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5 **TOWN OF WILTON**
6 **PLANNING BOARD MEETING**
7 **DRAFT MINUTES**
8

9 **DATE:** March 4, 2015
10 **TIME:** 7:30 PM
11 **PLACE:** Wilton Town Hall Courtroom
12

13 **PRESENT:** Wilton Planning Board Members: Chairman Alec MacMartin, Vice
14 Chairman Jeff Kandt, Neil Faiman, Marcie Kearns, Alternate Dawn Tuomala (arrived
15 late), Board of Selectmen Representative Kermit Williams (arrived late), NRPC
16 Representative Camille Pattison, Secretary Sorrell Downing, and Wilton
17 Resident/Alternate Tracey Ewing.
18

19
20 **WORK SESSION**
21

22 Chairman MacMartin opened the meeting at 7:30 PM.
23

24 **Certification of Master Plan**
25

26 Ms. Pattison circulated a "Certificate of Adoption" for the chapters of the Wilton Master
27 Plan. Edits to be made include,
28

- 29
- Spelling of Jeff Kandt
 - Adding the title of Vice-Chair to Mr. Kandt signature line
 - Add the language, "See attached file"
- 31
32

33 **Certification of Impact Fees**
34

35 Ms. Pattison circulated a "Certificate of Adoption" for the Impact Fee Assessment and
36 Schedule. Edits to be made include,
37

- 38
- Spelling of Jeff Kandt
 - Adding the title of Vice-Chair to Mr. Kandt signature line
- 39

- 1 • The question of attaching the “large report” from Bruce or just the “table that was
2 updated” was raised. It was determined the report should be included because it
3 supports the changed made to the table.
4

5 Both Certificates of Adoption will be reviewed again on March 18, 2015.
6

7 **Review of Minutes from 01/21/2015**
8

- 9 Page 1, Line 29: “to place proposed ordinance change on the ballot”
10 Page 1, Line 40: “to place proposed change on the ballot”
11 Page 2, Line 7: “asked the board to adopt”
12 Page 2, Line 17: Ms. Spittel
13 Page 2, Line 29: add “the” before “regular meeting”
14 Page 4, Line 19-21: Reword to: Plans found for High Mowing School. These will be
15 filed by Ms. Downing with the existing approved plans and placed
16 with the existing tax maps.
17

18 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to approve the*
19 *Minutes from 01/21/2015.*

20 *Voting: 3 ayes; 1 abstention by Ms. Kearns*
21

22 **Review of Minuets from 02/04/2015**
23

24 Mr. Williams arrived at 8:00 PM.
25

- 26 Present: Spelling of Tracy Ewing to Tracey Ewing
27 Page 3, Line 25: Change “this” to “the form”
28 Page 4, Line 8: Ms. Spittel
29

30 *A MOTION was made by Mr. Kandt and SECONDED by Ms. Kearns to approve the*
31 *Minutes from 02/04/2015.*

32 *Voting: 5 ayes, motion carried unanimously.*
33

34 **Review of Minutes from 02/18/2015**
35

36 Ms. Tuomala arrived at 8:10 PM.
37

- 38 Present: Spelling of Tracy Ewing to Tracey Ewing
39 Page 2, Line 22 “with the future plan” change to “what the future plan”
40 Page 2, Line 23 change “flat floor” to “portion of the lot”
41 Page 2, Line 31 Change last sentence to read, “Mr. Faiman stated this does not
42 need to be renewed based on the language in the original
43 document”
44 Page 3, Line 11 Change to add “kept on the town website” (more specific)
45 Page 3, Line 12 Change to “remain on the town website going forward”
46

1 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to approve the*
2 *Minutes from 02/18/2015.*
3 *Voting: 5 ayes, motion carried unanimously.*
4

5 **Secretary Handbook**

6
7 Ms. Pattison has added a “Table of Notification” to the Secretary Handbook.
8

9 Mr. Kandt suggested having the table answer the questions, “Who? How? When?” to
10 make table more specific and easier to follow. Mr. Williams asked for the kiosk to be
11 renamed to “Notice Board. Ms. Pattison to have Karen at NRPC reformat table. Ms.
12 Pattison to add line numbers to document.
13

14 Edits:

15 Page 1:

16 Section B:

17 Taking Notes and Making Recordings:

The second sentence will be removed.

Strike “written”

Strike “electronic”

19 Submitting and Approving Minutes:

Add approved with date

Add language “Minutes will be approved at
subsequent meetings”

23 Ms. Pattison to add a section on Agenda
24

25 Page 2:

26 Contents of Written Minutes:

add the names of public

Add description of the case

28 Legal Requirements:

typo – “24 hours”
29

30 Page 3:

31 The Planning Board had a lot of discussion on which RSAs are referenced for
32 Notifications. A public hearing on applications should be RSA 676:4. A public hearing
33 to consider changed in Board documents should be RSA 673:17.
34

35 The letters written to abutters are slightly different than the public notifications. The
36 Planning Board secretary with consultation with the Chairman or Vice-Chairman creates
37 these documents. Ms. Downing will send examples to Ms. Pattison.
38

39 Mr. Williams restated changing “kiosk” to “notice board” on page 3.
40

41 Ms. Pattison to add a section for the DES notification, which is effective as of July 2014.
42

43 Page 4:

44 The secretary is not responsible for determining who is on the list of abutters. That is to
45 be done by the applicant. The secretary is to send notices certified mail/return receipt and
46 in the case of DES, first class mail is sufficient.

1
2 Mr. Kandt referenced RSA 36:56 which states that it is the Planning Board's job to
3 review the application for regional impact and if so, advise the Planning Board secretary
4 regarding proper notification.

5
6 Mr. Faiman stated the Town of Wilton Zoning Ordinance 4.9 and RSA 676:4 I (d) and
7 RSA 676:7 I (a) should all be referenced when rewriting paragraph 1 on page 4. These
8 have to do with railroad right of ways.

9
10 Page 7:

11 Mr. Williams asked to change all place where the document says, "Pam" to
12 "Administrative Assistant" and all places where the document says, "Mary" to
13 "Selectman's Assistant."

14
15 **Appointment of Alternate Planning Board Member**

16
17 Ms. Ewing offered to join the Town of Wilton Planning Board as an alternate.

18
19 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to appoint Tracey*
20 *Ewing as an alternate Board Member to the Town of Wilton Planning Board.*

21 *Voting: 5 ayes, motion carried unanimously.*

22
23 Remaining agenda items will be moved to the meeting on March 18, 2015.

24 A driveway application was circulated but is not the responsibility of the Planning Board.

25
26 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to adjourn the*
27 *meeting.*

28 *Voting: 5 ayes, motion carried unanimously.*

29
30
31 Chairman MacMartin declared the meeting adjourned at 9:47 PM.

32
33 Respectfully Submitted,
34 Sorrell Downing
35 Secretary