

**DOVER PLANNING BOARD
MINUTES OF MEETING
FEBRUARY 25, 2003**

MEMBERS PRESENT: Dennis Ciotti, Allen Schintzius, David Landry, Anthony McManus, Joyce El Kouarti, Parks Christenbury, Pete Lavoie, Ronald Cole, Parks Christenbury

MEMBERS ABSENT: Margaret Stevenson, Beth Thompson, Frank Torr

STAFF PRESENT: Bruce Woodruff, City Planner; Steve Bird, City Planner, and Jacqueline Freeman, Recording Secretary

ITEM #1: Citizens' Forum

No one spoke

ITEM #2: Approval of the minutes of the last meeting.

Tony McManus made a motion to approve the minutes.
Dennis Ciotti seconded.

VOTE U/A

Chairman Ron Cole explained how the Planning Board would be hearing the CDBG applicants this evening and a workshop would be held on March 4, 2003 to decide how to properly allocate the money to give as many people an opportunity as possible. He added that there wasn't a bad application in the group.

ITEM #3: Consideration and acceptance of an application for a Minor Subdivision and Lot Line Adjustment of land of land for Tri-City Builders, Inc., & George & Jeanne Snell, Assessor's Map 25, Lots 45, 45-1, 45A-1, 45A-2, 52, zoned RM-10, located on Atlantic Avenue* (P03-05)

Atty. Jim Schulte, 660 Central Ave. represented Tri-City Builders. He said that the Board has previously approved the two 4-unit buildings that are presently under construction. The purpose of the lot line adjustment and subdivision is to allow for two additional buildings. He said that they will be back before the Board next month with a site review. He said that a portion of the Snell property at 6 Atlantic Avenue, if approved by this Board, will be deeded over to Tri-City Builders and become part of Lot 45-1 to give it frontage on Atlantic Avenue. There will be a four townhouse-unit building constructed on that property and another building adjacent to it with frontage on Granite St., however, no vehicular access would be provided from Granite St. The driveway access for the four buildings would be coming off the driveway that has been previously approved on Atlantic Ave. The ZBA has granted a Special Exception contingent upon the approval of the lot line adjustment and the subdivision. He said that the combined development package adds additional parking spaces. He said that they are taking two

spaces off the front two buildings but are adding six spaces to the back. The back buildings, in addition to having a garage underneath, each unit will have 2 outside parking spaces which is one more per unit than is on the front buildings.

Ron Cole explained that the Board is only looking at the lot line and subdivision plan tonight.

Parks Christenbury made the motion to accept the application.

Dennis Ciotti seconded.

VOTE U/A

The public hearing was opened.

There were no comments.

The public hearing was closed.

Bruce Woodruff stated that the applicant went to the ZBA and received a Special Exception with 2 or 3 conditions placed on the plan. Bruce said that the conditions will be placed on the site review when that comes before the Board. He then gave the staff recommended conditions of approval.

Parks Christenbury made the motion to approve with the following staff recommended conditions:

1. Add the owner's signatures to the plat.
2. Provide the Planning Department with a digital version of the final plat.
3. Revise the plat by labeling the lot lines being eliminated.
4. Revise the plat to add a note explaining the plan's intent.
5. Revise the plat to change the lot number from Lot 45A-2 to Lot 45A.
6. Revise the plat to depict the proposed easement on Lot 45-1 to be granted to George and Jeane Snell.
7. Provide the Planning Department with executed, recorded access easement agreements for access to lots 45-1 and 45.

Dennis Ciotti seconded.

VOTE U/A

ITEM #4: Consideration and acceptance of an application for a minor Subdivision of land for Sherman Woolaver (Owner Sophie Dzuba) Assessor's Map 32, Lots 15, 15A, zoned R-12, located on Washington St./Fourth St.* (P03-07)

Dick Bodge, nephew of the applicant, stated that the subdivision will allow his aunt and uncle Regina and Sherman Woolaver to sell their two story home and build a single story home where they would not have to go up and down stairs and would also be near an aging Aunt, who lives in the house at 347 Washington St. He said that it would make sense to have an additional lot in case his Aunt at some time might want to do the same thing. He added that the plans meet the new setback requirements.

Dennis Ciotti made the motion to accept the application.
David Landry seconded.

VOTE U/A

The public hearing was opened.

Dan Huppe, 5 Kennedy Circle, questioned why the plan shows a curb cut on Fourth Street. He said that he wants to be sure that they are not going to try to put in another lot at a later date.

Bruce Woodruff stated that they can't put in another lot because of the wetlands and the 50' buffer zone from wetlands. He said that the lot would not be large enough to create another buildable lot and added that the curb cut would remain unused.

Pete Lavoie stated that it was an existing curb cut and they were asked to leave it to provide access the back yard.

The public hearing was closed.

Bruce Woodruff read the staff recommended conditions of approval.

Dennis Ciotti asked if the shared driveway would be centered on the property line.

Bruce Woodruff answered that that was the intent.

Dennis Ciotti made the motion to approve with the following conditions:

1. Add the owner's signature to the plat.
2. Provide the Planning Department with a digital version of the final plat.
3. Revise the plat by adding the surveyor's stamp and signature.
4. Revise the plat to label the 50-foot wetlands buffer.
5. Revise the plat to add a note specifying the square footage of non-wetland area per lot.
6. Revise note #4 to add a reference to the Conservation District associated with the brook.
7. Revise the plat to add a note indicating that a shared driveway located along the common property line will serve lots 15A and 15B. The deeds prepared for each lot shall reference the access rights to the shared drive and copies of deed provided to the Planning Department.
8. The deeds prepared for each lot shall reference the wetlands as delineated on the plat and copies provided to the Planning Department.

Joyce El Kouarti seconded.

VOTE U/A

ITEM #5: Public hearing regarding proposed Public School Impact Fees. NH RSA 674:21-I authorizes impact fees to be collected to pay for the impacts to

Capital Facilities caused by development. The details of the school impact fees are outlined in the "Methodology for Calculation of Impact Fees in the City of Dover," which is available for public inspection in the Planning Department and on the City's website at www.ci.dover.nh.us.

Steve Bird stated that this ordinance has been discussed for more than a year now. He said that the reason it is before the Board tonight is to gather public input on the methodology that the public notice references. The City Council approved the zoning ordinance amendment that authorizes the Planning Board to adopt impact fees. He said that this is a school impact fee. He said that one question that he is anticipating is the impact on existing lots of record. He pointed out that the zoning amendment that the City Council passed, as recommended by the Planning Board last month, does contain a waiver provision in the ordinance. It specifically says that the Planning Board can grant waivers to impact fees in situations where the property owner believes that they are grandfathered. That grandfathering is under the RSA 674:39 where a recently approved subdivision may be grandfathered and it's up to the applicant to make his case to the Planning Board that they deserve a waiver in that case. He said that these funds would be segregated from the General Fund. Steve Bird explained that the City Council would have to vote to use these funds for school Capital projects, not for salaries, not for books, but for Capital projects.

The public hearing was opened.
There were no comments.
The public hearing was closed.

Parks Christenbury said that they have been working on this for over a year and it has been highly publicized and the general public that has talked to him understands the concept. He said that he has received no opposition except from two developers. He said that the Board has pretty well studied this to death. It's a fair balance.

Parks Christenbury made the motion to approve.
Dennis Ciotti seconded.
VOTE U/A

Ron Cole stated when you look at something on the surface you forget about the 7/8 of the ice berg underneath, which is about 12 months of work by an excellent Planning Department in conjunction with the Planning Board and the City Council to make sure that the assessments were placed where they should be placed.

ITEM #6: Public hearing to hear Community Development Block Grant (CDBG) Funding Requests for Fiscal Year 2003 and the Goals and Objectives of the CDBG program. All applicants for CDBG funding will be given the opportunity to present their application to the Board.

Rick Jones, CD Coordinator, explained that Dover is an entitlement community which means that the City receives a Federal block grant every year. He said that there are five

entitlement communities in the State including Rochester, Portsmouth, Nashua and Manchester. He said that this year's grant is anticipated to be \$434,000.00. In addition he is also anticipating \$6,100 in program income from the School St. Parking Lot, \$65,850.00 from the Dover Economic Loan Program and \$29,650 from the Housing Loan Program for a total of \$535,600.00 being available. He said that there are two funding limits or restrictions set by HUD. The first one is Program Administration is capped at 20% of the grant amount plus projected program income for the current year. Next year's amount will be about \$107,120. The second is a Public Service Agency cap of 15% plus program income from the previous year. That amount is estimated to be \$99,605 for next year's grant. He said that it is noted in your memo that the request far exceeds the grant amount by \$39,000 and change for public service agencies and \$245,000 over all for the program. He said that as part of the CDBG funding process we need to go over the goals and objectives of the program and determine if they need to be modified.

The public hearing was opened.

Janet Poulin, Director of **Dover Human Services Department**, Welfare Division, asked for \$15,000 for a security deposit program. She said that the #1 driving force for any social service agency is probably the affordable housing issues. She said that there is no administrative cost attached to this request. The applicants, who are Dover residents and generally one-time applicants, file with the Welfare Office and are then informed of other resource agencies. She explained how the security deposit is coordinated with the landlord. The application process is capped and no resident receives more than \$500. In 1996 when they first asked for the money from the Planning Board through CDBG, \$500.00 was enough money to secure a Section-8 or Dover Housing Apartment unit or in some cases get a 1 or 2 bedroom apartment but this is no longer the case. Janet said that now it will take a security deposit of anywhere between \$700 to \$1,000. You can get a subsidized housing unit in Dover and pay no first month rent but be faced with a security deposit of anywhere between \$900 - \$1,200 in cash to be able to secure the apartment. She said that the slow process of the State and Federal applications means that working families or disabled persons, who are applying for social security or State disability benefits, are waiting anywhere from 6 months to one year before decisions are made on their applications leaving them sitting out there with rent vouchers from the City, subsidized food and no other available income. She said they see a growing amount of working poor in the City of Dover who have two incomes and if their car breaks down, they are unable to afford the apartment that they currently have. This security deposit is probably the only resource that they will have to them to find more affordable housing. Clients who have no ability to pay are paying back to the City as little as \$10.00 per month towards the security deposit. She said that at that rate it would take them about 5 years to pay the money back. She said that the landlords are told that any monies given to them through the CDBG program shall be returned to the City. We have been fortunate to be able to recover back on an annual basis anywhere between \$1,600 and \$2,000 per year which they have been able to reissue to other applying persons within the same year as long as they stay within the City cap.

Janet Atkins, Director of **Avis Goodwin Community Health Center**, stated that they are looking for funds (\$6,000), to support their health educator's salary. She is supported in part by Transitional Assistance Funds for needy families. She said that they are seeking additional funds in Strafford County to cover her salary so she can help reduce some of the health disparities that occur in the lower social economic population. She said that they are looking for her to work with patients (about 80 patients in Dover) that have asthma and her role would be to do group education classes so that people would not have to go to the Emergency Room unnecessarily. She is also a substance abuse licensed counselor.

Mary Ellen Sheffield, Director of the **HUB Family Resource Center**, is requesting \$14,080. She said that they serve people of all ages. Their programs are basically grounded in prevention. She said that they are seeing results. She said that the majority of their board members are from Dover. She stated that their new location is just fabulous and that being across from DALC has added a nice element.

Susan Cheney, of **Cross Roads House**, stated that Chris Sterndale would have been present tonight but due to the weather last week, the Board meeting was moved to tonight. She said that they are asking for level funding (\$2,870). She said that they served over 2,000 bed nights of Dover residents at their cost, which is a value of \$35,000. She said that their basic mission is to provide a warm place to stay and a hot meal but they go far beyond that. They provide emergency housing, transitional housing, and a number of support service. Ms. Cheney said that they now have a mobile health care program. She said that homelessness is just becoming a bigger and bigger problem as affordable housing is becoming extinct. She said that she is not sure why there is no one from Dover on the Board of Directors.

Joyce El Kouarti asked how they know what percentage of clients are from Dover.

Susan Cheney said that identifying the residency of a homeless client is challenging. She said that they use a few different factors such as vehicle registration but it's not easy and the integrity of that identification can be questioned. It's a challenge.

Sarah Cherne, Director of **Development & Community Relations for the American Red Cross**, stated that they are asking for \$2,000. She said that they have merged with Strafford County and the Seacoast branch and are called the Great Bay Chapter. She said that last year they assisted 21 residents and looking at the past history, disaster is completely unpredictable and they have no idea how many people they are going to serve. They are one agency that is Congressionally mandated to provide disaster relief to all residents of the communities that they serve. She said that the people that they serve in Dover represent 16.9% of their total disaster population. She said that they have spent an average, for the last 4 years, of \$3,500 in direct cash assistance to citizens of Dover.

Dr. Wendy Noyes, Executive Director of **AIDS Response-Seacoast, Inc.**, said that they cover Rockingham and Strafford Counties. They provide direct assistance to people living with HIV and that assistance is delivered through case management services that

might include things like transportation, mental health counseling, food, housing, utilities, child care and on from there. Part of their mission is to provide prevention education to prevent further infection. It cost them about \$3,600 per client to deliver their services. She said that 95% are low income, very low income and no income.

Anya Russell, Director of Client Services, stated that they provided 2,382 phone calls directly to clients or on their behalf, 229 hours of face to face meetings with clients and 328 bags of food to Dover residents. She said that they have expanded their food pantry to include fresh and frozen meats, as well as, pet foods and dried goods and personal care items. They provided 160 units of transportation. They offered 84 units of mental health counseling for clients and their families. They provided air conditioners and water filters for 3 clients who have extremely compromising immune systems. She said that the numbers of HIV infections are continuing to rise, particularly among teenagers. They are requesting \$18,587.

Pat Spiller, stated she was representing **A Safe Place**. She said that last year they provided 152 safe bed nights of emergency shelter to 5 Dover residents but in addition to that they provided services of advocacy, peer support, court accompaniment to 95 other individuals. 89% of the Dover residents were in the low income and 11% were in the very low income area. They are requesting \$7,380. Their Board of Directors has been in a transition in the last year and they lost 30% of their board members through attrition and 3 of the 9 were Dover residents. Currently, after aggressive recruitment, they brought on 8 more members and one of those is from Dover.

Chris Wellington, Director of the Fair Housing Project for **New Hampshire Legal Assistance**, said that this is the first time that they have come to Dover asking for CDBG funding. She said that NH Legal Assistance is a non-profit civil law firm serving NH residents. She said that the fair housing project is a small piece of that program and they work on housing discrimination issues. Their major funding is through the US Dept. of HUD. The funding they are requesting would allow them to publish and disseminate about 500 pieces of fair housing and landlord/tenant information and provide more community education forms serving at least 60 to 80 people. She said that they provided services to 363 Dover residents.

Parks Christenbury asked for a breakdown of the 363 number because he felt that it was a very disturbing number.

Ms. Wellington stated that she would provide that information.

Heidi Howard, **Development & Communications Coordinator of Behavioral Health & Developmental Services of Strafford County** explained that they became a community mental health center for Strafford County after the financial failure of Strafford Guidance Center, in 2001. She said that they provide a wide range of services to people and families with mental illness. She said that they have reorganized to insure fiscal stability for community mental health services in Strafford Co. She said that they are requesting \$19,100 for security deposit and rental assistance for people coping with

mental illness. She said that the Welfare Department will often refer people to them in order to access their funds before giving them the City welfare money. She said that they do attempt to get the money back when they give money for a security deposit to the client. They expect them to repay it when they are able to but she understands from their controllers that it doesn't ever happen. She said that the understanding is that it must be paid back if they can pay it back. She said that when that money comes back it must be reissued.

Ron Cole asked if these are Dover people or people that are moving into the community.

Heidi Howard stated that there is a range of folks who have received these subsidies.

Andrea Didonato stated that the funds are used for people who are either living in Dover, or needing another place in Dover because of an eviction, or people who become homeless or for rental subsidies. She said they have people that are living in apartments who just need a little extra to be able to pay their rent and be able to afford to live. She said that people like to live in Dover and they like to be near the health center. A lot of Dover clients like to stay in Dover because of the services.

Todd Marsh, Executive Director for **Homeless Center for Strafford County**, stated that they are a volunteer based, seasonal, overnight homeless shelter. He said that they have over 60 volunteers and many are from Dover. They are requesting \$12,000. He said that they are working to provide a safe, supportive shelter environment with an emphasis on empowering the homeless to live more self-sufficient lives. Their shelter motto is Safety, Support and Self-sufficiency. They are partnered with many agencies to help provide services. They have modeled their shelter on the My Friend's Place shelter. They work very closely with Janet Poulin who is the Vice-President of their Board of Directors. They fax over to Janet every morning a list of availability which has been very helpful to her. He said that they exist because the current number of homeless shelters are often full to capacity. They have been in existence since 1998. He said that they opened on October 15th and will be closing their doors in late April or early May. He said that if someone was still there when they were ready to close, they would look to My Friend's Place and to Crossroads House.

Kathy Beebe, Executive Director of **Sexual Assault Support Services**, stated that they provide 24 hour support services and crisis intervention and information to anyone who has been affected by sexual violence in Rockingham, Strafford and York County. They are requesting \$5,000. She said that the other big part of their mission is to provide education and prevention programs to prevent this crime from occurring. She said if you look at the number of people who received crisis intervention and support services last year, 951 people called their hot line or were in a support group, 90 of which were Dover residents. She said that they provided programs in the schools. She said that they received \$2,000 from the Dover Social Service Funds and there is a big concern that they are not going to be able to continue to adequately meet the needs of residents if they don't get any support. They are a volunteer-based organization with a very small staff and if they were to lose all of their money they would end up still providing their 24

hour crisis intervention support services but they wouldn't be able to do the additional work that is necessary.

Bob O'Connell, Executive Director of **My Friend's Place** and of **My Friend's Place Transitional Housing Program**, said that they have 25 people staying at My Friend's Place tonight and that number is up, due primarily to the expansion that they did with much thanks to the Planning Board. He said that they have a 34% increase from last year in the number of people that they are able to serve. They work very closely with a number of groups including the Homeless Center from Strafford Co. and with Janet Poulin and the welfare offices from other cities and towns and with many social service agencies. He said that the shelter has been full almost every night. Bob O'Connor explained that one of the things that they have seen is that about two years ago, they were seeing an average stay of about 30 days for a single person and that is up to about 37 days now, statewide. It is not uncommon for them to see a family coming in. They had one come in in August and they are still with them because they are having a hard time finding a place for them. Some of the people who come in have horrendous landlord history and have been evicted from public housing and it is very hard for them to find them places for them to go.

Bob O'Connell said that he runs two separate programs. He gave an example of a woman who came to them who was homeless for a year to a year and a half and ended up at the overflow shelter in Rochester and when they closed, she came to My Friend's Place. He said when an apartment opened up at their transitional housing program, she moved into that unit and was with them for about one year. He said that during that year's time she got a job and paid back some outstanding rent and applied for public housing and that is where she is right now.

Jack Buckley, Executive Director of **Dover Housing Authority**, said that their proposal is to expand the Seymore Osman Community Center. He said that they serve Dover residents. He said that in the 1970's and the 1980's Dover Housing Authority Family Development was overrun with crime and drugs. He said that today they have virtually no crime and no drugs in the development. He said that they have hired two full-time police officers paid for by the DHA. They have adopted a zero-tolerance policy for anyone involved in any kind of crime activity. He said that much of this is because of the many programs that they have to help the kids and families.

Melisa Silvey, the Director of Family Services for DHA, said that the Seymore Community Center is the hidden jewel of Dover. They provide the only free after school program for low income youth and now they are expanding to encompass the Woodman Park district. They currently have 172 youth that they serve on a daily basis. They provide services from 9:00 AM to 8:00 PM, Monday through Friday. They are the only applicant that she has heard tonight that addresses low income youth directly. She said that they only have 1 child of moderate income that comes to their program. She said that is because they are choosing to not eliminate any child that need their services. She said that they have had numerous national awards for their programs. She said that their program has been replicated in Somersworth, Keene and Rochester. They are the first in

NH to provide the program Quantam Opportunities, which is taking a very high at-risk population of 9th graders, tracking them for 4 years, providing education, development and community service activities. They then match that money in a cost savings account so that by the end of the four years not only will they have graduated the students, but furthermore to provide them with an Opportunity's Account to go on to college. She said that they have outgrown their building. It has become a full-service community center for Dover. She said that they do serve a healthy snack to the kids every day. They also provide family support programs on site, in conjunction with the HUB Family Support Center.

Rick Jone asked if there was a construction start date and if the project could be done in the next fiscal year. He also asked if they could come up with the additional funds if the bids come in over budget

Jack Buckley said that he was not sure but they might be able to come up with some additional funds.

Jim Verschueren, **Dover Adult Learning Center**, stated that they are applying for funds for the space that has been designated by the City in the McConnell Building for DALC. He said that they are looking for funding to create some classrooms and office space in that area. Two years ago the English as a Second Language program doubled. They now serve about 240 English as a Second Language students. The City determined that they would be giving them space on the first floor of the McConnell Building and they are here to put that space in place. He said that in that old church building on the corner they have established a computer lab and a basic office skills program. The use of the old church building is becoming much more frequent, Monday through Friday and Saturday as well. He said that they would be using the McConnell Center for English as a Second Language and adult high school programming which they hold at the high school at night which means that they are staffing a second office at the high school. He said that bringing all of that into this space would be an economy for them. He said that they spoke to Lassell Architects and they gave them a new estimate for their space and a cost for preparing the plans. The request is for \$15,500 for the preparing of the plans and then \$146,000 for the construction itself.

Rick Jones asked if they have additional funds if the cost runs over their projection.

Jim Verschueren said that the center does have a reserve fund. They sold off the parsonage so there are some funds that would be available which is about \$70,000 that they could draw on. They are also looking for a fundraising plan to fund this sort of thing.

Rick Jones asked if they have a construction start date.

Jim Verschueren said that he would like to have it done by September.

Rick Jones asked Councilor Christenbury if they would be able to obtain a 5-year lease from the City Council.

Parks Christenbury said that he has learned not to speak for the Council but he doesn't see a problem. He said that the plans for the McConnell Center would be populated with several community services organizations.

Charles Wolfe, Organization Director, for **Strafford County Community Action Partnership**, stated that they are applying for \$25,000 grant which will be exclusively used for Dover residents. The funds are used in conjunction with other funds to do repairs on homes, and many times for emergency repairs such as furnaces, weatherization and roofs. He said that they charge nothing for this service. They have no administration fees and therefore can serve more families. They currently have four projects going in Dover which are funded by HUD through NH Housing Finance. They also have a number of small repairs throughout the City that they have done and are continuing to do. Mr. Wolfe said that they serve all of the communities in Strafford County. They have a number of programs that all deal with housing.

Tony McManus asked how they go about identifying the projects that they take on each year.

Charles Wolfe said that a lot of projects come through the fuel assistance program. They only deal with low income people and people on fuel assistance. He said depending on their income their clients generally are eligible for weatherization measures which allows the fuel budget go a little farther. He said that they can't put in insulation on a house with a leaky roof, so they will fix the roof. He said that that \$25,000 leverages out to be about \$100,000. He said that it is a great organization to be part of. He said that they use some contractor, and volunteers and have recently put a partnership together with Yankee Barnraisers to help make these funds go farther because there is a great need in for these services.

Rick Jones asked if they would be spending all of the \$25,000 requested.

Charles Wolfe stated that they would be spending it all.

David Landry said that he is hopeful that they are going to be able to spread this money out and do the best that can be done for the public service agencies. He said in the Administration, Rehab, Public Facilities and Economic Development section, DHA, DALC and CAP, the difference from the requests to the available is \$245,000 and it's not like there are 15 different places to try to put the money. David said that what it amounts to is that it becomes very critical that a way is figured out to find out whether there is any flexibility in any of the other items.

Rick Jones said that the applicants are asking for the whole amount and are not looking to put in any money of their own. It might be good to take into consideration that some of these agencies might have some money of their own. He said that another thing is to

look at reprogramming existing loan funds. He said that anticipated by June 30th, you are looking at \$240,000 in Economic Loan Funds and \$247,000 in Housing Revolving Funds.

Ron Cole set up a workshop for March 4, 2003, at 7:00 PM, to go over all the CDBG items.

The public hearing was closed.

ITEM #7: Old Business

a. Discussion regarding proposed amendments to the I-40, ETP and B-4 zoning district and allowing agriculture related activities.

Ron Cole stated that this is just informational and the public hearing will be held on March 11, with regard to these proposed amendments. This is just an FYI

Bruce Woodruff stated that he just wanted to let the Board know that Allen Schintzius is the chairman of the sub-committee for the extraction industries. He said that they have had three meetings so far and they are moving along. He said that they are now developing a comparison between what the State regulations say and what the City's regulations say and comparing them to where the City's groundwater protection regulations fit in to the extraction industries regulations. He said that they will be talking about the issue of coordination and what happens after the Board grants permits. One of the things that came up is communications. He said that each permit has conditions attached and in the past, the Board has not been told whether or not they were fulfilled. One of the things that came up at the subcommittee is that they would like to let the Board know when the conditions have been fulfilled. He said that one of the conditions of approval for the Severino pit has been met and that is the topo plan for their extraction operation has been submitted this afternoon.

Tony McManus stated that his concern is as much knowing when the conditions are met and in about 6 months knowing the ones that have not been met. He said that he has a problem each year with the applications and finding out, at that point, that we are still waiting for something to be done. There ought to be some mechanism if they are not done within a reasonable time, of revoking the permit or putting a stop to it until they comply. It makes no sense to set conditions and allow the pits to operate for a full year without meeting all of them.

Allen Schintzius stated that the enforcement of the conditions is one area that needs to be tightened.

ITEM #8: New Business

Joyce El Kouarti said that she was interested in the goals that were spoken about at the last meeting and about setting up this process for orienting new people. She asked about

the other Planning Board goals. She said that there are some that she would be glad to help with. She said that the TDR would be of interest to her.

Ron Cole said that they will be having one new person coming on as an alternate.

ITEM #9: Adjournment

Dennis Ciotti made the motion to adjourn.

David Landry seconded.

VOTE U/A