

MINUTES
PLANNING BOARD MEETING
NOVEMBER 7, 2018

PRESENT: Bert Hamill, Chairman, Liz Freeman, Paul Termin, John Veaser, Lou Alvarez, Ed Dekker, Joanne Meshna

The meeting was called to order at 7:00 p.m. at the Town Office. Lou was appointed to fill Ned's vacancy.

Bert noted the Board has vacancies for alternates and often times they are needed to make a quorum. He suggested Joanne be appointed as an alternate. Liz made a motion to appoint Joanne an alternate. Ed seconded the motion and it passed unanimously.

Bert reminded members there will be no meeting on November 21, 2018.

Minutes: The Board reviewed the September 19, 2018 minutes and Bert accepted them as written. The Board reviewed the October 3, 2018 minutes and Bert accepted them as written adding that the previous email submitted from Ned on the bridge be placed in the file. Bert also stated he had spoken to an attorney and a condominium conversion is a subdivision. The Board reviewed the October 17, 2018 minutes and Bert accepted them as written.

Capital Improvement Plan (CIP): Dee previously distributed copies of the CIP overview, project questionnaires, and spreadsheet she has been working on. Bert noted on worksheet A that the police facility/safety complex and fire station maintenance will be up to the Selectmen to address. He suggested the Selectmen create a long term fund for the safety complex and put a half million dollars in it over 10 years. John noted the necessity for a police station as the building they are currently housed in may be sold. The Selectmen are currently looking at buying the building and renovating it for the police station. John added the Selectmen are not in favor of any maintenance to the Fire Department portables.

Ed noted the Planning Board prepares the CIP to identify alternatives for the Selectmen with an estimate of the cost; the Board does not approve or disapprove any project. Liz made a motion to send the worksheet and project questionnaires to the Selectmen, Town Administrator and department heads. Paul seconded the motion and it passed unanimously.

Dubuc bridge: Bert informed the Board that DES had determined they had no jurisdiction over the bridge's structural adequacy, fire equipment and emergency equipment access, and the height above the 100 year flood elevation or potential restriction to navigability in the stream channel. Liz read the definition of the Wetlands and Surface Water Conservation Overlay District under Article X. D. 1.a. of the Zoning Ordinance. She added the river is a surface water and the activity took place in the Overlay District. Further, an application must be made to the Planning Board for any change in the use within the District. Liz continued that the permitted use within the Overlay

District is any use that does not result in the erection of any structure. It is not a permitted use and in order to erect the structure they would need approval of a variance from the Zoning Board. There is a change of use from nothing to a bridge to cross the river. The relevant sections of the Zoning Ordinance are Article X. D. 1. a. and 3. a. and b.

Bert stated he had received an email from Erin Darrow on November 6 asking for a copy of the application for the change of use permit for the Planning Board. Also, she stated they will provide plans and information consistent with the requirements of the necessary permits and that they were preparing an as-built site plan.

Ned submitted his thoughts on the bridge to the Board and Bert read his document into the record.

Liz stated the Selectmen enforce the Zoning Ordinance and suggested they contact the owners and inform them they have violated the Ordinance and refer them to Article X. D. 1. a. and 3. a. and b. Once they have been granted a variance, they would need to apply to the Planning Board by sending a letter requesting a change in the use within the Wetland and Surface Water Conservation District from no crossing of the river using a vehicle to crossing a river using a vehicle.

Paul made a motion that the Planning Board table the discussion and recommend that the Selectmen review the requirement and need of a variance for the bridge. Liz seconded the motion and it passed unanimously.

Termination of Condominium: Joanne received a copy of a Termination of Condominium document for 16 Mill Street. The owner is Douglas Campbell and he filed the document with the Registry and inquired if there was anything to be done in the Town. The building was once four apartments and was changed to condominiums. It was agreed the document be sent to Attorney Kinyon for his legal advice on how to handle.

At 8:10 p.m. Paul made a motion to adjourn the meeting. Ed seconded the motion and it passed unanimously.

Respectfully submitted,
Joanne Meshna