

TOWN OF NEWPORT, NH
Minutes of the Planning Board Meeting
November 15, 2016 – 6:00 P.M.
Board of Selectmen's Room
15 Sunapee Street
Regular Meeting and Public Hearing

MEMBERS PRESENT: David Burnham, Chairman; Ken Merrow, Vice Chairman; Howard Dunn, Bert Spaulding, Sr.; Bill Walsh, Ray Kibbey, David Hoyt, BOS Representative

MEMBERS ABSENT: David Kibbey, Alternate; Erna McCormick, Alternate;

VIDEOGRAPHER: Louis Cassorla, NCTV

STAFF PRESENT: Julie M. Magnuson, Planning and Zoning Administrator; Paul J. Brown, Finance Director

COMMUNITY MEMBERS PRESENT: John Hooper II

CALL TO ORDER: Chairman Burnham called the meeting to order at 6:03 p.m. followed by a roll call.

AGENDA REVIEW: Accepted as presented

CONTINUED BUSINESS: none

NEW BUSINESS:

2016-ANFP-004: Newport Recreation/Community Center (Town of Newport and Parcel 71, LLC, (Owners) request review of an annexation of +/-1.00Acres from Tax Map 110 Lot 27 (Parcel 71 LLC) to Town of Newport Property (Recreation/Community Center) Tax Map 110 Lot 28. The properties are located at 65 and 71 Belknap Avenue in the Heavy Commercial (B-2) Zoning District.

Chairman Burnham opened Case 2016-SPFP-002. Ms. Magnuson read aloud the Administrative Review information into the record.

Mr. Paul J. Brown, Finance Director; addressed the Planning Board and using a posted site plan explained the area and the purpose of the proposed land annexation to the Board members.

He answered all questions from Board members, and stated that the purchase of Tax Map 110 Lot 27 (Parcel 71 LLC) had been approved by Warrant Article at Town Meeting in 2015.

Chairman Burnham asked for a motion to accept the application as complete. On a motion by Mr. Spaulding, Sr., seconded by Mr. Merrow; *the Board voted to accept the application as complete. The motion passed 7-0-0.*

On a motion by Mr. Spaulding, Sr., seconded by Mr. Merrow; *the Board voted to approve Case 2016-ANFP-004 as presented. The motion passed 7-0-0.*

The Chair appointed Mr. Merrow and Chairman Burnham to sign the Mylar when it was brought into the Planning and Zoning Office. Chairman Burnham signed the Notice of Decision.

Finance Director Brown stated that the sale of the land would be on 2017-01-01. The Board stated the Mylar should be signed and recorded before the sale.

MINUTES: August 9, 2016, September 27, 2016, October 11, 2016

August 9, 2016

Chairman Burnham asked for a motion to approve the minutes of the August 9, 2016 Planning Board meeting. Mr. Spaulding, Sr. asked that the minutes be tabled to another meeting. After a lengthy discussion at which time the REVISION #1 August 9, 2016 minutes were passed out to all Planning Board members; on a motion by Mr. Spaulding, Sr., seconded by Mr. Dunn; ***the Board voted to table the REVISION #1 minutes of August 9, 2016 until the December 13, 2016 Planning Board meeting. The motion passed 7-0-0.***

September 27, 2016

Chairman Burnham called for a motion to approve the minutes of the September 27, 2016 Planning Board meeting. On a motion by Mr. Spaulding, Sr., seconded by Mr. Dunn; the Board approved the following correction to the minutes of the September 27, 2016 meeting: page 3, paragraph 8 should read: ***"I make a motion that we table these minutes until the minutes can be made to reflect the meeting that was held." Dave Burnham, Okay. Bert Spaulding, "I would so move".*** Chairman Burnham called for a vote. ***The motion passed 6-0-1 (Walsh abstained).***

On a motion by Mr. Dunn, seconded by Mr. Ray Kibbey; ***the Board approved the revised minutes of September 27, 2016. The motion passed 7-0-0.***

October 11, 2016

Chairman Burnham called for a motion to approve the minutes of the October 11, 2016 Planning Board meeting. After a lengthy discussion and review of the minutes by all Board members; on a motion by Mr. Merrow, seconded by Mr. Dunn; ***the Board tabled the minutes of the October 11, 2016 until the minutes were revised. The motion passed 6-0-1 (Spaulding, Sr. abstained).***

There was a discussion among the Board members about errors in the October 11, 2016 minutes as well as the creation of accurate minutes and motions in future meeting minutes.

Chairman Burnham requested that the Board table the minutes of the October 11, 2016 until the minutes were revised. The motion passed 6-0-1 (Spaulding, Sr. abstained).

ADMINISTRATION:

Chairman Burnham stated the Planning Board would discuss Administration.

Rules of Procedure-Verification of Amendments on October 11, 2016.

Mr. Spaulding, Sr. moved that ***the paper that I am looking at dated November 9, 2016; Planning Board Amended Rules of Procedure; be approved as presented.*** It was seconded by Mr. Dunn.

Ms. Magnuson clarified that the footer on the document should say, "Rules of Procedure 2016-10-11".

Mr. Spaulding, Sr. stated, "Consider my motion to be amended to that". Mr. Dunn seconded the amendment.

Ms. Magnuson reiterated the correct footer for Board members. She stated that if everyone was in favor, that the document be signed at the November 15, 2016 Planning Board meeting.

Mr. Spaulding, Sr. restated his motion.

“That we approve the Planning Board Rules of Procedure as the document dated October 11, 2016.”

The motion was seconded by Mr. Dunn. ***The motion passed 7-0-0.***

The Planning Board Rules of Procedure signature page was passed around to the sitting Board members to sign.

Ms. Magnuson addressed the Chairman and stated that she had passed out a tentative list of Planning Board meeting dates. She requested input from any Board member concerning any conflicts with the dates which would necessitate the rescheduling of any meeting. She would then approach the Board to approve a tentative schedule as written. She explained. Mr. Merrow ***made a motion to approve the tentative Planning Board meeting dates as proposed.*** Mr. Hoyt seconded the motion. ***The motion passed 7-0-0.***

Continuation of discussion of Planning Board goals.

After an extremely lengthy discussion on the Capital Improvement Program (CIP) among the Board members and Finance Director Brown; a motion was made by Mr. Dunn, ***I would like to make a motion that this Board undertake to complete the Capital Improvements Program as authorized by the 1986 vote and by RSA 674:5.*** It was seconded by Mr. Ray Kibbey.

Mr. Dunn continued, ***“and to set the ball rolling. The first point is to undertake the CIP and the second point is to send a message to the BOS, School Board, and the Town Manager asking them to suggest persons who could participate in the work. And that the additional suggestions come from the Planning Board itself.”***

Mr. Merrow suggested that the motion be separated into two motions; state the first motion and the second be a conversation of what the makeup of the group should be. Mr. Dunn agreed.

Chairman Burnham asked that Mr. Dunn restate his motion.

Mr. Dunn made the motion to ***undertake to complete the Master Plan as authorized by Article 26 in 1986 and by RSA 674:5.*** Mr. Ray Kibbey again seconded the motion.

Mr. Spaulding, Sr. debated the motion. Mr. Dunn stated he stood by his motion. Mr. Spaulding, Sr. stated he would not support the motion. Chairman Burnham called for a vote. ***The motion passed 6-1-0 (Spaulding, Sr. no).***

On a motion by Mr. Dunn that, ***the Planning Board initiate the Capital Improvement Program by inviting the Selectmen, the School Board, the Town Manager and Budget Advisory Committee (BAC) to submit names to do the work in a subcommittee of the Planning Board and to prepare a submission to the Planning Board which would be proposed to constitute the Capital Improvements Program for the Town of Newport.*** Mr. Walsh seconded the motion.

Mr. Spaulding, Sr. asked for a reiteration of the motion.

Mr. Dunn reiterated his motion that: ***The Planning Board initiate the Capital Improvements Program by inviting the Selectboard, the School Board, the Budget Advisory Committee (BAC) the Town Manager, the School Superintendent and anybody in their departments they feel can contribute to submit names to carry out work to be done in a subcommittee of the Planning Board and to prepare a submission to the Planning Board which would be proposed to constitute the CIP for the Town of Newport.*** Mr.

Walsh seconded the motion.

Mr. Spaulding, Sr. expressed information concerning the Capital Improvements Program Committee. There was a discussion concerning the CIP, the motion and the RSAs pertaining to the CIP. Chairman Burnham called for a vote. ***The motion passed 6-0-1 (Spaulding, Sr. abstained).***

There was a lengthy discussion among the Board members concerning the potential members who participated in the CIP.

There was a discussion concerning the passed motion. Mr. Merrow asked what the makeup of the CIP would be and when it would be done. Mr. Hoyt asked if Finance Director Brown could give historical information on the framework of the CIP. The Planning Board members, Finance Director, Ms. Magnuson and Mr. John Hooper II discussed and listed the previous and potential framework of individuals who participated in the CIP.

Mr. Spaulding, Sr. made a motion ***to approve a seven member subcommittee of the Newport Planning Board consisting of an individual from each of the following: BOS, School Board, Planning Board, BAC and three citizens at large...***

There was a lengthy discussion on the motion made. The Chair was asked for the person who seconded the motion. He stated there was none. A discussion creating the motion continued. Mr. Merrow asked Mr. Spaulding, Sr. to amend his motion. He explained his request. There was further discussion on the proposed committee among the Board members.

Mr. Spaulding, Sr. made a new motion ***to leave a seven member as originally stated in the motion.***

There was a lengthy discussion on the motion and members of the proposed subcommittee by the Planning Board members.

On a motion by Mr. Spaulding, Sr., seconded by Mr. Merrow; ***the Board approved the formation of a seven member subcommittee of the Newport Planning Board consisting of one BOS member, one School Board member, one Planning Board member, one BAC member and three citizens at large.***

There was a discussion on the motion. The motion was read back to the Chair. The Chair called for a vote. ***The motion passed 7-0-0.***

Mr. Spaulding, Sr. asked who the Planning Board Rep would be. He asked that it be decided at the November 15, 2016 meeting. On a motion by Mr. Ray Kibbey, seconded by Mr. Hoyt; ***the Board appointed Mr. Bert Spaulding, Sr., as the Planning Board representative for the CIP. The motion passed 5-0-2 (Dunn and Spaulding, Sr. abstained).***

Mr. Hoyt asked if the Planning Board should recommend that the Town Manager and BOS representative take part in all CIP meetings. There was a short discussion on individuals who should take part in the CIP meetings.

Finance Director Brown addressed the Planning Board and explained CIP history, make up and matrix as well as other aspects of conducting the CIP committee in Newport. There was a lengthy discussion on many aspects of the CIP with the Finance Director and Planning Board.

Possible Zoning Amendment updates:

There was a lengthy discussion on Signs, Accessory Dwelling Units (ADU), Minimum Dwelling Unit Sizes among the Board members, Ms. Magnuson and Mr. John Hooper II. Ms. Magnuson referred the Board members to handouts in their Planning Board packets for additional information. The Board concurred they would continue the discussion of ADUs at future meetings.

COMMUNICATIONS:

Board: There was no Board communications at this meeting.

Public (Public Participation shall pertain to topics within the purview of the Planning Board): There was no Public Participation at this point in the meeting.

On a motion by Mr. Merrow, seconded by Mr. Ray Kibbey; *the Board adjourned at 8:35 p.m. The motion passed 7-0-0.*

Respectfully submitted,

Maura Stetson
Scribe

Approved on: December XX, 2016