

MINUTES
PLANNING BOARD
October 19, 2022
In-person/Zoom

Present: Deirdre Daley (Chair) -in person, Josh Muhonen (Vice Chair) - in person, Shawn Talbot (Ex-Officio)- in person, Craig Smeeth- in person, Ray Somero-in person, Lou Guarino- in person, Tim Somero-in person Jennifer Minckler-in person.

Citizens in attendance: Sam Benedict, Andrew Morrill, Jason Somero, Andrew Krook

Roll Call vote taken by Chair Deirdre.

6:50: Engineer Discussion- Chair Deirdre raised the questions of what the Board needs in an Engineer.

General discussion included the following topics:

- large firm with a bench versus small firm
- resources
- response time - local firm versus non-local
- consulting for the Master Plan and CIP
- one local engineer being hired as well as hiring a consultant
- cost as well as breakdown of all charges for services needed, travel rate, inspections, consultation with applicant and/or Planning Board, application review
- Payment of engineering fees paid directly to the Town instead of directly to Engineer. Need to verify this can be done and the process.

Chair Deirdre asked who the Board members choices would be at this time. Discussion of the applicants and their qualifications to meet the needs of the Planning Board are to be continued. It was decided that the Board will choose a small, medium and large firm. Chair Deirdre will draft a letter requesting information on the topics the Planning Board needs, to make its decision and possibly have the information for the next meeting in two weeks.

7:30 Cemetery Trustees: Sexton Andrew Morrill spoke of expansion of the cemeteries. Center cemetery has available space on the hill for future plots. Smithville increased a few spots. Porter Hill will be expanded. He stated for the next 2 years availability appears to be good. Lou Guarino asked how many spots are needed per year. Andrew stated it depends but on average 80 spots for 4 years. Chair Deirdre stated that for the Capital Improvement plan we look ahead for 5 years and discussed the ability for cremation for increased space. Andrew stated plot is normally 10 x 20, with a full burial including potential space for 2 to 3 cremation urns with that burial. Andrew advised that the website is being updated to provide cemetery information. Andrew confirmed that out of town people can purchase plots but at a different cost than residents. Chair Deirdre asked how the Planning Board can assist and mentioned columbarium's as an option. Andrew will need to speak with the rest of the Cemetery trustees about that option. Chair Deirdre asked how long it takes to prepare a plot. Andrew advised it depends on need to fill, time to test etc. New land would take a season to prepare based on soil quality and tree removal. The Planning Board is to invite the Cemetery Trustees back to meet with Board in six months. Chair Deirdre and Selectman Talbot explained the role of the Planning Board and how they can assist the Cemetery Trustees. Chair Deirdre asked Andrew if there is anything he would like added to the master plan survey regarding the cemetery. He would like the survey to ask if buying a plot, when you would be purchasing that plot and what size plot, being either 5 x 10 or 10 x 10. Selectman Talbot stated that an aspect to the CIP could be in developing new areas for the cemetery and if there is a projected cost, it could be planned over the next 5 years. The Planning Board would help with that process. Chair Deirdre suggested that the Planning Board Engineer may be able to assist the Cemetery Trustees if needed. Andrew mentioned Porter Hill and that someone is building across the street and knocked down the cemetery stone wall. Selectman Somero mentioned that the Heritage Commission has asked him to look into that but is wondering if there is an easement or right of way. The Land Administrator will need to be contacted about status of a driveway permit.

Old/New Business: Chair Deirdre updated the Planning Board on status of Kennybeck Court/Andy Krook which is that the guardrail is installed and work was well done per Bert Hamill. Bert does have a punch list of things to review which will be addressed at a later time as relief from the security amount is the focus of Mr. Krook attending this evening. Mr. Krook asked for a release of the bond for the work that has been completed and to hold what has not been completed. Mr. Krook advised that the bond on line 7 states partial releases of the bond is to be based on work completed. Chair Deirdre stated that the Attorney did not recommend releasing the

amounts until all the work is completed but if the Board feels comfortable with the remaining work to be completed, the Planning Board can release part of the security. Mr. Krook advised the as-built is going to be completed as soon as the surveyor can get to the location. Mr. Krook feels all will be completed within three weeks. Discussion continued on what is completed, what is not, and what amount should remain. The original security was for Kennybeck and Cravens Way in the amount of \$292,123.82 and the amount for remaining work to be done is approximately \$40,000.00. The amount discussed for release is \$252,123.82.

Motion to recommend to the Selectmen that they release \$252,123.82 from the security held by the town to the Kennybeck subdivision by Josh. Seconded by Ray. Roll call vote. All in favor. Motion carries.

Chair Deidre asked the Planning Board when they would like to reschedule the meeting with the Attorney. It was decided to meet Wednesday 10/26/2022 at 7:30. There is no need for a quorum so the meeting can be held in person as well as on Zoom. Those who are on zoom need to provide a reason for being on Zoom. The meeting will not be recorded. There is also no need totakeformal minutes or notes. Per Selectman Talbot, this meeting should be noticed as a non-public. Chair Deirdre will confirm the date and time with the Attorney.

Selectmen/Chair/Land Use Report: - Selectman Talbot advised that the cell tower is moving forward. Vertex is considering frontage on a different roads. Lou asked about the characteristics of roads. Selectman Shawn advised that on one of the road options, the property owners own to the center of the road and all would need to agree. The other road is already laid out and the tower can gain access from that road more easily. Selectman Talbot will keep the Planning board informed. Chair Deidre believes an amended plan may need to be considered.

The Land Use Clerk reported that she received the registered shared driveway agreement from Brook Haven Farm LLC for lots 6-20-4, 6-20-9 and 6-20-C. The Land Use Clerk also sent them instructions on how to obtain the sign for the shared driveway. Melissa Salo brought in revised application but needs to submit revised plans showing location of poles. The shared driveway agreement needs to be registered with the Registry of Deeds. The Salo's may need to come before the Select Board regarding the name they want for the shared driveway. The hearing for the amended application for the Salo's is scheduled for November 2, 2022 at 7:30pm. The Land Use Clerk will expedite the request for the release of the Security to the Town Administrator and Selectman Talbot will reach out to the Town Administrator about the security being discussed with the Selectmen on Friday.

Chair Deirdre commended the Planning Board for being very professional when discussing the hiring of the Engineer in public session. The Planning Board will seek confirmation from the Attorney about non-public versus public meeting regarding hiring of the Planning Board Engineer. Brook Haven Farm LLC had advised during the gravel pit inspection they have new as-built for the gravel pit and were intending to drop them off to the Town Office. The Land Use Clerk will reach out to Ben Krook, David Somero and Chad of Fieldstone as they have not yet been received.

Regarding Brook Haven homes, an email was received from Bert Hamill yesterday October 18, 2022. Bert reported that there was a drain around the home that was draining beyond the property line to someone else's property and to the wetlands. Bert recommended the Planning Board may want to recommend a cease and desist order be considered by the Selectmen. Then today an email was received from Ben Krook stating they corrected and the correction was inspected today. Bert did not inspect the change, but Jim Feldhusen had inspected it and noted it was corrected to the plan set.

Jim Feldhusen also advised that there were two plans submitted when the erosion control plan was submitted of which one included a request to move the septic system about 25 feet. Supposedly this was submitted to the Planning Board and the developer is waiting on the Planning Board decision. The Land Use Clerk will check with the Land Administrator regarding this as the Land Use Clerk has not received. The state has already approved the septic, yet the state is supposedly waiting for the Planning Board approval for the state to approve the application. There was discussion of this and the Planning Board role in this matter versus the State. The plans were discussed and confirmed by the Planning Board that the plans reflecting the septic is simply where they are able to be put. The septic may not necessarily be in the same location once sent to the state.

A report will be done on the Gravel pit inspections and there will be a need to submit a recommendation to the Board of Selectmen of the status of one of the gravel pits.

Minutes of October 5, 2022: Minimal changes were made. Motion to accept the minutes as amended made by Ray. Motion seconded by Josh. Roll Call vote. All were in favor with one abstention. Motion Carries.

Chair Deirdre requested everyone read RSA 231:59-A Emergency lanes. We will discuss with the Attorney next week about this. We will also speak with the Attorney about how to deed the common land right of way to the HOA.

Motion to adjourn by Josh. Seconded by Lou. Motion carries.

Meeting Adjourn at 8:50

Respectfully submitted,
Jennifer Minckler
Land Use Administrator