

**Town of Alton Planning Board**  
**Construction Observation Manual Worksession**  
**MINUTES**  
**March 3, 2015**  
**Approved 4/21/15**

Members Present:

David Collier, Chairman  
Roger Sample, Clerk  
Peter Bolster, Member  
Marc DeCoff, Selectmen's Representative

Others Present: Ken McWilliams, Town Planner  
Randy Sanborn, Recording Secretary

**I. CALL TO ORDER**

D. Collier called the meeting to order at 6:10 p.m.

**II. APPROVAL OF AGENDA**

**M. DeCoff motioned to accept the Agenda as presented.**

**R. Sample seconded the motion with all in favor.**

**III. CONSTRUCTION OBSERVATION MANUAL DATED JANUARY 31, 2014**

K. McWilliams gave an overview of the purpose of the manual. This manual is to provide a guideline for monitoring the construction after approval. This gives some framework for the Planning Board, Town staff, Consulting Engineer and the applicant and the people constructing the work as to how that process is suppose to work. It can be used for subdivisions and possibly a major site plan that may need a road providing access to the site that needs to be developed, detention facilities or fire ponds, public improvements that also need construction observation.

K. McWilliams also stated that this manual was developed by Peter Julia, one of the Town's Consultant Engineers doing a draft. Ken reviewed it and made some comments back to Peter. Peter revised it and then sent it back to Ken. That is the result of what the Board was looking at tonight.

D. Collier went through each section with the Board.

There were a couple of spelling corrections made.

Section 6.3 Construction Layout, D. Collier felt that the wording after the "licensed professional engineer" should also state "or surveyor", to be consistent with the rest of the section.

Section 7.1 As-Built Drawings, D. Collier asked if an addition or clarification needs to be made on the sentence regarding the samples. Whenever they get into certain aspects of the as-built such as property lines it is left up to certain individuals to show that and stamp that, so he doesn't know if they need to

actually get into that or if it is something that they can add to that to meet the State RSA's or whatever is required for each individual professional. He asked Ken to look into it.

**IV. OTHER BUSINESS**

1. Old Business. None.
2. New Business. None.
3. Approval of Minutes: None
4. Correspondence. None.
5. Any other Business that may come before the Board. None.

**V. Public Input on Non-Case Specific Local Planning Issues.** None.

**VI. Adjournment. – 7:00 p.m.** Motion by M. DeCoff to adjourn. Second by R. Sample. Motion passes with all in favor.

Respectfully submitted,  
Randy Sanborn  
Recording Secretary