

**SBVD PLANNING BOARD
MEETING MINUTES
July 31, 2017**

PRESENT Members: Ted Xavier, Joel Spiller, Robert Weisner, Robert Gossett, Donald Hawkins. Alternates: Bill Howley

ABSENT Larry Deshler

- The meeting was called to order at 7:00 PM.
- Board members were introduced and the contact information sheet was updated.

Election of a Chairman and Vice Chairmen

Ted Xavier was nominated to be SBVD Chairmen by Donald Hawkins
Nomination seconded by Bob Weisner
Ted Xavier was elected by voice vote

Joel Spiller was nominated to be SBVD Vice Chairman by Donald Hawkins
Nomination seconded by Bob Gossett
Joel Spiller was elected by voice vote.

Meeting Times and Dates

- The Standard SBVD Planning Board monthly meeting will be held on the first Monday of each month starting at 7 PM in the District Building.
- The first Monday in September is Labor Day so the September meeting will be on Monday, August 28, 2017 at 7 PM.
- It was agreed meetings would be 2 hours max, shorter if possible.

Set Terms for Members and Alternates

The SBVD Commissioners are responsible for setting the terms of the PB members and alternates. The following recommendation will be made to the Commissioners:

- Recommended terms for PB Members:

Ted Xavier	3 year Term
Joel Spiller	3 year Term
Robert Weisner	2 year Term
Robert Gossett	1 year Term
Donald Hawkins (ex officio)	1 year term
- Recommended terms for PB Alternates:

Larry Deshler	3 year Term
Bill Howley	3 year Term

Review the Responsibilities for the SBVD Planning Board

A discussion was held about the responsibilities of the PB including:

- Establish standards and recommend changes for land use and development
 - Zoning regulations & maps
 - Site Plan regulations
 - Sub- division regulations
 - Building codes -
 - Develop Case Review Procedures
- Review applications for new development using SBVD land use regulations
- Case review Time Requirements
- Land Use RSAs

SBVD PB To Do List

The board reviewed a preliminary list of tasks that needed to be accomplished in the next couple months including:

- Modify and adopt Site Plan and Sub Division regulations. Possibly use subcommittee to modify Seabrook regulations.
- Develop PB Application, fee schedules and refund policies.
- Establish billing and collection procedures.
- Adopt site security procedures, applicant agreements and Letter of Credit forms.
- Develop Case Tracking procedures.
- Adopt Case Review Procedures.
- Establish a PB Budget with expenses and revenue estimates.
- Hire peer review planner. (Tom Morgan?)
- Hire peer review engineer. (TEC)
- Hire SBVD PB secretary.

The board decided to start working on Site Plan Review and Sub Division Regulations. The Seabrook Regulations will be modified to meet the requirements of the SBVD. Change recommendations should be forwarded to Don Hawkins who will modify the Seabrook Regulations. When complete they will be sent to the members for review and comment. The goal is to have the Site Plan Review ready to be adopted at the next meeting. Don Hawkins will talk to Mike Rurak about billing and collection procedures.

The meeting was adjourned.

Submitted by,

Don Hawkins