

**TOWN OF HOLDERNESS**  
**Planning Board**  
**Meeting Minutes: February 20, 2018**

B. Snelling called the meeting to order at 6:35PM.

**ROLL CALL OF MEMBERS:**

**Members Present:**

Bob Snelling, Chairman, Carl Lehner, Vice Chairman, Donna Bunnell, Secretary, Ron Huntoon, Member, Louis Pare, Member, Angi Francesco, Member, John W. Laverack, Ex-Officio

**Members Not Present:** None

**Staff Present:** M. Capone, Town Administrator

**Others Present:** None

**APPROVAL OF MINUTES:** None; Minutes for January 16 will be distributed for approval at the March Meeting.

**OTHER BUSINESS: PSU Electronic sign.** Mr. Snelling mentioned that the University is considering an electronic message board that would be placed in front of the Ice Rink. As a government entity, the university is exempt from zoning. Mr. Snelling noted that the Board could request that they be allowed to comment on the proposal. Mr. Huntoon made a motion to invite the University to come to the March 20, 2018 meeting to present their proposal and take comment from the Planning Board. The motion was seconded by Ms. Bunnell. There was no further discussion of the motion. The Board voted 7-0 in favor of the motion.

Mr. Capone mentioned that he would contact the University to see if they were available to attend the March meeting.

**Master Plan update:** Mr. Snelling asked Ms. Francesco for an update on the Subcommittee's work with the Natural Resources Chapter of the Master Plan. Ms. Francesco mentioned that the group had decided to update and revise the chapter. This would include updating many of the maps therein. The data points for these maps exist, therefore they would just need to be redone to more accurately reflect the intent of the Chapter. The SLCS can do the work. There will need to be a discussion of the fee and from where the funds will come to pay for the work. Mr. Snelling mentioned that there may be additional funds available from the Land Use Position that could be used to pay for this work.

Ms. Francesco also mentioned that the Committee had decided that they would review the results of the SLA Watershed Build Out Analysis which includes about 70% of the Town prior to making a determination with regard to paying for the balance of the work. Mr. Snelling noted that the LRPC will be collecting all of the Holderness Data anyway so to finish the balance of the work would not cost that much.

Ms. Francesco noted that the group would be adding a section on climate change. Mr. Pare asked if they would be using any of the information from the group in Concord. Ms. Francesco mentioned that there is a graduate student at Plymouth State University who is working on this.

Mr. Huntoon asked if the data will be easily referenced to make it more usable. Ms. Francesco commented that it can be set up to be easily updated and there will be links to other sites as well.

Mr. Huntoon asked about identifying significant habitats. Ms. Francesco noted that the group would be identifying habitats and updating the mapping to reflect any changes.

Mr. Snelling asked if the group would have the update done by the March meeting. Ms. Francesco responded that the group had agreed to take the time necessary to do the complete review and as such they would not be done by March. Mr. Snelling noted that this project was planned for 2018 which would give them time to complete the task. The draft document would go to a public hearing at some point.

Mr. Snelling commented on the great work the Committee had accomplished and thanked them for their efforts.

**Applications:** Mr. Snelling mentioned that there had been some discussion with regard to the authority of administrative personnel to address the issue of the completeness of applications prior to scheduling them for a public hearing. It was noted that administrative personnel could only advise with respect to this and if the applicant wanted to go before the Planning Board they could not be refused.

Mr. Capone mentioned that he would make his best effort to manage the process.

**New Site Plan review:** Mr. Capone mentioned that there had been an inquiry with respect to a 2015 Conditional Approval granted to Betsy Co. for Map 101 Lot 035. They were looking to amend change the plan. Mr. Capone wanted to confirm that given that more than two years had elapsed since the conditional approval had been granted that the applicant would have to reapply. The Board confirmed this fact. Mr. Capone will notify the applicant.

**NEXT MEETING:** TUESDAY, MARCH 20, 2018 beginning at 6:30PM

**ADJOURNMENT:** At 7:12PM the following motion was made:

**MOTION: "To adjourn."**

Motion: A. Francesco

Second: R. Huntoon

Discussion: None

Motion Passes: 7 - Yes, 0 - No

Respectfully Submitted,

Michael Capone  
Town Administrator