

MINUTES  
PLANNING BOARD  
September 1, 2021  
Via Zoom and in-person

**Present:** John Schaumlöffel (Chair) - online, Lou Alvarez, - in person, Josh Muhonen- in person, Tim Somero- in person, Nate Sikkila- in person and Jennifer Minckler- in person. John Schaumlöffel took roll call attendance. John asked Craig Smeeth to sit in for Deirdre Daley in her absence.

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

Selectman Shawn Talbot was absent from the meeting. The Land Use Clerk had nothing to report. John mentioned forwarding the Annual Budget report to the Planning Board. He advised we are still within the budget. John then suggested electing a new Chair. He reminded the Board that in the prior meeting, Deirdre consented to be nominated and elected in absentia. John motioned to nominate Deirdre to be the Planning Board Chair effective Tuesday September 7, 2021. Motion seconded by Nate. No further discussion. John took roll call vote. Roll call vote 6 to 0. Motion carries. John verbally tendered his resignation as Chair. John stated that the Board will need to discuss choosing a Vice Chair which is not required and could remain empty until the reorganization and if the Chair is out, the Board can select an acting Chair for that meeting. Both Craig and Nate suggested waiting to decide until Deirdre is back.

**Minutes of July 21, 2021:** Minimal changes were made to the minutes. Motion to accept the minutes as amended by Lou A. Motion seconded by Tim. Roll Call vote 5 to 0 with 1 abstention due to absence of prior meeting. Motion carries. The minutes are adopted.

**Other Discussions:**

Tim asked about the letters that were to be sent to the Gravel Pits and Jen confirmed that the letters have been sent.

Sam Benedict asked what the status is on the Cell tower. Lou responded that there is no status on this. He stated the Board of Selectman have asked him to look into it and Lou will be reviewing the paperwork that may have the contract in it and will hopefully have an answer next week

**7:30 Public Hearing- Timothy and Diane Morrill, 549 Ashby Road, Three Lot Subdivision Map 13 Lot 44**

John made a motion to review the application for completeness. Motion was seconded by Craig. Mr. Edward Rogers of Rogers Engineering Solutions, LLC provided an overview of the project which is 1000 feet of frontage and 55.5 acres. The proposal is to subdivide into three lots. There is an existing home on the lot that was constructed decades ago. There is a driveway that services that existing home and the intention is to use that existing driveway which is wide enough to serve both the existing house and the two new proposed houses. One lot would have 200 feet of frontage, the back lot and the existing house would retain the remainder of the frontage. The lot sizes would be 17.6 acres, 11.5 acres and 26.4 acres respectfully. Waivers are being requested due to the large size of the property A partial waiver is being requested for wetland delineation where no development is intended. A waiver for the drainage plan is also being requested as there will be no changes to the existing driveway and the closest house will be 900 feet from the highway. A waiver for the

Utility letters is also being requested. John asked for the application review from Kent Brown be viewed. John reviewed Kent's letter and advised Kent stated the things missing with the application which include a letter from Peter Goewey which John confirmed we did receive and it is in the Dropbox. John verified with Jen that the Abutters list was submitted and is part of the application and in the Dropbox. While reviewing the application, the waivers being requested were again mentioned. The application was reviewed. John questioned the shared Driveway Application and Ed Rogers confirmed it was submitted. John asked Mr. Rogers if there is a signed shared drive way agreement signed by Town Counsel. Ed stated that it will be recorded simultaneously with the plan. Ed explains that this is the Planning Board's own document and in the past town Counsel approval has not been needed. Craig questioned number 60 of the application, regarding electric lines and utilities being installed by a public utility. Craig mentioned that there is to be a waiver for utilities and cable. Craig questioned the reason. Ed stated Utilities are required to provide service. Ed explained this was carried over from a checklist from a while ago when there were issues with Utilities. Ed explained that the Utility Companies do not get involved at a subdivision level but when they obtain a work order to go out and install the lines. The applicant will continue with the utilities underground. John stated that in the past Ed had provided the contract from the Utility Companies to the State. Motion to accept for completeness and accept the waivers for requiring drainage plan, letter from Public Utility and a letter from the Cable provider. Craig motioned to grant waivers. Josh seconded. Roll call vote 6 in favor, none opposed, no abstention. Motion carries. Motion to accept application for completeness, Motioned by Josh, seconded by Nate. Roll call vote 6 in favor. Motion carries.

John mentioned questions of the applicant from the Board. Lou A questioned wetland crossings. Ed Rogers confirmed it is not a wetlands crossing. It is an existing driveway. John mentions that it is difficult to see where the driveway is on the map. The map was highlighted to show the driveway. There was further discussion on the driveway, stone walls, and septic system on steep slopes. John asked that in addition to the revised plans showing proposed driveway extension with wetlands more clearly, that an erosion control plan be provided and Ed agrees to provide when the septic design is prepared and with the application.

Motion to accept application for compliance with the following conditions:

1. Payment of fees
2. Receipt of Mylar and maps
3. Shared Driveway Agreement signed by the applicants
4. Compliance of underground utility regulations in the Town of New Ipswich for subdivisions which is typically one pole and then underground
5. The applicant submits a detailed, zoomed in map where the proposed driveway approaches wetlands.
6. The applicant submits an erosion control plan that protects the wetlands, specifically during driveway construction.

Nate makes motion to accept. Tim seconds the motion. Roll Call vote 6 to 0. Application is approved with conditions. No further business. John mentioned the two hearing to be held on September 15, 2021.

At 8:30, John adjourned the meeting.

Respectfully submitted,  
Jennifer Minckler  
Land Use Administrator