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**Final**  
**STERLING PLANNING BOARD MINUTES – September 30, 2015**

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make the right decision for the Town as well as for Mr. Griffin. In order to do this, the Board did not want to make any decision without having all their questions answered.

Mr. Williams moved that the Board continue this discussion of Mr. Griffin's ANR at their next meeting currently scheduled for October 14, 2015 at which a quorum is in attendance so a decision can be made. Mr. Pineo seconded the motion. The Board further agreed that if they had any questions which had not been answered, they would submit them to the Administrative Assistant in the next seven days and she in turn would forward these questions to Mr. Griffin for his response at the October 14th meeting. The motion passed with three in favor.

7:48 P.M. Mr. Philpot returned to the meeting.

MINUTES

Mr. Pineo moved that the Board approve the minutes for August 26, 2015 as corrected. Mr. Santoro seconded the motion. The motion passed with all in favor.

ZBA

Senior Center

Maureen Cranson dropped off a copy of the ZBA permit Certificate of Decision/Record of Proceedings, 36 Muddy Pond Road, Decision Granting Special Permit Application for the Sterling Senior Center.

Mr. Williams read the following decision:

Patrick Fox moved as follows based upon the findings:

1. The hours of operation shall be 7 a.m. to 10 p.m. unless otherwise determined by the Board of Selectmen on a per diem basis; (All P.B. Members agree.)
2. The primary use of the facility shall be as a senior center however incidental community uses may occur; (All P.B. Members agree.)
3. All lighting shall be directed away from abutting residential uses; (All P.B. Members agree.)
4. No vehicular access shall be provided or occur from Boutelle Road; (3 Agree, 1 Nay (Mr. Williams))
5. A landscaping plan shall be designed and implemented to minimize the effect of lighting and noise on abutting residential uses. (All P.B. Members agree.)

Mr. Pineo moved that this Board approve by a majority vote the five findings which were previously approved by the ZBA. These changes and any others that were approved by the Planning Board shall be reflected on the As Built Plan. Mr. Santoro seconded the motion. The motion passed with all in favor.

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Administrative Assistant's Report/Notices

Planning Board Meeting Schedule

The Board agreed to hold their meetings at 7 p.m. on the following Wednesdays: October 14, October 28, November 18, December 9, December 30, January 13, 2016, and January 27, 2016. Note: Mr. Williams mentioned he may not be able to attend the October 28th meeting.

Citizen Planner Training Workshops

An array of workshops are being offered by the CPTW. Planning Board Members will notify the Administrative Assistant if they are interested in attending.

Employee Handbook ~ Draft

The Town Administrator has asked everyone to review the draft of the Employee Handbook. Comments should be submitted within the next week.

Department Head Meeting

The Town has contracted with Spaulding Hill Networks out of Nashua, NH for IT support. Typically a Spaulding Hill staff person will be on site every Monday to provide support.

The Town will be implementing a card key system. This system will allow anyone who has a card key to enter the side door. Eventually the front door locks will be replaced with new locks.

NOTICES FROM OTHER TOWNS

Notices from other Towns were made available for review and were passed on to the Zoning Board of Appeals.

INVOICES

Board members signed vouchers for two payrolls.

NEW BUSINESS

149 Greenland Road

Mr. Santoro received an email from Postmaster Robert Marrama indicating that there is a problem with the proposed numbering system from the Planning Board for 149 Greenland Road. Apparently the customers are not using the business name, and suite number along with the building number (149). As a result a great portion of the mail is being returned to the sender.

Mr. Williams explained that if the master address for this project is 149 Greenland Road, and there are several buildings on this property then he would assign a Building A, B, C, etc. to each building.

It is not the responsibility of the Planning Board to assign suite numbers. If the owner wants to divide it up even more, Suite numbers may be assigned.

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Mr. Philpot also received comments from the Postmaster. He said he would talk more with the Postmaster about what the Board discussed and suggest to him that he speak with the landlord and work out these issues.

Mr. Pineo was also going to discuss with the Police and Fire Chief regarding the 911 guidelines and how it applies to property such as this.

**9:05 P.M. MOTION TO ADJOURN**

Mr. Pineo moved that the Board adjourn. Mr. Santoro seconded the motion. The motion passed unanimously.

**The next regularly scheduled Planning Board Meeting is October 14, 2015, at 7:00 PM.**

**APPROVED BY:**

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