

MINUTES
PLANNING BOARD
March 17 2021
Via Zoom

Present: John Schaumloffel (Chair), , Shawn Talbot (Ex-Officio), Liz Freeman, Josh Muhonen, Tim Somero, Deirdre Daley, Lou Alvarez, Nate Sikkila, Lou Guarino, Craig Smeeth and Jennifer Minckler.

John read the "Right to Know Law Meeting Checklist" and took roll call attendance. John asked all members of the public to identify themselves.

Selectmen/Chair/Land Use Report:

- John congratulated Shawn Talbot on becoming Chair of the Board of Selectman.
- Shawn Talbot reported that they welcomed the new Selectman Jason Somero. Shawn will continue with the Planning Board as well as the liaison to the Parks and Recreation department and the Department of Public Works. John Veaser is the liaison to the Fire Department and the Conservation Commission. Jason Somero is the liaison to the Heritage Commission and to the Police Department.
- Land Use Clerk advised the Planning Board that the New Hampshire Planning and Land Use Regulation 2020-2021 books are at Town Office if anyone would like a copy. It was also asked of the New Planning Board Members if they would like the Planning Board information provided by paper or electronically and both requested electronically. Land Use Clerk will add to Dropbox
- John welcomed both new Members Josh Muhonen and Tim Somero to the Planning Board.
- John reminded all of April 7th Eversource public hearing for tree cutting on scenic road. John would like to include discussion of training seminars and Bi-Laws.
- John made a formal request to the Selectmen to have the Consultant paid for training
- John suggested discussion of returning to in person meeting in addition to Zoom.
- John asked if there are any nominees for the Chairman of the Board. Nomination for John to be Chair motioned by Liz and seconded by Shawn. Motion carries 6 in favor with 1 abstention. Nate nominated Liz for Vice Chair and Lou Alvarez seconded. Roll Call vote 6 in favor 1 abstention.
- Appointment of Alternates of which five are allowed on the Board. John recommend to the Board that Deirdre Daley serve as an Alternate for a three year term. Liz seconded it with no further discussion. Roll Call vote unanimous.
- Priority items to be discussed at the next meeting March 31, 2021:
 - Modernizing underground utility
 - Commercial District for the Town
 - Social Media
 - Road Security-Bonds
 - Subdivision Inventory
 - Master Plan
 - Storm Water Management
 - Discussion of Tax Maps- as Nate felt the Public not aware of what they were voting on and John advised that Jim Coffey would like to discuss this matter with the Board

7:30 Public Hearing- Beckmann- Bouchard Lot Line Adjustment Maps 10/6-44 and 45:

Several members of the public attended the meeting via Zoom.

John as a disclosure stated that this is the subdivision of where John resides and asked if anyone on the call wants him to recuse himself. No one responded. Lou Alvarez recused himself and Lou Guarino sat in for Lou Alvarez as a voting member.

After much discussion about waivers and completeness of the application, John asked the Board how to proceed with this as the Planning Board checklist had been omitted from the application. Liz asked to review Subdivision checklist to ensure we have all the items that are needed. After reviewing the checklist, John showed a photograph of the property in question, showing the driveway and position of property. Further questions arose of where the Lot Line Adjustment is to be made. John highlighted the map to show what is to transpire with this Lot line adjustment and the shared driveway.

John asked if there is a motion to accept or not accept application for completion and the waivers and whether or not there are compliance issues. Liz asked if the review of the Checklist had been completed. John went back to the list and reviewed it. There was nothing that appeared to be applicable. Liz moved to accept the waivers and Nate seconded. Unanimous to accept waivers. There was no further discussion. Motion to accept the application as complete.

Liz questioned readability of the plans. Richard Drew will add the Easement separately on the plan and will forward to John prior to completing the Mylar. Liz motioned and Nate seconded. Tim Somero questioned the shared driveway agreement and wanted someone to define it. John explained that shared driveway agreements are written into Deeds and codify everyone to legal access. Shared driveway protects not only homeowners but also the Town for emergency access. It also mandates who is responsible for maintenance and upkeep. Liz advised the Board can make this a condition of approval.

Richard Drew will send PDF of the Deed reflecting a Declaration of Common Driveway Easement and Covenants and will forward to the Board after this meeting. Motion to accept application as complete. Liz motioned and Nate seconded it. Unanimous to accept application as complete. Moving to compliance, John explained that the application must comply with the Master Plan and with Subdivision Regulations or any other regulations the Planning Board or Town has. No comments from the audience on the application. Motion to accept application for compliance. Liz made motion and Shawn Talbot seconded it. John used the driveway photograph to show what is actually to occur with this Lot Line Adjustment. Discussion between Board members about the Lot Line adjustment ending with John providing conditions that must be met to approve:

- Driveway Easement Deed (copy)
- Clear legend on Map
- Darken Lot Lines
- Payment Of Fees
- Mylar after review with two paper copies

Liz motions to accept based on these conditions and Tim seconded. Passed with conditions.

Kennybeck Court Informational Review:

Chair John recused himself and handed this portion over to Vice Chair Liz, who appointed Deirdre to conduct discussion because of her knowledge on the subject. Deirdre showed a PowerPoint presentation to help in the demonstration of what the Boards responsibilities and obligations are.

- Kennybeck Phase of the Green Farm Subdivision is about 15 homes approved by Planning Board in 2005.
- Phases laid out to allow for 20-25 homes per phase.
- There are no bonds on file but new Bonding will need to be developed for this phase
- Fire Chief letter regarding ongoing dialogue about a water source as the Fire Department feels the need for fire protection and water source for that area
- Utility commitment letters on file that do not expire
- There is well easement sample for overlapping well radius. No executed document was found in the file.
- DES approval for subdivision 2004 which stated individual sewerage systems must be separately approved before construction
- Wetland crossing noted but not relevant to this phase. They were built out in prior phases.

Specs needed to develop bonding:

- Kennybeck Specs- set up to be Class 5 standards paved road
- Craven Way Specs-gravel/fire/emergency way with guard rails
- Road/access drainage/erosion specs are all listed (temporary or permanent)
- Detention pond #1 (junction of Craven/Green Farm) yet to be constructed out of 6 detention ponds on this development
- Emergency access/well service and gravel road is between lot 66/68 on the common land behind lots 68-75
- Signage and boundary markers
- Water source is pending and may be part of Detention pond #1. There is another area being looked at of which both would have public access.
- Utilities underground infrastructure and Well transmission lines – need to be verified perhaps by the Engineer

Other relevant Phase Considerations:

- Private road agreement filed in 2005
- HOA Covenants and agreements filed at the Registry in 2005 for entire subdivision

Discussion continued with the Board and the public. Liz mentions issue of Craven Way, source of water, concern of water for fires. John, as a citizen advised that there is already a building going up. Gretchen Walker commented that there are four foundations being poured. One framed and possibly a second. Alex Scribner also confirmed the same. Shawn will call the Town Administrator to discuss in the morning. John suggested if a possibility of cease and desist exists, Liz would need to contact Counsel. Shawn will contact Rick about any permits that may or may not have been applied for. Liz quoted RSA 676:12-5. John read email he received from Kent Brown from February which states that Kent met with Mr. Krook and Peter Goewey onsite and that Mr. Krook confirmed that he is responsible for improvements and maintenance of Craven Way and the Detention pond. They discussed Inspections when he is ready for gravel and pavement. Mr. Krook agreed to let Kent know when ready for inspections.

Gretchen Walker asked to go over action items from the March 3, 2021 meeting at some point. One item mentioned was that the Road Agent was to inspect the paved portion of Kennybeck and Stone Ridge to establish baseline. John believes that Road Agent Peter Goewey had gone and taken pictures. Shawn is to reach out to the Road Agent about this tomorrow. Liz asked Shawn to ensure Board of Selectmen will deal with the issue of building permits without security and find out what needs to be done. After much discussion of the roads, Alex Scribner confirmed from the Declaration he has that the HOA needs to maintain certain roads and detention ponds. Liz states there should be a road inspection. Nate advised that an inspection has been done and was satisfactory.

Liz mentioned action items which are:

- Liz is to contact Kent Brown about amount for security, infrastructure, utilities, water line under the power line
- Liz will contact Municipal Association and consult Lawyer
- Shawn is to make sure the Road agent has inspected and established baseline condition for Kennybeck.
- Shawn to reach out to Rick Donovan and Andy Brook.
- Deirdre is to speak with Fire Chief about the water

Other discussions:

Next meeting to be March 31, 2021

Minutes from March 3, 2021:

To be reviewed at March 31, 2021 meeting

10:08 Nate made Motion to adjourn. Lou Guarino seconded the motion and it passed unanimously

Respectfully submitted,
Jennifer Minckler
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 864 2516 7140** or by clicking on the following website address: <https://us02web.zoom.us/j/86425167140>

- 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

- 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 603-593-8892 or email at: jschaumloffel@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.