

MINUTES  
PLANNING BOARD  
May 3, 2023 7:00pm  
In-person/Zoom

**Present:** Deirdre Daley (Chair), Josh Muhonen (Vice Chair, Shawn Talbot (Ex-Officio) - in person, Craig Smeeth- in person Tim Somero-in person, Liz Freeman-in person, Lou Guarino- in person, Bruce Ruotsala-in person, Michael Christiansen-in person, Nichole Talbot-in person, Jennifer Minckler- in person.

**Citizens in attendance** – Sam Benedict-in person, Jason Bolduc of Meridian Land Services, Inc. -in person, Nancy Clark-in person, Robert Neil and Emily Spiller-via zoom, via Zoom, Louis Demetre- via zoom, Steve Rhueme- via zoom

**Selectmen/Chair/Land Use Report:** Selectman Talbot reported that Community Power presented to the Board of Selectman at the meeting last night. The Town is looking to lower the energy rates for its citizens. A committee is to be formed to review the power costs. There are no specifics on the committee at this time but Selectman Talbot suggested two people to sit on the Committee from the Planning Board. Bruce Ruotsala addressed his interest.

Land use Clerk had nothing to report.

The Chair reported that she met with Bert Hamill and Gary Somero, the current Building Inspector to determine communication between the Planning Board and the Building Department. In the future, the Land Use Clerk, Jen and Land Admin, Sue will be included in the discussion. Selectman Talbot advised the Building Department is the purview of the Board of Selectman and must go before them prior to completion.

Chair Deidre advised that Accura requested to be continued to the next meeting as they were not ready to be heard tonight. They did not have waivers and alteration of terrain permit information to provide to the Board. Bert Hamill has reviewed for completeness but has not reviewed the new plans. Chad from Fieldstone will be providing the new plans to Bert. Chair Deidre explained that the next meeting is May 17, 2023 and Silver Scone is to be heard but they are required to have plans submitted by the 10<sup>th</sup> of May. If the plans are not ready, Silver Scone would not be ready to be heard. Accura could then be scheduled for May 17, 2023 and extend if Silver Scone is heard on May 17, 2023. Prior to motion made Josh recused himself. Liz made a motion to hear Accura on May 17, 2023 at 7:20PM. Tim seconded the motion. Roll Call vote. Motion carries.

Lou Guarino discussed road construction and provided samples of different types of gravel used in construction. He reviewed the national standard classification of USCS- unified soil class system. Lou discussed silt and clay and the effects on water drainage, coarse and fine and the effects of water. Chair Deidre asked the Planning Board to think about how this may impact the way the Board looks at future road building in subdivisions. Bert Hamill may join the Board in this discussion at a future date. Lou Guarino mentioned the size of the culverts and presented pictures of culverts. Discussion continued among the Board. Tim asked to defer to New/ Old Business in respect of the time for the applicant.

**Public Hearing 7:57PM:** Steve Rheame, Robert Neal & Emilee Spiller, Subdivision of 191 Highbridge Road, Map15B Lot 17, Lot line adjustment of Map15B Lot 20 & 15B-17- Jason Bolduc of Meridian Land Services presented to the Board a proposal of Subdivision of Map 15B -17 breaking out one lot, adding parcel a, 0.300 acres to 15B-20. Jason showed on the plan where the lot line adjustment is to be. A new lot 15B-17-1 will be created with 3.126 acres leaving 15B-17 with 7.708 acres. Zoning requires 200 feet of frontage. There will be 675 feet on the parent lot and 418 feet to the new lot. Page two of the plans go into more detail. Jason showed on the plans, surface water, slopes and wetlands. Jason ran two test pits on each lot. He advised that the DOT was contacted in March for the driveway permit, as it is off a state road and Jason expects to hear from them soon as they are in the middle of their review. Liz questioned the building box reflected on the plans where there is an existing structure, so the box is redundant and Jason confirmed there are not to be two buildings on the lot. He is just depicting that it exists.

Chair Deidre requested the move to the completion discussion. Lou Guarino stated that there is not a well on the new lot being created 15B-17-1. Jason advised that will be added but there are multiple existing wells on the existing lot. Chair Deidre questioned the area to the top right of the plan the notes indicate that most of the lot is

between 8% and 20% grade. Jason confirmed that within the area not in the cross hatch, it exceeds 15%. There was concern of the area in cross hatch exceeding 15%, especially considering how to access the buildable area. Jason stated he did do a driveway profile to make sure you can get up there within the driveway regulations. Chair Deidre advised the Planning Board does not see that from the submitted plans. He can have the Engineer create a driveway profile. She requested that be added to Dropbox at some point. Liz suggested slopes be designated by different colors and that would be helpful. It would be depicted by grade percentage and believes it is in the regulations.

Chair Deidre advised the Engineer did not recommend approval for completeness or compliance at this time. Chair Deidre asked Jason if erosion control is part of the plan. He does not believe so and he asked his Engineer to informally make sure they could get to the lot and building area. That will need some clean-up before submitted to the town to include the Engineer stamp. Slopes and erosion control need to be addressed. She went on to state we do not have another opening until June 7, 2023. Jason asked if requiring a full driveway plan and erosion control. Chair Deidre asked the Board. Lou stated erosion control is very important. Tim agreed. Liz suggested the plans be resubmitted to the Planning Engineer as well and Liz advised the topic is in the subdivision regulations under Appendix A-Existing conditions A: 01-A: 5. Topography within the tract: If the Board finds it necessary due to topography, the Board may require areas of >12% slope, >15% slope, and/or >25% slope to be identified. Liz explains what is helpful to the Board is to have the different grades in colors. Jason agreed. Chair Deidre asked when this application was submitted. The Land use Clerk confirmed it was submitted March 29, 2023. Liz asked Jason if he had seen the Engineers report. Jason advised he did not. The Land Use Clerk question if the DOT driveway and state approval for a subdivision needs to be provided in order to vote on completeness. Chair Deidre advised it would be a condition and not needed now. Selectman Talbot stated it would be nice to have the letter submitted to Meridian first but Chair Deidre advised we are not aware of what happened nor can we speculate.

Chair Deidre advised the Planning Board needs to make a decision or have both parties agree to extend. We can deny without prejudice or continue to the next hearing. The next hearing would be June 7, 2023. Jason asked if there would be a meeting sooner. Chair Deidre advised no. Jason agreed to June 7, 2023. All submissions (plans, slopes with color and erosion control plan) need to be submitted 7 days prior to the hearing. The Land Use Clerk will not be available on the last week of May, they need to be submitted by Thursday May 25, 2023. When the plans are submitted, they will be submitted to the Engineer to complete his report. Jason will submit by PDF to the PB Chair email and copy the Land Use Clerk. The Chair will forward to Bert to review. The Land Use Clerk printed out the Engineer report for Jason. Tim motioned to continue the Rheaume subdivision to a date certain June 7, 2023 at 7:05PM. Motion seconded by Josh. Roll Call vote. Motion carries.

The Planning Board took a five minute break.

**Review of the minutes of April 19, 2023:** Motion to approve as amended by Shawn. Motion seconded by Josh. Roll call vote. 2 abstentions (Craig and Liz abstained due to Silver Scone hearing as part of minutes reviewed). Motion carries.

**Old/new Business:** Chair Deidre wants to thank everyone for the last three weeks. This time last year we began looking at the master plan and how it affects the citizens. There were some hot topics and we respected each other. As we bring a new Board together we need to discuss where we are to go going forward for cohesiveness.

Chair Deidre advised that we do need to rewrite some of the subdivision and site plan regulations, as well as expedited review and administrative subdivisions, etc. She has been keeping a list of areas the board has been discussing. She opened the floor to discussion.

Liz spoke about the Planning Board Engineer and discussed the process of the prior Engineer who would sit with the applicant at the town office to review the application and the plans. He would advise what was need to be compliant. They would send the plans back to him directly allowing the Planning Board to review and make a decision quickly. Chair Deidre advised that this is the first time the applicant did not communicate with the Engineer. Chair Deidre will contact Bert about this. Tim questioned the process of Fieldstone with the Accura application with Bert and thought it was email communication only. Chair Deidre believes it was because Fieldstone had to go before the ZBA and then time passed. The Land Use Clerk confirmed she sent the complete application to Bert with the test pit the same day she received from the applicant. Bert send the

review back and it had the wrong plans included which Chair Deidre advised Bert of. Normally as with Kent, when the Land Uses Clerk gets the application she sends to Bert and she is done. Anything done with the applicant by Bert is to be communicated by Bert to the applicant if there is an additional charge. It is not the responsibility of the Town to be involved in his fees. Chair Deidre advised this is a learning curve.

Lou asked to speak as a citizen and remove himself from the Planning Board table. He discussed his personal property and what he is intending to do in the future. Discussion continued until Liz stated that it feels like a conceptual review. She thinks the detail or lack of detail for the land conservancy is a waiver. Liz went on to advise that If Lou has less than 200 feet of frontage that would require a variance.

AT 9:15PM Chair Deidre questioned to discuss rocks. Tim requested discussing the impact on regulations but not tonight. Chair Deidre advised that one of the topics that came up at the Planning Conference was summer is the time to update your regulations that have to go to warrant. Liz advised Zoning Board Ordinance. Chair Deidre advised Bert has some thoughts on needed updates. Liz asked if the dead end roads were ever completed. Chair Deidre advised she is not sure if the Planning Board ever signed off on it. We did vote on it. Liz asked if we had a public hearing and changed it. Chair Deidre responded yes but then advised that we may not have completed the process and updated PB books are needed, and new members need a book. Liz asked if we amended the dead end. Chair Deidre said not the amended portion. Liz questioned if the Planning Board actually amended. Chair Deidre responded it took five meetings and was amended and we have a copy but it is not signed. [Note: Error in minutes, the Board voted to take the amendment to public hearing in January].

Craig motioned to adjourn. Josh seconded it.

Old/New Business:

Adjourn 9:18PM

Respectfully submitted,  
Jennifer Minckler