



## Town of Hebron

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### Hebron Planning Board APPROVED Minutes of Workshop 8/21/06

**Members Present:** Chuck Beno (alternate), Dick Cowern (Selectmen's rep), Tom Gump (alternate), Roger Larochelle (chair), Curtis Mooney, Martha Twombly (alternate), David Wall and Sheila Oranch (secretary)

**Others Present:** none

**Time Convened:** 7:00 PM

**Time Adjourned:** 9:15 PM

**Next Meetings:** 9/6/06 regular monthly hearing, 9/11/06 workshop, 9/18/06 workshop

#### Agenda Items:

1. Approve minutes of 7/17/06
2. Administrative Matters
3. Revisions to the Subdivision and Site Plan Regulations
4. Rules of Procedure
5. Any other matters that come before the Board

Roger Larochelle convened the meeting and reviewed the agenda. Review of the minutes from 7/17/06 was moved to the end, as the Secretary had been delayed. It was agreed to focus on reviewing the Rules of Procedure and devote an entire additional workshop to reviewing the proposed Subdivision Regulations the second Monday in September.

There was extensive discussion of Rule 2.7 regarding attendance. The consensus was to change the wording to "If Members miss three (3) 'consecutive' meetings..."

Rule 4.2 was amended to "The Board 'regularly' holds a workshop the third Monday..."

Rule 4.5 was amended to "All meetings of the Board shall be held in 'the Land Use Building..."

Rule 4.8 was corrected by adding an "e" to the end of the word 'place' in the first sentence.

Section 5- Agenda Management needs a new title. Roger asked everyone to think about that.

Rule 5.1 in the second sentence the term "Planning Coordinator" was deleted.

Rule 5.3 there was discussion of how many days in advance applications must be received.

Rule 5.4 there was more discussion of how many days in advance materials must be received.

Rule 8.1 was amended to add at the end, “and posted on the Town web site.”

Section 13—Fee was deleted from the Rules of Procedure and will be included with the application forms, fees and instructions.

There was discussion of requiring applicants to include completed abutters notice forms in addressed envelopes. The form would be available in the package, which will be downloadable from the Town web site. It was also suggested that the applicant should complete and attach the certified mail forms and submit everything with the application so the Board would be able to send the notices and retain the US Postal Service receipts for the file.

The entire application package with 10 copies of all materials, collated into individual packages, will be required to be received by the Planning Board 21 days before a scheduled hearing date at which the applicant requests a hearing.

Roger Larochelle said he will edit the proposed rules and circulate a new draft.

### **Administrative Matters**

Roger Larochelle reported the following administrative items:

He noted that the Board of Selectmen reminded him that workshop notices should be posted 48 hours before the date, abutters notices should be sent no later than 10 days before a hearing and that minutes of hearings should be given to the Selectmen’s office within 144 hours. He also reported that he met with the Selectmen about excavation and earth moving issues. The Excavation Permit process is being developed.

Wednesday morning he will be walking Convex LLC’s Cilly Brook subdivision with Bruce A. Barnard, who had been hired as the road inspector.

New information has been received for the Ridgewater Common subdivision application and a note from DOT with clarification of their review. This material cannot be discussed outside of a posted hearing. He also said he has asked Paul Fluet for an opinion on dead-end road definitions.

Secretary, Sheila Oranch, said she wanted to request receipts for e-mails to the Board so she would know who had seen notices and correspondence. The Members present said they understood that.

### **Approve minutes of 7/17/06**

There were several corrections, as follows. Page 1 first paragraph after the agenda “hearing” was changed to “meeting” as it referred to a workshop, not a hearing of cases. The words “Bridgewater-Hebron Subdivision and Zoning” were added before “Chart” in the second sentence. Page 2, third paragraph from the bottom, second sentence was replaced with, “Curtis Mooney said that the rationale for that specific road length limit was if there was a problem at the beginning of the road, emergency vehicles might not be able to get in or out.”

**Curtis Mooney moved/Dick Cowern seconded approving the minutes of 7/17/06 as amended. PASSED**

Hearing no objections, Roger Larochelle adjourned the meeting at 9:15 PM

### **SUMMARY OF MOTIONS:**

**Curtis Mooney moved/Dick Cowern seconded approving the minutes of 7/17/06 as amended. PASSED**