

TOWN OF EPSOM  
PLANNING BOARD  
940 SUNCOOK VALLEY HIGHWAY  
EPSOM TOWN OFFICES  
AUGUST 28, 2019  
6:30 PM

**In Attendance:** Kathy DesRoches, Chairman; Mike Hoisington, Vice Chairman; Joe Harnois  
Cheryl Gilpatrick, Selectmen's Representative; Betsy Bosiak, Alternate

**Not in Attendance:** Sharon Burnston; Dan McGuire; Jay Hickey, Alternate

**Other Attendees:** Michael Tardiff

Kathy opened the meeting at 6:30 PM.

**Michael Tardiff – Central New Hampshire Regional Planning Commission**

Kathy noted that she and Cheryl had met with Mr. Tardiff to discuss issues.

Kathy noted the Planning Board forms that were in the office. She noted that she asked Mr. Tardiff to discuss them with us.

Mr. Tardiff noted that many towns have the same experience like Epsom that do not have Planning staff. He noted that the Regional Planning Staff could make sure that all the documents are correct. He noted that it takes time to complete the review.

Mr. Tardiff noted there were some approaches that his staff could assist with to reorganize Epsom's forms and processes. He noted that after the forms were updated, they could be sure the latest version of each set of regulations and forms were in one location.

He noted that the cost for the audit and application update would be \$4,500.00 and Regional Planning would split the cost with the Board's share being \$2,250.00.

Joe questioned if it was an audit of the application; Mr. Tardiff noted that it was of the process. Joe asked if the forms were up to date, Kathy noted that we are not sure.

Mr. Tardiff noted that it was part of the conversation with the Board and office staff. Mr. Tardiff also discussed having a Technical Review Committee. How such a committee would work was discussed by Mike.

Mr. Tardiff noted he had spoken with Mr. Vignale to be sure it was understood he would be conducting the engineering reviews with Regional Planning overseeing application reviews. A circuit rider agreement was discussed for applications.

Mike discussed that he felt a Technical Review Committee might not work in Epsom as we do not have that many applications. He would like to see applications sent to each affected department as needed prior to the Board meeting with responses returned prior to the meeting.

Mr. Tardiff noted that their staff could do this. The time to accomplish the proposed duties was discussed. Mr. Tardiff will draft agreements for the Board's September 11<sup>th</sup> meeting.

Mr. Tardiff noted that he met with the Conservation Commission regarding the aquifer and the extended waterline with protection of a potential third well. He noted the EDC would be taking a lead on this task. Mr. Tardiff noted that the well head needs to be identified and protected.

Kathy appointed Mike and Cheryl to work with the Regional Planning Commission through the audit.

### **Cistern at 88 Cobblestone Drive**

A letter was received from the Fire Chief regarding the cistern. The cistern has only 4 inches of water in it. The Fire Chief requested the cistern not be accepted until it has been proven it could hold water. A letter will be sent to the developer regarding the cistern.

### **Gauthier Drive**

Kathy noted they met with Attorney Whitley last Tuesday, August 20. She noted that KV Partners will prepare a maintenance bond estimate for Gauthier Drive.

### **Hawker/Peddler Licenses**

The Board discussed an e-mail from the Chairman of the Zoning Board of Adjustment regarding Hawkers and Peddlers on private land. The Board will check into adding something into the zoning regulations.

**Mike motioned to establish an escrow account for 1912 Dover Road in the amount of \$2,200.00 to be used by KV Partners for oversight of the site work at the location, Cheryl seconded the motion. The motion passed.**

Kathy executed the agreement from KV Partners for oversight of 1912 Dover Road.

### **Administrative Session**

#### **Minutes**

#### **Minutes of July 24, 2019**

The minutes of July 24, 2019 were reviewed and amended.

**Cheryl motioned to approve the minutes of July 24, 2019 as amended, Joe seconded the motion. The motion passed with one abstention.**

#### **Minutes of August 14, 2019**

The minutes of August 14, 2019 were reviewed and amended.

**Cheryl motioned to approve the minutes of August 14, 2019 as amended, Mike seconded the motion. The motion passed.**

**Non-Public Session #1 – August 14, 2019**

**Cheryl motioned to accept the minutes of the Non-Public Session #1 of August 14, 2019 as submitted, Mike seconded the motion. The motion passed**

**Non-Public Session #2 – August 14, 2019**

**Cheryl motioned to accept the minutes of the Non-Public Session #2 of August 14, 2019, unsealed, as submitted, Mike seconded the motion. The motion passed**

**Old/New Business**

Kathy adjourned the meeting at 8:35 PM.

Respectfully Submitted,

Betsy Bosiak  
Recording Secretary