassment claims by residents.

Christopher Pratt motioned to adjourn. Leslie seconded. All were in favor. Meeting adjourned at 8: 17.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paul Bolduc".

Paul Bolduc, Acting Secretary