



**TOWN OF WILTON  
PLANNING BOARD MEETING  
DRAFT MINUTES**

**DATE:** September 2, 2015  
**TIME:** 7:30 PM  
**PLACE:** Wilton Town Hall Courtroom

**PRESENT:** Wilton Planning Board Members: Chairman Jeff Kandt, Neil Faiman, Sara Spittel, Tracey Ewing (Alternate voting for Marion Kearns), NRPC Representative Camille Pattison, Wilton Conservation Representative Bart Hunter, Selectmen Representative Kermit Williams, Secretary Sorrell Downing.

**WORK SESSION**

Chairman Kandt opened the meeting at 7:30 PM.

**Bart Hunter – Wilton Conservation Commission**

Mr. Hunter continues to work with NRPC to clarify the current maps and property classification for incorporation in the Natural Resources chapter of the Master Plan. There are several properties that are owned by the Town of Wilton or the State of NH and these will be classified as “Other Municipal State or Town Property.” Ms. Pattison to discuss with NRPC GIS mapping person as to how to categorize these that is consistent with other towns.

Ms. Pattison distributed updated maps they are working with.

- Ms. Spittel asked how “Scenic Roads” were designated and their rules enforced. The “Scenic Roads” are determined by the Board of Selectmen. Mr. Faiman stated that road repairs and tree cutting of “Scenic Roads” are to be presented to the Planning Board for consideration.
- Mr. Williams asked how the “Prime Farmland” data was obtained. Mr. Hunter stated that this is collected over time and over various properties via soil samples and submitted to a URGO database. This procedure was confirmed by NRPC.

Ms. Spittel thanked Mr. Hunter for his work on the data collection and sorting.

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**Minutes 8-5-15**

Page 1, Line 26      Period after Cram Hill Road  
Page 1, Line 39      Ms. Pattison  
Page 2, Line 40      remove being, The data was presented to Mr. Kandt  
Page 2, Line 45      wells, the Wilton Water Commissioners  
Page 4, Line 36      a Secretary Fact Sheet  
Page 5, Line 22      remove double quotation.  
Page 5, Line 24      does not see the proposal as a change of use

*A MOTION was made by Ms. Spittel and SECONDED by Ms. Ewing to approve the Minutes as amended.*

*Voting: 4 ayes. Ms. Spittel abstained. Motion carried.*

**Minutes 8-19-15**

Page 1, Line 25      Period after Cram Hill Road  
Page 1, Line 38      septic  
Page 3, Line 22      Mr. LaBombard  
Page 4, Line 43      Mr. Keefe, representing the property owners, presented

*A MOTION was made by Ms. Spittel and SECONDED by Ms. Ewing to approve the Minutes as amended.*

*Voting: 3 ayes. Mr. Faiman and Mr. Williams abstained. Motion carried.*

**Does the Wilton Planning Board need to form subcommittees to finish the Chapters of the Master Plan/ Use of Encumbered Funds?**

The Following chapters will be completed by December 31, 2016 under the “Encumbered Funds from 2014”

- Vision – Completed
- Land Use – Completed
- Natural resources – Working with Mr. Hunter currently
- Economic Development – Final draft to be voted on in October
- Community Design – Ms. Pattison to bring examples to September 16

The Following chapters have received funding but will need to be encumbered for 2015 and the work will be done on these in 2016. Ms. Pattison to develop the proper letter in conjunction with procedural guidance from Mr. Williams. Mr. Williams will investigate proper procedure and see if a “non lapsing” contract can be created.

- Housing and Demographics
- Transportation
- Cultural and Historical

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4 **Economic Development of the Master Plan**  
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6 Ms. Pattison circulated an updated Economic Development Chapter of the Master Plan.  
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8 Some typos and formatting issues were marked. Ms. Pattison to update.  
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- 11 • Mr. Kandt asked for a table or chart to be added on page 9 to demonstrate that residential tax payers account for 87% of Wilton’s property tax.
  - 12 • Mr. Kandt pointed out the data for unemployment on Page 5 is more recent than Labor Force information on Page 15. Mr. Williams explained that unemployment data is updated monthly. The labor force data also might have more recent numbers since much of this was obtained in 2013. Ms. Pattison to look for more recent data for labor force and clarify this in the chapter.
  - 13 • Mr. Hunter spoke about the Main Street Committee and their desire to contribute to the Community Design Chapter of the Master Plan. The Main Street Committee also works on beautification projects for Main Street as outlined in the Economic Development Chapter.
  - 14 • Page 13 has two similar ideas and references of RSA 79-E. These will be combined.
  - 15 • Page 14 has two items – the recreation trails and support of farms, which will be moved to “Destination.”
  - 16 • Quadriga will be removed from table on page 17.
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27 **NRPC 2<sup>nd</sup> Representative**  
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29 The Planning Board does not have a member able to commit to serving for four years at this time. Ms. Ewing suggested we post on website the need for a community member to take on this.  
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33 Ms. Ewing willing to serve on the Citizens Committee for a Town Administrator which was also discussed.  
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36 *A MOTION was made by Mr. Faiman and SECONDED by Ms. Spittel to recommend Ms. Ewing to serve on the Citizens Committee for a Town Administrator.*  
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38 *Voting: 4 ayes. Ms. Ewing abstained. Motion carried.*  
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40 Mr. Spittel departed at 9:15 PM.  
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42 **NPRC Map Review**  
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44 Ms. Pattison recognized the late time and it was agreed to move this to the next meeting.

45 Ms. Pattison is eager to finalize these so that when community members come to the  
46 Town Hall seeking information on their property it is easy to determine zoning and

1 therefore regulations associated with the property. Currently it is complicated and the  
2 information is not centralized.

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4 **Sign Application Procedures/How to Open a Business in Wilton Brochure**

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6 Clarification of the Sign Application Procedures:

- 7 ○ Application obtained online or from Building Inspector
- 8 ○ Application submitted to Building Inspector with associated fee
- 9 ○ Planning Board Review
- 10 ○ Building Inspector finalization

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12 Clarification of Brochure:

- 13 ○ Mr. Faiman asked that language regarding ZBA be clarified to reflect that  
14 an applicant will be applying for a variance, not a guarantee of approval.
- 15 ○ The format may not translate well to an online format. Ms. Pattison and  
16 Ms. Downing to work together on this.

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18 *A MOTION was made by Ms. Ewing and SECONDED by Mr. Faiman to approve the*  
19 *“How to Open a Business in Wilton” brochure as amended.*

20 *Voting: 4 ayes. Motion carried.*

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22 *A MOTION was made by Mr. Williams and SECONDED by Ms. Ewing to adjourn the*  
23 *meeting.*

24 *Voting: 43 ayes. Motion carried.*

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26 Chairman Kandt declared the meeting adjourned at 9:30 PM.

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28 Respectfully Submitted,  
29 Sorrell Downing  
30 Secretary