

HAMPTON PLANNING BOARD

MINUTES

May 3, 2023 – 7:00 p.m.

PRESENT: Ann Carnaby, Chair
Brendan McNamara, Vice Chair
Tracy Emerick
Sharon Mullen
Keith Lessard
Ward Galanis, Clerk
Rusty Bridle, Selectman Member
Jason Bachand, Town Planner
Laurie Olivier, Office Manager/Planning

ABSENT:

I. CALL TO ORDER

Chair Carnaby commenced the meeting by leading the Pledge of Allegiance and asking the Board and others to introduce themselves.

It was noted that the applicant for 10 & 14 Sapphire Avenue wishes to continue to June 7, 2023.

MOVED by Mr. Lessard.

SECOND by Mr. Emerick.

VOTE: 7 – 0 – 0

MOTION PASSED.

It was noted that the applicant for 972 Ocean Boulevard wishes to continue to May 17, 2023.

MOVED by Mr. Lessard.

SECOND by Ms. Mullen.

VOTE: 7 – 0 – 0

MOTION PASSED.

It was noted that the applicant for 7 & 9 Gill Street wishes to continue to September 6, 2023.

MOVED by Mr. Lessard.

SECOND by Mr. Emerick.

VOTE: 7 – 0 – 0

MOTION PASSED.

II. ATTENDING TO BE HEARD

HAMPTON PLANNING BOARD

MINUTES

May 3, 2023 – 7:00 p.m.

III. NEW PUBLIC HEARINGS

23-012 1064 Ocean Boulevard

Map: 98 Lot: 30

Applicant: Kathleen Eberle

Owner of Record: 1064 Ocean Blvd Realty Trust

Wetlands Permit: Re-arrange large rocks that block stairway to location that allows access to the stairway while protecting homes and Route 1A. Request for this permit to stay open to allow work to be done annually.

Ms. Eberle appeared. It was noted her permit needs to be renewed every two years. She wants to rearrange the rocks in front of the wall in front of the house. They are not bringing in any new rocks. Mr. McNamara asked if they have to go to the Select Board. It's the same process; it's just continued work. There is something noted about the Board of Selectmen in the conditions if it is decided that they need to go there.

**BOARD
PUBLIC
BOARD**

MOVED by Mr. Emerick to approve the Wetlands Permit along with the conditions contained in the Conservation Commission letter dated April 26, 2023.

SECOND by Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

23-013 10 & 14 Sapphire Avenue (CONTINUED TO JUNE 7, 2023 – see above)

Map: 223 Lot: 66 & 74

Applicant: Nancy Keay, Lucille Walker Rev Trust

Owner of Record: Nancy Walker-Keay, Trustee

Wetlands Permit (After-the-Fact): Remove rip rap & install originally-planned stabilization items. The installed bank stabilization varied from what was approved in 2013.

23-014 972 Ocean Boulevard (CONTINUED TO MAY 17, 2023 – see above)

Map: 152 Lot: 20

Applicant: Robert Moses, Trustee

Owner of Record: Gena Cohen Moses & Robert Moses, Trustees, Gena Cohen Moses Trust

Wetlands Permit (ATF): Complete emergency repair of existing rip rap. Enhance existing rip rap in existing footprint. Perform in-kind repairs as needed. Replace existing steps to the beach w/addition of handrail for safety and include in-kind repairs.

HAMPTON PLANNING BOARD

MINUTES

May 3, 2023 – 7:00 p.m.

IV. CONTINUED PUBLIC HEARINGS

22-039 7 & 9 Gill Street (continued from November 2, 2022 and February 1, 2023) (CONTINUED TO SEPTEMBER 6, 2023 – see above)

Map: 223 Lot: 35

Applicant: Denis O’Neil (9) & Gill Street Rev Trust (7)

Owner of Record: O’Neil Family Revocable Trust (Denis and Maureen O’Neil, Trustees) and Gill Street Revocable Trust (J. Perras & S. Gorman, Trustees)

Wetlands Permit: Owners of both properties looking to fill in a small, low-lying isolated wetland portion of their yard that periodically floods/ponds & ices over in winter months (reaching egress points which are vital to be open in case of emergency).

V. CONSIDERATION OF MINUTES of April 19, 2023

MOVED by Mr. Emerick.

SECOND by Ms. Mullen.

VOTE: 6 – 0 – 1 (Lessard)

MOTION PASSED.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

Formation of the Master Plan Implementation Committee (MPIC)

- Resident-At-Large Appointments
- Administrative Procedure – Draft for Review

Mr. Bachand discussed the letters of interest for resident-at-large appointments. These are two-year terms. We received a total of eight responses for consideration. We thanked everyone who inquired and showed interest. The Board received the letters and the top four were ranked by each member. The results were provided to the Board. Mr. Bachand asked if everyone was satisfied with the review process. The Board concurred.

Mr. Bachand recommended that the Board appoint Donald Bliss, Lily Cragg, Danielle Albright, and Jeffrey Grip to the Master Plan Implementation Committee.

MOVED by Mr. Emerick.

SECOND by Ms. Mullen.

VOTE: 7 – 0 – 0

MOTION PASSED.

Mr. Bachand will reach out to everyone who submitted a letter. He noted the Board encourages everybody who submitted a letter, and all residents, to participate in the process. There will be public comment opportunities.

HAMPTON PLANNING BOARD

MINUTES

May 3, 2023 – 7:00 p.m.

Mr. Bachand said we still need the Village District and SAU 90 to appoint their members to the Implementation Committee. Mr. Bachand followed up with the Superintendent.

Mr. Bachand discussed the draft Administrative Procedure, which was provided in the Board's folders). This document will provide the necessary structure for the MPIC and help to ensure that it operates effectively for the long term. The Committee will be around for a long time. The Planning Board did adopt a similar procedure for the PRC. CHAT has administrative procedures that were also utilized in preparing this document. Ms. Olivier and Ms. Carnaby offered suggestions as well.

Ms. Mullen asked about Section II 1.b.- the word "tentatively" determine when specific... If not the MPIC, who is actually determining was asked. Mr. Bachand noted the group (MPIC) as a whole would receive input from Town staff, the business community, and residents. As the action items are evaluated and prioritized, this input will help to determine which ones should go forward. It was noted that the MPIC is advisory.

Ms. Carnaby asked if we could come up with a more accurate word.

Mr. McNamara discussed when an action item is advanced, we talk to whatever department is involved also. Will the department then discuss this with the MPIC. He thinks "tentatively" is appropriate. Departments may say we don't have the resources and we go from there.

It was noted the MPIC promotes the issues then it leaves from there.

Ms. Carnaby does not like "tentatively". Maybe say 'provisionally'. Mr. Emerick said to maybe say "develop a working schedule". The schedule can change. "Tentatively" will be replaced with "schedule".

Ms. Mullen thinks #7 is too lenient, i.e. if a regular member misses three or more meetings, etc. Right now there are six meetings for the year. Missing three is 50 percent. Mr. Bachand said how about changing to "2 or more". Mr. McNamara said we have back-ups. Are there at-large alternates was asked.

Mr. Lessard asked about meetings. They are currently scheduled for the second Tuesday of the month per Mr. Bachand. Mr. Lessard noted that that is always a school board meeting night. The SAU won't be able to appear. Mr. Bachand looked at the Town calendar. Mr. Bachand asked if we can move it to the 3rd or 1st Tuesday of the month.

Mr. Bridle said if you want a school board representative, you need to change the date. Ms. Carnaby thought the 2nd Thursday of the month was open also. Mr. McNamara said Tuesday nights are better. Mr. Bachand will see what he can do. Mr. Lessard noted the 4th Tuesday also works.

HAMPTON PLANNING BOARD

MINUTES

May 3, 2023 – 7:00 p.m.

Mr. Bachand noted we were looking into recording the meetings as well.

Ms. Mullen asked about 8.c., i.e. members recusing themselves if they have a conflict. Ms. Carnaby said being involved in a group or project with a benefit is what this pertains to. Ms. Carnaby thinks it is important to leave it in. Ms. Mullen thinks alerting and discussing could be valuable. Maybe “recusing if deemed necessary” could be used.

Mr. McNamara said it’s fine to leave it in there. If there’s a problem, then fine.

How does the Planning Board interact with MPIC was asked and how do we remain involved.

Mr. Emerick said he won’t be able to be a Planning Board representative for the MPIC. He asked if someone can take his spot, effective immediately. It is Mr. McNamara and Mr. Emerick right now. Ms. Mullen said she could do that, but she couldn’t be an alternate for the RPC at the same time. Mr. Bachand noted that she was already voted in to do that. Mr. Galanis said his wife is the Budget Committee delegate. That is not a problem. Mr. Galanis said he will do it.

MOVED by Mr. Lessard to nominate Mr. Galanis take Mr. Emerick’s place.

SECOND by Mr. McNamara.

VOTE: 6 – 0 – 1 (Galanis)

MOTION PASSED.

Mr. McNamara will be Chair; Mr. Galanis will be Vice Chair.

MOVED by Ms. Mullen to nominate Mr. McNamara as Chair of the MPIC.

SECOND by Mr. Galanis.

VOTE: 6 – 0 – 1 (McNamara)

MOTION PASSED.

MOVED by Mr. McNamara to nominate Mr. Galanis as Vice Chair of the MPIC.

SECOND by Mr. Lessard.

VOTE: 6 – 0 – 1 (Galanis)

MOTION PASSED.

Mr. Bachand asked if the Board wishes to adopt the Administrative Procedure at this time, pending the changes discussed.

MOVED by Mr. McNamara to adopt the Administrative Procedure, with edits as required.

SECOND by Mr. Emerick.

VOTE: 7 – 0 – 0

MOTION PASSED.

HAMPTON PLANNING BOARD

MINUTES

May 3, 2023 – 7:00 p.m.

Ms. Carnaby said there is one more item to discuss. It is an issue that we have dealt with in the past. She asked Mr. Bachand to explain it to the Board.

Mr. Bachand noted that the Board of Selectmen, at their April 10th meeting, authorized 2 percent cost of living adjustments for non-union employees. The Planning Office staff were excluded from that adjustment because they are not on their salary line. The Planning Board sets Ms. Olivier's and his salaries. The budget did not pass this year. Mr. Bachand provided information to the Board. There is room in the budget for both adjustments per Mr. Bachand.

Mr. Bachand discussed wages. Line Item 3300, Contracted Services and Dues, would need to be used to accommodate the adjustment. The Planning Board has authorized its use in the past for wage-related purposes. His understanding is that the non-union employee adjustments are retro-active to April 1, 2023. He is providing this for the Board's information. It is presented in a way that is consistent with what the Selectmen granted for other non-union employees.

MOTION by Mr. Emerick to grant the 2% increases and to take this from Line Item 3300 - Contracted Service and Dues.

SECOND by Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

Mr. McNamara said to add an increase to our annual budget in case situations like this happen where the budget is not approved, and COLA's are not approved, the money will be there. Our revenue stream was asked about. That cost is in there.

VIII. ADJOURNMENT

MOTION by Mr. Emerick to adjourn.

SECOND by Mr. McNamara.

VOTE: 7 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 7:32 p.m.

Respectfully submitted,

Laurie Olivier, Office Manager/Administrative Assistant

****PLEASE NOTE****

ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.

MAY BE CONTINUED TO THE NEXT SCHEDULED MEETI