

**Planning Board  
Board Room, Municipal Building, 7:30pm  
September 8, 2009**

Members: Kate Connolly, Michael Mayor, Charlie Faulkner, Judith Esmay (Chair), Jim Hornig, Bill Dietrich, Joan Garipay

Alternates: Mike Hingston

Staff: Vicki Smith, Denise Shibles, Jonathan Edwards

Others: See attached sheet

- 1. Request for site plan waiver by Dartmouth College to install three 2-inch underground conduits from an existing tunnel to 5 Rope Ferry Road to accommodate standby power from 37 Dewey to 3-5 Rope Ferry, located at 2 Maynard Street, Tax Map 38, Lot 11, in the "I" zoning district.**

Laura Black, representing Dartmouth College, presented the request.

Finding that there was minimal impact created by the proposal and less than 1000 square feet of change, the Board approved the waiver of site plan review based on the description of the improvements shown on the plan.

MAYOR made a motion, with CONNOLLY seconding, to approve the site plan waiver. The vote was in favor of the motion with the following members voting: Connolly, Mayor, Garipay, Hornig, Esmay, Faulkner, and Dietrich.

*Kate Connolly stepped down from the board, as she is a representative of the Board of Selectman in the following case.*

*Hingston arrived.*

- 2. Request for site plan waiver by Town of Hanover, leasee from Dartmouth College, to improve the Girl Brook Wastewater Pump Station including relocated underground electric service and mechanical upgrades to interior equipment, located at 30 Lyme Road, Tax Map 43, Lot 2, in the "I" zoning district.**

Peter Kulbacki, representing the town, presented the request. He explained the need for this improvement.

Finding that there was minimal impact created by the proposal and less than 1000 square feet of change, the Board approved the waiver of site plan review based on the description of the improvements shown on the plan.

MAYOR made a motion, with DIETRICH seconding, to approve the site plan waiver. The vote was in favor of the motion with the following members voting: Mayor, Garipay, Hornig, Esmay, Faulkner, and Dietrich.

*Connolly returned to the Board.*

### **3. Discussion of policies relating to Planning Board minutes**

Staff will be responsible for producing a draft of the minutes of a meeting within five business days of the meeting, pursuant to RSA 92-A:2.

It will be noted on the draft that the minutes have not yet been approved by the Planning Board.

A paper copy will be available for public inspection in the P&Z Office, but the draft minutes will not be posted on the Town website.

Draft minutes will be distributed to Board members in the agenda packet for the next Tuesday evening meeting that follows the sixth business day after the meeting for which the minutes were taken.

The minutes will be taken up for approval as the first item on the agenda for that next Tuesday meeting.

Approved minutes will be promptly posted on the Town website.

Minutes will include, at a minimum, the information required by law. In addition, minutes should include any findings and conclusions as may be necessary to support the Board's action and attribution of statements.

Board members may instruct the Recording Secretary to include relevant statements in the minutes.

Town website will include the following:

- A sentence stating that a set of draft minutes are available at the Planning & Zoning Board office for public viewing.
- Only approved minutes will be posted on the website.

Discussion also took place concerning the procedures for the meeting.

Several Board members would like to see more time to deliberate. This would require closing the public hearing, possibly during each case, and re-opening after the vote and moving on to the next.

It was also mentioned that perhaps they should vote the case be complete or incomplete before it is presented.

Barbara McIlroy, a member of the public, stated she was happy to hear this discussion and she is looking forward to a more formal meeting allowing more opportunity for the public to speak.

### **4. Discussion of possible amendments to the site plan regulations**

The Board went over the comments written by town counsel. Vicki Smith will confirm the results of the comments with them. She will ask Erika Alders to clarify the language. Judith would like to work with her as well.

The Planning Board will receive all notices and copies of the minutes of the Minor Site Plan Review Committee.

5. Minutes May 19, June 16, and August 25 and 26, 2009

May 19, 2009:

HORNIG made a motion, with GARIPAY seconding, to approve the minutes with changes. The vote was in favor of the motion with the following members voting: Connolly, Garipay, Hornig, Esmay, Faulkner and Dietrich. Mayor abstained.

June 16, 2009:

MAYOR made a motion, with DIETRICH seconding, to approve the minutes as written. The vote was unanimous in favor of the motion with the following members voting: Connelly, Garipay, Mayor, Hornig, Esmay, Faulkner and Dietrich.

August 25, 2009:

The minutes will be presented at the next meeting, with the correct waivers and conditions.

August 26, 2009:

The Board acknowledged the receipt of these minutes.

6. Other Business

7. Adjourn- The meeting adjourned at 10:20pm.

Respectfully submitted,

Denise D. Shibles

Recording Secretary