

MINUTES  
PLANNING BOARD  
November 18, 2020  
Via Zoom

Present: John Schaumloffel (Chair), Deirdre Daley (Vice Chair), Shawn Talbot (Ex-Officio), Liz Freeman, Lou Alvarez, Lou Guarino, Susan Mallett, Craig Smeeth and Debbie Deaton.

John read the "Right to Know Law Meeting Checklist" and took roll call attendance.

**Minutes from October 21, 2020:**

Liz asked to clarify the paragraph at the top of the second page. Strike "of the resources". Also on the second page, "it" should be clarified to "Drainage Easement". Deirdre made a motion to approve the minutes as amended. Lou A seconded the motion and the roll call vote was unanimous.

**Driveway Regulations:**

The Board discussed the notes made by Legal Counsel and by Lou Alvarez and made the necessary changes. John made a motion to approve the Driveway Regulations as amended and schedule the Public Hearing for formal adoption on January 20, 2021 at 7:30pm. The motion was seconded by Liz and roll call vote was unanimous. Liz also mentioned the Subdivision Regulations Appendix B, Section B:04 regarding driveways will need to be updated at the same time. Liz, Deirdre and Shawn will work on the Amendment.

**Selectmen/Chair/Land Use Report:**

John informed the Board the Planning Board budget (shared on screen by Deirdre) will be submitted to the Selectmen on Tuesday, November 24<sup>th</sup>. John will present the budget via Zoom. The Board discussed the budget and agreed to present it.

Shawn informed the Board the Selectmen approved a Private Driveway (Beckmann Drive) on November 17<sup>th</sup> at their meeting. They also discussed the color of signs for Private Driveways going forward. The background will be white and reflective with the letters being black. The word private will be in small letters under the name. They also discussed historical names for Shared Driveways going forward and decided to let the owners of the properties submit three to five choices and the Selectmen will approve one.

Debbie reminded the Board the Continuation of the Public Hearing for Seppala will be held on December 2, 2020.

**7:45-Public Hearing, Hatcher, Map 15B/1- Two Lot Subdivision:**

John opened the Public Hearing. Lou A recused himself. John asked Craig to stand in for Lou. Spencer Tate (Meridian Land Consultants, Wetlands Scientist) attended via Zoom and shared the plan and application on his screen and informed the Board this is a two lot subdivision from a 91.7 acre lot (the lot being subdivided will be 5 acres) on Greenville Road.

The Board reviewed the waiver request (no wetland delineation on remaining large lot) and the application for completeness. They also reviewed Kent Brown's recommendation letter. Liz made a motion to accept the waiver and approve the application as complete. The motion was seconded by Susan. The roll call vote was unanimous in favor. Deirdre asked about an easement on the plan. Spencer replied it was an undocumented PSNH underground easement with no metes and bounds.

The next discussion was for compliance. John asked if the new lot will be in compliance with the Subdivision Regulations regarding Underground Utilities. Spencer replied it would.

Spencer told the Board 1.4 acres of the 5.1 acre lot is buildable. They did 2 test pits with favorable results for installation of a septic system for single family use. The well radius is all within the setbacks. The proposed driveway exceeds sight distance. The remaining acreage in the large lot will not change and stays in compliance. Liz asked Spencer to share the Slopes Plan. She mentioned it will cross the 25% slope and Spencer agreed. Liz said the slope for a driveway cannot be greater than 12%. Liz read from the Zoning Ordinance, Article X, C:4a..." Development will not be allowed on slopes exceeding 25%." And "A Sediment and Erosion Control Plan prepared in accordance with Appendix C of the New Ipswich Subdivision Regulations, adopted March 6, 1986, and as amended, must accompany all requests". There will need to be a Sediment and Erosion control plan submitted to the Road Agent prior to construction of the driveway.

Lou G mentioned it looked like the septic was in an area of slope greater than 12% which needs to be approved by the State. Liz read from the Subdivision Regulations, page 29, Appendix B stating "Any land with a natural slope of 12 percent (12 feet vertical to 100 feet horizontal) or greater shall not be altered or used for the disposal of septic tank effluent, unless the applicant has obtained state". Spencer replied all septic designs need to be approved by the State.

John asked if the audience had any comments. No one replied Liz made a motion to approve the application for compliance and approve the subdivision with the following conditions:

1. Letter from Road Agent
2. Septic approval from the State
3. Sediment and erosion control plan prior to construction of driveway
4. Setting of monuments
5. Payment of fees
6. Receipt of Mylar
7. Receipt of Subdivision approval from the State
8. Subdivision will comply with underground utilities as outlined in the Subdivision Regulations

Deirdre seconded the motion and the roll call vote was unanimously in favor. Debbie will send the invoice and decision letter to Sam Ingram.

**7:45 Continuation of Public Hearing-Stevens, 6 Lot Subdivision, Map 10/3, Boynton Hill Road:**

Chris Guida (Fieldstone Land Consultants) attended via Zoom. Debbie reminded the Board the application has been approved as complete and is now in the compliance phase. Chris stated he met with Peter Goewey, Debbie, Lou A, Lou G, Eric and Marcella Stevens at the site on November 9<sup>th</sup>. Peter designated the area for the Drainage Easement and it has been delineated on the revised plan. The Stevens' said they had spoken to Eversource regarding power but did not submit an official work order. Chris reached out to Eversource and they indicated they would clear more trees than usual because this is an initial installation (no pre-existing poles). Peter agreed the tree removal by Eversource would be sufficient for potential future widening and maintenance of the road. Lou G mentioned the septic being up-gradient. Chris responded that would require a pump so they don't usually design that way unless there is no alternative. Chris pointed out a Roadway Maintenance Easement on the plan near the intersection of Todd Road.

Deirdre made a motion to accept the plan as compliant with the following conditions:

1. Setting of monuments
2. Payment of fees
3. Receipt of Mylar
4. Receipt of Subdivision approval from the State
5. Subdivision will comply with underground utilities as outlined in the Subdivision Regulations

Susan seconded the motion and the roll call vote was unanimously in favor. Debbie will send an invoice and decision letter to Chris.

**Other Business/Reminders:**

The Board will start the meeting on December 2<sup>nd</sup> at 7pm.

At 8:45, Susan made a motion to adjourn. Deirdre seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton  
Land Use Administrator

## Town of New Ipswich Right-to-Know Law Meeting Checklist

As Chair of the New Ipswich Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1 646 558 8656** and **Meeting ID 878 8948 8011** or by clicking on the following website address: <https://us02web.zoom.us/j/87889488011>

*b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of New Ipswich website at [www.townofnewipswich.org](http://www.townofnewipswich.org)

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 617-510-3551 or email at: [landuse@townofnewipswich.org](mailto:landuse@townofnewipswich.org).

Please be aware that for the purposes of transcription this meeting is being recorded (both video and audio via Zoom, and audio via a digital voice recorder).

For the benefit of phone only users, and RSA compliance, we will attempt to disable the Chat function in Zoom. Regardless, please do not use the Chat function in Zoom during the meeting.

In Zoom, if one wants to make a statement, they can raise their hand (electronically). The Vice Chair will now demonstrate how to raise their hand.

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the **general** public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.