

1 Town of Greenville, New Hampshire
2 **Planning Board**
3 **Minutes**
4 **Thursday, March 24, 2016**

5
6 The Greenville Planning Board met on **Thursday, March 24, 2016 at 7:00 pm** in the Town Hall, 46 Main
7 Street, Greenville, NH 03048.

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9 *In attendance were Ted de Winter, Chairman; Scott Tenney, Vice Chair; BOS Ex-officio Steve Spratt*

10
11 Chairman de Winter called the meeting to order at 7:00pm.

12
13 Minutes

14 The minutes of December 17, 2015 were tabled until April 14, 2016 in order to have member White
15 present and to obtain Doug Reardon's signature. Deb will bring in a "non" draft copy to the April
16 meeting for approval and signatures.

17
18 Master Plan

19 Chairman de Winter questioned how surveys were distributed. S. Tenney stated that fliers were stuffed
20 into the Town Report as well as distributed at the Selectmen's office, Town Clerk's office, Post Office
21 and Library and were also free floating at Town Meeting. He said there was even mention of it on
22 Facebook. S. Tenney said there are drop boxes in various locations around town for residents to
23 submit their completed copies.

24
25 S. Tenney said that the response was fairly good so far in his conversations with Town Administrator
26 Kelley Collins. Chairman de Winter stated that because the Planning Board is interested in what
27 townspeople want should result in a lot of interest from residents.

28
29 Greenville Recycling

30 S. Tenney stated that Greenville Recycling has dropped off the Alteration of Terrain Permit Application
31 and a check for the Water and Sewer review. He said the Selectmen have signed the engineering
32 services request and forwarded it to Underwood Engineering to start their review. He stated that
33 Fieldstone still owes us three hard copies of the Water and Sewer Utility Plans. Chairman deWinter
34 instructed that the Alteration of Terrain permit be sent to Steve Keach of Keach-Nordstrom for his
35 review and comments.

36
37 Chairman de Winter requested that Deb contact Chad Brannon of Fieldstone to obtain the Water and
38 Sewer copies. He said that we don't want to lift the provisional part of the approval and get hit with
39 this on the day of the approval. S. Tenney stated that the Board voted to conditionally approve the
40 application with the understanding that all the documents are submitted to us before they begin work.
41 S. Tenney also stated that Kelley provided the Board with the escrow balance for Hemlock Hills.

43 Master Plan Update

44 Chairman de Winter questioned when the next meeting was with Lisa Murphy. S. Tenney stated that it
45 will be April 14, 2016. He asked S. Tenney to expand on how the Master Plan will be helpful in the
46 assistance with zoning regulations and enforcement. S. Tenney stated that the Master Plan helps with
47 the vision and growth and development and the zoning ordinances are laws that enact that vision of
48 the Master Plan. He said it doesn't always achieve this but it is a good way of approaching it. He stated
49 that we try to enact ordinances that will bring us into the 21st century. It will help in addressing the
50 housing issues and property maintenance in the downtown district. He said people will have a legal
51 vision of the town. Discussion followed regarding how the Master Plan will assist the town with
52 enforcement. Chairman de Winter thought this area would be beneficial to the town if spelled out in
53 the Master Plan.

54

55 S. Spratt agreed and asked when the last time it was matched to the fire inventory. Chairman
56 deWinter wasn't sure when there was any fixed timing where the town has tried to get into some
57 buildings and failed to do so and other times needed the assistance from the Fire Department due to
58 fire violations of the fire code. The Board will review the draft document and await discussion with Ms.
59 Murphy in April.

60

61 Rules of Procedures

62 Chairman de Winter stated that he was happy with the improvements that Deb has brought with her
63 from Amherst. Deb said that it is difficult sometimes to complete the work needed because she is not
64 physically in the office during the work day. Chairman deWinter questioned how Deb was being paid.
65 Deb stated that she is paid by the hour. S. Tenney stated that he believed a former Planning Board
66 Secretary was paid by a stipend.

67

68 Discussion followed regarding what the budget is approved for. Deb stated that Town Administrator
69 Kelley Collins told her that her position is budgeted for 13 hours per month with a maximum budget of
70 \$3,600 per year.

71

72 Chairman de Winter stated that the Board should establish some standards in terms of compensation
73 for time spent as well as commuting time and felt that a stipend of \$300 a month would work in
74 providing her with adequate compensation. S. Tenney stated that he was fine with paying Deb a
75 stipend and felt it was worthwhile as she spends a lot of time working at home. Chairman deWinter
76 stated that the Planning Board could vote on this. S. Tenney asked S. Spratt whether the Planning
77 Board had the authority to vote on this and also asked if it should be brought before the Selectmen. S.
78 Spratt said he wasn't sure but said he understood that the town votes to approve the budget and the
79 Planning Board administers that budget. S. Tenney stated that Deb was hired by the Selectmen.
80 Chairman de Winter acknowledged that the Selectmen hired Deb but stated that she works for the
81 Planning Board.

82

83 Chairman de Winter requested that the Planning Board obtain a copy of the budget from Kelley and
84 review the budget at their next meeting. S. Spratt recommended asking Kelley Collins the reason why
85 our secretary was now being paid hourly. Chairman de Winter requested a vote to approve a stipend.
86 He said it was "our" call how we spend the budget.

87
88 Motion

89 S. Tenney moved to pay the Planning Board secretary a stipend of \$300 per month, S. Spratt 2nd.

90 VOTE: All in favor.

91
92 Chairman de Winter stated that there has been no budget spent as of this meeting, therefore, he
93 didn't think the Board would exceed the budget in that area and that the Board could possibly increase
94 that line item next year. S. Tenney stated that during slow times, the Board did pay an employee for
95 not doing anything as there was no work to be done. Deb asked for clarification that this was for
96 Planning Board purposes only as she has done a meeting for the Zoning Board of Adjustment last
97 month. The Board stated "yes" that the stipend was only for the Planning Board wages. S. Spratt
98 explained that is why it is so important to get clarification on this from the Selectmen's office. Deb will
99 send an email to Kelley Collins.

100
101 The Board reviewed the 2015 budget presented in the Town Report and discussed the 2016 budget
102 requested for projects and expenses currently being reviewed by the Planning Board.

103
104 Discussion followed regarding recycling efforts in the town and how it is implemented with Wilton
105 Recycling. The Board discussed materials being recycled and the benefited costs associated with
106 certain materials such as copper, newspapers, etc.

107
108 April 14, 2016 - Meeting Agenda Items

- 109 1. Minutes: December 17, 2015; March 24, 2016
110 2. 2016 Budget Review
111 3. Rules of Procedures
112 4. Lisa Murphy – Master Plan Update

113
114 Adjournment

115 S. Spratt moved to adjourn at 8:15 pm, S. Tenney 2nd. VOTE: All in favor.

116
117 Respectfully Submitted,
118 Debra A. Butcher
119 Recording Secretary.

120
121 Approved by:

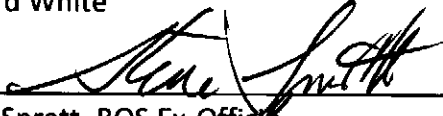
122 ~~PLANNING BOARD~~

123 
124 _____
125 Ted de Winter, Chairman

126 
127 _____
128 Scott Tenney, Vice Chairman



Edward White



Steve Spratt, BOS Ex-Officio

Jonathan Bouley