



PLANNING BOARD  
TOWN OF EAST KINGSTON  
New Hampshire

2010-2011  
David F. Sullivan, Chairman  
Ron Morales, Vice Chairman

**MINUTES**  
Regular Meeting 15 July 2010  
7:15 pm

**AGENDA:**

- ◆ **Call to Order**
- ◆ **Approval** of June 17 minutes
- ◆ **Board Business**

**CALL TO ORDER:** The regular meeting of the East Kingston Planning Board was called to order at 7:15 pm.

**ROLL CALL:** Mrs. White called the roll.

**Members:** Mr. D Sullivan, Mr. R. Morales, Dr. RA Marston (arrived at 8:00 pm). Mr. E Warren and Mr. D Pendell, ex-officio were not in attendance. Mr. Richard Poelaert (left at 8:15 pm) attended as ex-officio in Mr. Pendell's absence.

**Alternates:** Mr. J. Cacciatore and Mr. P. Gilligan. Mr. R. Forrest was not in attendance.

**Advisors:** Ms. Julie LaBranche, Building Inspector Ray Donald

Chairman Sullivan appointed Alternate Joe Cacciatore as a voting member in Mr. Warren's absence.

**Board Business**

***June 17 Minutes***

The first item on the agenda was to approve the minutes of June 17. Mr. Morales had offered some minor grammatical changes to the minutes on July 8, but could not vote on them since he was not present. There was not a quorum of members there were present during that meeting, therefore approval of the June 17 minutes was tabled until the July 15 meeting.

**MOTION:** Mr. Cacciatore **MOVED** to approve the June 17 minutes with the minor grammatical changes as noted. Mr. Sullivan seconded. The motion passed. Mr. Morales and Mr. Poelaert abstained as they were not present.

***Circuit Rider Contract***

Mrs. White noted that the Selectmen's Office had asked the Planning Board to send a recommendation to the Selectmen to sign the contract for the RPC Circuit Rider for the forthcoming year. The members reviewed the contract and determined they should renew the contract with the RPC.

**MOTION:** Mr. Morales **MOVED** to send a letter of recommendation to the Selectmen to sign the contract with the RPC for the Circuit Rider for the year. Mr. Cacciatore seconded. The motion passed.

Mrs. White will send the letter to the Selectmen's Office in time for their meeting on Monday.

### ***Update on Traffic Survey Information for the Proposal for the 80/20 Grant***

Ms. LaBranche noted that both she and her contact for the information had been on vacation and therefore she did not have the finalized information for the Board's review as of yet. She will contact REDC and the traffic Coordinator and relay the information to the Board members in a couple of weeks.

### ***Agricultural Commission Committee Discussion Meeting***

Ms. LaBranche reported she would facilitate the discussion, with Mr. Morales and Mr. Gilligan assisting. She will ask Nada Haddad from the UNH Cooperative Extension to make a presentation at this initial discussion meeting, and thought her information would be quite beneficial as she was very knowledgeable. Ms. LaBranche noted that Rockingham County ranks in the ***top 10 nationwide*** for products-to-customer sales. This includes farmers selling from a stand or at a farmer's market, or sell directly to a restaurant or store. Ms. LaBranche will have some information to have as handouts at the discussion.

There was discussion if the title should be changed for the newspaper article; the Board decided to keep it as presented.

Ms. LaBranche asked if it would be helpful to have a short (5-6 question) questionnaire available. The Board agreed, so she will craft a short survey with check boxes, and divide it into two sections for home gardeners and farmers.

### ***Bulletin for Households and Newspaper***

Mrs. White had pared down the full-page bulletin for publication in the newspaper in the Community News section and asked the Board to review and approve if she had included everything necessary in the shortened version. The Board reviewed the new version and approved it to go to the newspapers. It will be published in both the Carriage Towne News and the Exeter Newsletter as close to the weekend before the meeting as possible. The shortened version will also be sent to the website.

Mrs. White asked the Board to choose a color for the bulletin (they chose goldenrod) and will bring it to Staples to be printed on Friday. The bulletin will also be posted at the library, the Post Office and Jewett's.

### ***Survey***

Ms. LaBranche will put together a short survey for discussion participants to complete.

### ***Energy Technical Assistance and Planning***

Ms. LaBranche explained to the Board how this new program worked. Mainly it consisted of keeping energy audit information to track usage and review savings differences after energy reduction procedures are followed. There is no charge to the community for this service, but it was on a first-come-first-serve basis to sign up. Mr. Poelaert noted this tied in already with what the Town was planning on doing for their buildings and asked Ms. LaBranche how they would sign up. Ms. LaBranche will assist the Selectmen in completing the application.

Mr. Morales noted it would appear it would be more cost effective if the Town electric service went out to bid, or was co-opted with another Town.

### *New Energy Policy*

Mr. Donald reported that the state had instituted a new energy policy to ensure insulation was installed properly. In new construction, it utilizes either a third party to inspect the installation of all types of insulation and verify everything is sealed as it goes in, or a draft door test.

Another option would be to utilize Energy Star appliances and systems, which would give the builder a tax break.

### *Exeter Information Channel*

Mr. Morales asked what Mrs. White had found out about this, and she stated she had left a message for the IT person in Exeter and they had not gotten back to her.

### *Report on relaying information to new tenants with no change of use*

Mr. Morales asked if Mrs. White had spoken to the LGC yet. She had not, but had spoken to the Building Inspector, who told her that occupancy permits did not expire. Mr. Morales noted he was thinking more along the lines of an annual safety building inspection. Mrs. White will contact the LGC for an answer.

### *CIP*

Mr. Morales was apprehensive with a decision the Selectmen had made and was concerned if it might be a capital improvement item and not maintenance. If it was, it would need to come before the Planning Board as a CIP entry and then go to warrant. The CIP is the responsibility of the Planning Board. Mr. Morales asked the Board if Mrs. White could ask the LGC what their definition of capital improvement was.

**MOTION:** Mr. Cacciatore **MOVED** for Mrs. White to obtain the information regarding the CIP from the LGC. Mr. Gilligan seconded. The motion passed.

### *August 19 Meeting*

- There will be a Public Hearing to change the regulation and remove the tenant phrase from the two places it appears.
- The results of the Exploratory Committee Discussion meeting will be reviewed.

### **ADJOURNMENT**

**MOTION:** Mr. Pendell **MOVED** the Planning Board adjourn. Mr. Gilligan seconded. The motion passed unanimously.

Mr. Morales closed the meeting at 7:50 pm.

### **HANDOUTS TO THE BOARD**

- Information on Grants and Loans Farmer's Markets/Agricultural Producers

Respectfully submitted,

*Barbara White*

Barbara A. White  
Recording Secretary

David F. Sullivan  
Chairman

Minutes approved August 19, 2010