

**SWANZEY PLANNING BOARD &  
BOARD OF SELECTMEN  
MINUTES OF JOINT MEETING – MAY 22, 2006**

**[Note: Minutes are not final until reviewed and approved by the Board. Review and approval generally occurs at the next regularly scheduled meeting of the Board.]**

**Site Visit at Carroll Concrete**, 40 Old Homestead Highway. Site visit began at 5:00 p.m. Present were Planning Board members: Glenn Page, Victoria Barlow, Charles Beauregard, Sr., June Fuerderer and alternate member Steve Russell. Also present were: Shaun Carroll, Dick Fraser, Rudy Reyes and Mike Morris from Carroll Concrete, Code Enforcement Officer Jim Weston, Fire Chief Sly Karasinski and Town Planner Sara Carbonneau.

Board members were given a tour of the batch plant and were provided with a review of the recent renovations and upgrades to the plant. Fraser stated that if the Board members would like to see the plant operating, they should feel free to stop by at any time.

Carroll noted that the upgrades to the facility have provided a much cleaner and quieter operation.

Site visit concluded at 6:10 p.m. and the meeting reconvened at Town Hall.

**Light supper at Town Hall.**

**Presentation and discussion regarding plan review and construction monitoring.** Presentation began at 7:00 p.m. Present were Planning Board members: Glenn Page, Victoria Barlow, Charles Beauregard, Sr., June Fuerderer, Scott Self and alternate members Steve Russell and Jeanne Thieme. Board of Selectmen present: Deb Davis, Francis Faulkner, Jr. and Bruce Tatro. Also present were: Attorney Beth Fernald, Town Administrator Beth Fox, Code Enforcement Officer Jim Weston, DPW Director Lee Dunham, Fire Chief Sly Karasinski, Town Planner Sara Carbonneau and Frank Underwood and Keith Pratt from Underwood Engineers.

Underwood stated that while plan review and construction monitoring (PR & CM) might initially be met with some resistance, eventually the engineers, surveyors and developers welcome the consistency of the review process. The process also involves substantial documentation, providing a record of what was discussed.

Pratt stressed that the client is the Town and the PR & CM process helps ensure the best possible product for the Town. Pratt also noted that the responsibility for paying for PR & CM should not be borne by the taxpayers. Pratt stated that retaining outside engineering firms to conduct PR & CM is not unusual and that it is not unusual to bill the applicant for the same.

Pratt described the PR & CM process. Underwood Engineers (UE) has developed a checklist, summarizing the subdivision regulations and the zoning regulations. Plans are reviewed against the checklist and comments are provided. In addition, UE also provides comments regarding best engineering and planning practices. Pratt noted that it is the PB's responsibility to determine if it will waive any of the subdivision regulations.

Underwood stated that the Planning Board should adopt specific standards for road construction, water supply for fire protection, etc. These standards can be adopted as an appendix to the Town's subdivision regulations.

Fernald stated that there is statutory authority for the Planning Board to retain outside consultants for PR & CM. Further, there is authority in the Swanzey Planning Board's regulations to provide for this oversight.

Bonding was discussed and it was noted that the authority for requiring bonding lies with the Planning Board. Fox noted that in the past, setting the bond amount for improvements has been difficult. Typically, the developer provides a couple of estimates for the cost of the work – the estimates are typically the amount that it would cost the developer to do the work and not necessarily the amount that it would cost the Town to do the work. Pratt suggested that the Town may want to utilize DOT's unit pricing to provide a guideline as to bonding amounts.

Pratt suggested that the applicant be provided with a "bonding template" to complete prior to the final public hearing. (Pratt will provide a copy of this template.) Pratt noted that once the template is complete, it should be forwarded to UE for review and comment. Once the PB determines the appropriate bonding amount, it should be made part of the PB's approval of the project.

Board members discussed the plan review process and how plans were referred to UE. It was decided that when plans containing new Town roads are submitted to the Land Use Office, they will be immediately forwarded to UE. UE will then prepare an estimate of plan review costs, which will be available to the Planning Board at the application acceptance meeting. If the application is deemed complete, plan review by UE will not commence until the applicant has submitted the amount estimated for plan review costs. Pratt stated that neither the Town nor the applicants are billed for the preparation of the plan review cost estimate.

Board members discussed plans containing private utilities and whether plan review and construction monitoring should occur for these types of items. Underwood stated that it is best practice to assume that all private utilities may become public and to treat them from the beginning as public utilities. Self noted that the authority for referring plans for outside engineering review (for such things as drainage, water supply, sewer connections, etc.) rests with the Planning Board and should be determined on a case by case basis, and not automatically forward to a consultant for plan review.

Pratt and Underwood stated that while the developers may continue to object to the process, it needs to be remembered that the process is not out of the ordinary. Pratt stated that even those municipalities that conduct PR & CM monitoring "in-house," the applicant is still paying for the costs. Barlow stated that it is important to remember that as a Planning Board member, she was elected to represent the Town and that by conducting PR & CM, the Town's best interests may be met.

Tatro expressed concerns regarding the level of recent development and the negative impacts on the Town. He suggested that the PB look at the possibility of impact fees. Davis noted that there is some preparation work that needs to be done before the Town adopts impact fees. Underwood suggested that applicants be required to provide a statement of projected impact from the project. This would provide a means of documenting projected impacts against actual impacts (which is useful in garnering public support for an impact fee ordinance).

### **Other business –**

**Jail** - Selectmen updated Planning Board members on their recent meeting with Roger Zerba. Davis stated that at this time, it is difficult to comment as no details have been provided.

Underwood noted that it will be very important for the Town (once additional information is received) to quantify the potential impacts of the jail being sited in Swanzey. Board members noted that if the jail is sited in Swanzey, the Town should insist on measures to mitigate negative impacts. If the negative impacts rise to a level that the project would be detrimental to the future of Swanzey and cannot be mitigated, then the Town has a basis for opposing the project.

**Homestead Dam** – Fox stated that various Town staff members will be meeting with DES, DOT (Bridge) and VHB on Thursday morning to begin discussing the process for dam removal. Fox noted that plans are in the preliminary stages at this time.

Meeting adjourned at 9:00 p.m.

Submitted by,

Sara H. Carbonneau  
Town Planner