



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

DATE: March 3, 2016
TIME: 7:30 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Chairperson Jeff Kandt, Neil Faiman, Alec MacMartin, Tracey Ewing (Alternate voting for Matt Fish), Dawn Tuomala (Alternate voting for Sara Spittel), Selectmen NRPC Representative Camille Pattison, Secretary Sorrell Downing, Charlie McGettigan.

Work Session

Chairperson Kandt opened the public Hearing at 7:30 PM.

Preliminary Discussion – TDS

This meeting has been postponed to a future date.

Minutes 2-17-16

Edits:

Page 2 - remove unnecessary period

Page 3 – spelling of Torre and Cutler

Chairperson Kandt ask for language “Chairman” or “Chair” to be “Chairperson”

A MOTION was made by Ms. Ewing and SECONDED by Mr. MacMartin to approve the Minutes from 1-20-16 as amended.

Voting: 4 ayes. Mr. MacMartin abstained. Motion carried.

Master Plan Updates

Due to health reasons, the Fire Chief has been unable to update that section of the Town Facilities Chapter. Ms. Pattison has been in touch with a woman at Florence Rideout School and should receive updates shortly. Should the board consider moving forward without updates after a specific date?

- The library vision was removed.

- 1 • The recreation table was discussed and updated data was given to Ms. Pattison.
- 2 • There was some discussion regarding edits to the water and sewer parts but these
- 3 reviews will be discussed with Mr. Elliott for review. #4 will add language “work
- 4 towards.” Ultimately the Planning Board will decide but it is customary for the
- 5 department heads to have input and review.
- 6 • Ms. Pattison will create a table based on each section for the General
- 7 Recommendations.
- 8 • Ms. Pattison will rewrite the Introduction.
- 9 • The rest of the document will be edited to be in the same voice and consistent
- 10 with the Economic Development Chapter

11
12 **Secretary Handbook**

- 13
- 14 • Language “Chairperson” to be used throughout document
- 15 • Joint Meeting Procedures will be added.
- 16 • Notice of Decision template was located and will be referenced. The RSA677:15
- 17 will be added to back up the NOD to be generated within 5 days of the decision.
- 18 • Mary will be changed to Selectmen’s Assistant
- 19 • The missing January budget numbers were given to Ms. Downing by Ms.
- 20 Tuomala.

21
22 **Rules of Procedure**

- 23 • The section regarding the secretary pro tem will be edited.
- 24 • The RSA citing’s will all be formatted the same way
- 25 • Page Numbers will be added
- 26 • “Chairperson” will be used throughout
- 27 • The Public Hearing section order will be adjusted and a few language
- 28 clarifications will be made
- 29 • Joint Meeting section will have additional items added
 - 30 ○ Scheduling
 - 31 ○ Review Case Prior to Meeting
- 32 • Join Meeting section will be reordered and language clarified
- 33 • Section regarding RSA 91A was discussed and it was decided to leave as is. The
- 34 section is quite detailed and although not relevant for this Planning Board, may be
- 35 needed for future boards.

36
37 Mr. McGettigan departed.

38
39 **Other Business**

40
41 *PB-SD01-0116 – Kennedy*

42
43 Mr. Faiman has walked the bounds.

1 A typo was found on the plan that was registered with HCRD 2/25/16. Ms.
2 Pattison to communicate with Mr. Siciliano that a letter needs to be written to
3 Wilton Planning Board explaining the mistake, a signature block for the Wilton
4 Planning Board needs to be included in his letter and the recording fee of \$13
5 needs to be paid.
6

7 Mr. Sam Proctor has communicated with Ms. Pattison regarding the language of
8 the impact fees as written on the plan. According to the letter, improvements are
9 being made to the house currently and there is a concern impact fees would need
10 to be paid. If the house is moved or significantly modified – prompting a building
11 permit/certificate, this would be in the jurisdiction of the Building Inspector. If
12 the property owner plans to build a second dwelling unit on the lot he/she would
13 need to come before the planning board and impact fees would be calculated at
14 the 2016 rate. The buyers are welcome to come discuss with the Planning Board.
15 The current language regarding impact fees is in square feet which is not
16 consistent with the Wilton Land Use Laws and Regulations.
17

18 Planning Board “TO DO”
19

- 20 • Chairperson Kandt asked that we be more careful with signing plans to be sure
21 there are not errors.
- 22 • Public Hearings that have been conditionally approved need to remain on the
23 agenda until final approval.
- 24 • The Notice of Decision template needs more specific language.
- 25 • The definition of a New Development needs to be updated.
26

27
28 *A MOTION was made by Mr. Faiman and SECONDED by Ms. Ewing to adjourn the*
29 *meeting.*

30 *Voting: 5 ayes. Motion carried unanimously.*
31

32 Chairperson Kandt declared the meeting adjourned at 9:50 PM.
33

34 Respectfully Submitted,
35 Sorrell Downing
36 Secretary