

MINUTES
PLANNING BOARD
APRIL 17, 2019

Present: Bert Hamill-Chairman, Liz Freeman, Lou Alvarez, Deirdre Daley, John Schaumloffel, Paul Termin, Ned Nichols, Debbie Deaton

The meeting was called to order at 7:00 p.m. Bert informed the Board he is resigning as a full member so he can assume the position of the Selectmen's Ex-Officio as soon as the elections are made. Bert asked Ned to fill the vacancy of Ed Dekker and Lou to fill the vacancy Bert created by resigning.

Deirdre made a motion to nominate John as Chairman. The motion was seconded by Lou and passed with 4 votes in the affirmative and 2 abstentions (Paul & Ned).

Paul made a motion to nominate Liz as Vice Chair. The motion was seconded by Lou and passed with 5 votes in the affirmative and 1 abstention (Ned).

Bert officially resigned as Chairman and turned the meeting over to John. John asked Bert to explain his new role as Ex-Officio. Bert explained it is an appointed one year term as the Selectmen's representative. He went on to tell the Board his goal is to bring any concerns of the Planning Board to the Select Board's attention and vice versa so as to open the channel of communication between the two Boards.

John asked the Board if everyone had been sworn in. Ned mentioned he had not been sworn in as alternate. Debbie swore Ned in, in her capacity as Deputy Town Clerk. Liz nominated Lou as a full member for a one year term. Deirdre seconded the motion and passed with 5 votes in the affirmative and 1 abstention (Ned). Lou will appear before the Town Clerk to be sworn in.

John inquired if anyone in the audience would like to be considered as an alternate to the Planning Board. Nathan Sikkila said he would. The Board asked Nate some qualifying questions, Debbie mentioned that he had received over 200 write-in votes during the election in March. Deirdre made a motion to appoint Nate as a Planning Board alternate for a one year term. The motion was seconded by Lou and passed unanimously. Nate will be sworn in prior to the next meeting. John asked Debbie to sign Nate up for the Planning & Zoning Conference on June 1st.

John mentioned the Hard Road to Travel workshop on Friday, April 26. Lou, Bert & Paul asked Debbie to sign them up for the workshop. The Board requested that Debbie send the Board the PDF version of the Hard Road to Travel. Deirdre & Lou asked Debbie to email their confirmations for the June 1st Planning and Zoning Conference.

The Board reviewed the minutes from March 6, 2019. Lou made a motion to accept the minutes as written. Bert seconded the motion and it passed unanimously.

Ed Rogers & Kyle Holumbo:

Ed Rogers informed the Board the location of the driveway had been changed for the Holumbo 3 lot Subdivision on Turnpike Road. Ed submitted the new NHDOT driveway approval and new plans with the new location of the driveway shown. Bert explained the applicant didn't realize they would have to

come before the Planning Board for an amended subdivision plan and their building permit was held up by the Selectmen because of the change in location without approval by the Planning Board. Ed stated that he is preparing an as-built and a new shared driveway agreement suitable for recording at the Hillsborough County Registry of Deeds.

Bert made a motion to amend the subdivision plan to reflect the change in driveway location and to accept a revised Mylar for the easement when it is ready. Deirdre seconded the motion and it passed unanimously.

Mr. Holumbo mentioned they would like to name the driveway Douglas Drive. Bert stated the naming of a driveway is the purview of the Select Board and it should be approved prior to submitting the final easement.

Meeting Time Change:

Deirdre made a motion to change the meeting time to 7:30 effective May 1, 2019. Lou seconded the motion and it passed unanimously.

Action Items for the upcoming year:

ADU (Accessory Dwelling Units)- Debbie will email the new State regulations and our regulations to Deirdre and Nate for their review and suggested updates.

STORMWATER MANAGEMENT- Our regulations (Site Plan & Subdivision Regs) need to be re-written for the 100 year storm event, open/closed drainage, culverts, etc. Debbie will do some research to see what other towns have for regulations and the NH DOT standards. Bert believes this will take 60-70 hours of work on the part of the Planning Board to totally update and re-write this. Debbie will ask Meredith if the Fire Department has written standards for fire ponds.

TINY HOUSES- The Board will discuss this in the fall when the House Bills are settled.

KENT BROWN- John asked Debbie to invite Kent here to discuss fees and meet the new members of the Board in May or June. Deirdre suggested we use "Facetime", "Zoom" or some other electronic form of visual communication to save Kent the drive here. The Board will also ask Kent if he would be interested in reviewing 2 lot subdivisions as well.

UPDATE PLANNING BOARD FEES- Our fees have not been updated since 2004. Debbie will look at other towns for comparison of fees.

SUBDIVISION REGULATIONS- the Board will discuss the requirement of as-built drawings being submitted prior to the issuance of a Certificate of Occupancy.

Paul made a motion to adjourn at 8:45. Ned seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton
Land Use Clerk