

Town of Sumner  
Planning Board Agenda

January 15, 2019

6:30 pm

**Members Present:** James McCarthy, Larry O'Rourke, Mary Standard, John Allen, CEO John Evans, Planning Board secretary Susan Strout.

**Public in Attendance:** none

**The Minutes** from December 18, 2018 were read and approved with a motion by O'Rourke and seconded by McCarthy and so voted.

**Open Session:** none

**Report from CEO/LPI John Evans:** Evans was in attendance and reported that he will be able to attend Planning Board meetings with no conflict to his class schedule for this semester. He had nothing that needed to be reported at this time.

**Forms, Reports and Correspondence:** none

**Building Notifications:**

Pending info: (no new information yet) but will be providing information in the spring.

Alan Beaulieu, 487 Redding Road, R20-40-3, New 10 x 16 shed

**New Business:** When alerting the Road Commissioner and the CEO of the new Building Notification (BN), they both expressed that having the opportunity to review BNs before they are approved might provide needed information for the property owners. So the BN approval process will have three steps of approval: the Planning Board, Roads Commissioner for driveway permits and CEO/LPI for plumbing/septic permits and other regulations such as set-backs. Strout will contact Evans and Wickson when necessary.

**Planning Board members still needed. The Planning Board should consist of 5 members and 2 alternates.**

In the interest of filling the positions of the Planning Board, Strout suggested that a new resident to town might want to serve as an alternate or to sit in on a few meetings. With this in mind, both Allen and Strout mentioned Eric or Kim Austin as potential members. Allen will contact them.

### **Q and A for Building Notifications**

The Planning Board feels that additional information would be helpful in filling out a BN or deciding if a BN needs to be filed. Instead of including this information in the BN, the Planning Board is creating an information sheet that includes a Q&A section. This information will not be attached to the BN form but will be available on the website and in the Town Office.

A review of preliminary work by O'Rourke and Strout created a list of topics that might be included. Strout will create a new version of this information sheet for review at the next Planning Board meeting. New considerations or information can easily be added to the website over time.

### **Old Business:**

The final version of the Building Notification form was approved by the Select Board at their last meeting.

The meeting was **adjourned** at 7:05 with a motion by O'Rourke, seconded by Allen and so voted.

Meeting minutes from January 15, 2019  
Submitted by Susan Strout

Approved: February 5, 2019