

MINUTES
PLANNING BOARD
October 20, 2021
Via Zoom and in-person

Present: Deirdre Daley (Chair) – in person, Shawn Talbot (Ex-Officio) – in person, Lou Alvarez - in person, John Schaumloffel- online, Nate Sikkila- online, Josh Muhonen- in person, Tim Somero- in person, Craig Smeeth- online, Lou Guarino-online and Jennifer Minckler- in person. Deirdre Daley took roll call attendance.

Selectmen/Chair/Land Use Report: Shawn Talbot had nothing to report. The Land Use Clerk advised the Planning Board of deadline tomorrow for enrollment in the 2021 conference being held in Concord NH and virtually November 17-19. Chairman Deirdre Daley mentioned the letter that was entered to Dropbox regarding Andy Krook/Kennybeck and Cravens way about certificates of occupancy as well as paving and wintering over. There were no questions from the Planning board. A preliminary presentation of the budget was brought up at the Board of Selectman's meeting and the only thing that discussed was the Master Plan. Deirdre said the Select Board discussed we may not need to do a complete new Master Plan but perhaps get feedback from the people of the Town and if they are still in alignment with the current Master plan. Shawn does not feel the full amount budgeted for the Master Plan is off the table but he suggests the Select Board may want to look at how the money is to be spent and why.

Minutes of September 15, 2021: Minimal changes made to the minutes. Motion to accept the minutes as amended by Josh Muhonen. Seconded by Lou Alvarez. Roll Call vote 6 to 0 with 1 abstention. Motion carries. The minutes are adopted.

Minutes of October 6, 2021: Minimal changes made to the minutes. Motion to accept the minutes by Josh Muhonen, seconded by Nate Sikkila. Roll Call vote 6 to 0 with 1 abstention. Motion carries. The minutes are adopted.

Other Discussions:

- **Land Use Books with DVD-** Jen has ordered them already, waiting for confirmation to pick them up and distribute.
- **Gravel Pit Reports-** Deidre is moving that to November or December meeting. There is a question that needs to be addressed prior to the draft being submitted to the Board.
- **Brookhaven-** Deirdre updated the Board that the Intent to excavate came in for Brookhaven from the Department of Environmental Services. (NOTE: minutes are accurate but it was actually a change in ownership for Alteration of Terrain from DES with conditions.)
- **SWRPC-** There was discussion on a letter addressed to the Selectmen about SWRPC accepting road safety audit applications for problematic areas of the road. The problematic road must have experience a serious or fatal crash within the last 10 years and show sustained history of crashed indicative of the problem. It was determined that the Road Agent also copied on the letter, would be a better resource for this matter than the Planning Board.
- **NBT Bank- Irrevocable Letter of Credit-Paul Somero and Redfield Homes, LLC Valley Rd / Hidden Valley Acres-** Deirdre advised that the as-built have been completed and added to Dropbox, the bounds have been set, and plans are in Dropbox. Kent Brown and Peter reviewed and signed off on

plans. HOA has had election to update the officers. The actual submission of HOA and property transfer are needed. Lars Somero advised that per his Attorney there is an equal interest in the common land now that all property is sold and that his Attorney advised a paper can be recorded with the state but is not mandatory. John questioned if Ed Rogers, the Engineer is the same as the Ed Rogers, the abutter. John asked that be included in the minutes. There was discussion of the catch basin, markers and ownership of the cistern. Ed Rogers will ensure the Fire Department has a copy of the plans for the cistern. Ed confirmed that the as-built is 4 pages not 22 pages as reflected. The Planning Board discussed the conditions to accept a motion. The conditions are:

1. Submission of HOA Articles of Incorporation needs to be filed with the secretary of state with meeting minutes.
2. Meeting minutes confirming the Cistern is in the right of way of the road, the detailed plans of cistern to be sent to the Fire Department and the Road agent.
3. Ed Rogers will put a red stamp on the plans of as- built and number the pages with a stamp to clarify pages 1-4.
4. Deed property to HOA

Motion to accept the as-built plans once the four conditions are met made by John Schaumlöffel, seconded by Shawn Talbot. All in favor, motion carries.

Deirdre mentioned that once the four conditions are met, the Planning Board can close the subdivision. Nate made the motion. Tim seconded it. John said he would not vote on this as he does not see the legality of it per Planning Board Bylaws and RSA. Motion carries 6 yea to 1 nay, no abstentions.

- **Underground utilities-** the report was reviewed by Craig. Recommendation is to continue new construction to have underground utilities, the utility companies defined as electric and broadband services adhere to state guidance DIG laws. Lou stated that the companies mentioned in the review are Eversource and Comcast but there could be different companies in the future such as Consolidated who are putting in fiber optic currently. There was discussion of this document, of who the audience should be, where it should be stored for reference, if this should be white paper. Craig advised that the intent of this paper was to provide guidance to the Planning Board. Craig and John will update the version reviewed at this meeting for further review at the 11/3/2021 meeting.

Old/New Business: Deirdre mentioned the meeting of 11/3/2021 and what is on agenda, which is currently continuation of Bertram hearing and reviewing revised Utility document. Lou inquired about certificate of occupancy for Kennybeck Court. Deirdre confirmed all are approved. For the meeting 11/17/2021, Dee suggested a work session and Lou suggested waiting for the next meeting to make that decision. For December, Deirdre advised meetings to be held on 12/1/2021 and 12/15/21 and asked if the Planning Board would like to have only one meeting for that month and asked the Board to think about it.

Motion to go into Executive Session 91-A:3,II(I) made by Tim and seconded by Josh. Roll Call vote 7 to 0. Motion carries.

Exit executive session 8:40

Adjourn at 8:43pm

Respectfully submitted,
Jennifer Minckler

Land Use Administrator