



Town of Grantham
Planning Board Meeting Minutes
September 5, 2019
FINAL

I. CALL TO ORDER

Chair Carl Hanson called the meeting to order at 7:00 p.m. The meeting was held in the Jerry Whitney Memorial Conference Room of the Grantham Town Hall located at 300 Route 10 South in Grantham, NH.

Present: Chair Carl Hanson, C. Peter James, Selectmen's Representative Constance Jones, Peter Guillette, Mary Hutchins and Board Clerk Emily Owens;

Members not present: Alternate Ralph Beasley

Applicants and Members of the Public: Town Administrator Melissa White; Applicants Ben Barton, Thomas McNamara and Marceline McNamara

II. APPROVAL OF MINUTES

Chair Hanson asked the Board if there were any corrections or changes to the August 13, 2019 meeting minutes. C. Peter James made a motion to accepted the minutes as written and the motion was seconded by Peter Guillette. **Unanimously Approved and Accepted.**

III. NEW BUSINESS

#09-2019-01; Application for Sign Permit; 120 Route 10 South; Barton Insurance Agency, Inc; M/L 233/26

The Board discussed the Sign Permit Application for Barton Insurance Agency, Inc. The sign meets the Grantham Zoning Ordinance requirements of not exceeding 15 square feet and there are no lights that shine on the sign.

A motion was made by C. Peter James to approve the Sign Permit Application, seconded by Mary Hutchins. **Approved 5-0.**

#09-2019-02; Thomas McNamara Application for Annexation; Property Map 213 Lot 095 and Lot 096

A motion was made by Peter Guillette to approve the Application for Annexation of the two properties listed at 29 Shore Road (Map 213 Lot 096) and 2 Finch Place (Map 213 Lot 095) with no conditions, seconded by Constance Jones. **Approved 5-0.**

The Applicant, Thomas McNamara, asked when the lot will be reassessed and the bills merged. The first issue tax bill next year will be one lot of record and the lot will be reassessed April 1st 2020.

Application Fees

Melissa White, Town Administrator, presented a Memo with updated pricing based on her research of surrounding area towns and their prices. Her recommendations are: Annexation \$100.00, Sign Permit \$50.00, Site Plan Review \$200.00, Boundary Line Adjustment \$100.00, Subdivision (Minor – 3 Lots and below) \$200.00 and Subdivision (Major – 4 Lots and above) \$300.00. Currently, there is a flat rate of \$75.00 for Annexations, Site Plan Reviews, Boundary Line Adjustments and Subdivisions. There is no charge for Sign Permits. Additionally, the applicants pay the cost of certified mailings and it is recommended that they continue to do so.

C. Peter James had concerns about the costs the Town would incur if another “Mega” subdivision similar to Eastman occurred again. Town Administrator White discussed that some towns are moving toward a per lot subdivision charge in addition to a base fee. She agreed to explore this and present the Board with the results at the next meeting. Chairman Hanson reminded the Board that developers are responsible for other costs the Town would incur, such as surveying and engineering. Mary Hutchins asked if the fees could be reviewed by the committee the Board plans on forming tonight. It was agreed this issue would be tabled and discussed by the Committee.

Town Administrator White asked about the different phases listed in the Site Plan Review Regulations. Chairman Hanson agreed that some of the material is not used and should be reviewed by the committee. The Board discussed what should and should not be included in the regulations and Peter Guillette mentioned that the Regional Planning Commission could answer most of the Board’s questions. Peter Guillette stated that a planner could help the Board navigate these issues.

Update Planning Board Procedures, Regulations and Applications

Chairman Hanson entertained a motion to form a committee to review and rework the Planning Board Procedures, Regulations, Applications and Fees. Additionally, if the Committee decides that they require the services of Regional Planning Commission they may do so. The motion was moved by C. Peter James and seconded by Mary Hutchins. **Approved 5-0.** Board Members Carl Hanson, C. Peter James, Peter Guillette and Mary Hutchins agreed to participate on the newly formed committee. Carl Hanson and Mary Hutchins declined the position of chairman of the new committee. The Board agreed that Tuesdays are the best day for meetings but not the third Tuesday because those are the Cemetery Committee meetings.

The Board agreed that existing documents will be compiled from various locations, each Committee member will be given a paper copy, then the changes will be consolidated into one final copy for review. The Committee will then present the final document to the Planning Board for acceptance.

IV. OTHER BUSINESS

V. ADJOURNMENT

Chair Hanson stated there being no further business a motion was made by C. Peter James and seconded by Mary Hutchins to adjourn the meeting at 7:58 p.m.

The next meeting of the Planning Board is scheduled for October 3 2019, at 7:00 p.m. in the Jerry Whitney Memorial Conference Room of the Grantham Town Hall.

Respectfully Submitted,
Emily Owens – Planning Board Clerk