

MINUTES  
PLANNING BOARD  
October 2, 2019

Present: John Schaumloffel, Chair, Liz Freeman, Vice-Chair, Bert Hamill, Lou Alvarez, Deirdre Daly, Nate Sikkila, Craig Smeeth and Debbie Deaton

The meeting was called to order at 7:00 p.m.

John asked Craig to sit in for Paul Termin and Debbie to sit in for Liz until she arrives.

**Selectmen's Report:**

Bert informed the Board Autumnfest will be held on Saturday, October 5 from 11:00-4:00 at Memorial Field. The Selectmen are doing a site walk at 2pm on Thursday at the Old Town Hall, the Old Town Garage and the Fire Brigade building (turned over to the Town since the Brigade disbanded). The goal is to see what is needed for repairs and either find money through grants or asking the Town for money to restore these buildings. They are also hoping to find people to restore the old Wachusett Fire Engine in time for the Memorial Day Parade. There is an old sawmill on Matthew Way that was supposed to be converted to condos. The Selectmen would like the Planning Board to draft a letter to Craven asking what his intentions are regarding the unbuilt condos and conversion of the sawmill. Deirdre asked Debbie to find the minutes regarding the conversion and bring them to the Board on November 6, 2019.

**Chairman/Land Use Clerk Report:**

Debbie told the Board she went to a "round table discussion" at SWRPC regarding instituting a Commercial District. More information is needed regarding what the intent of the Commercial District is. SWRPC would be willing to help update the Master Plan, write the new ordinance, etc. for a fee.

Gary Litchfield called and stated he would attend the October 16, 2019 meeting. Debbie sent a certified letter confirming his attendance at the meeting.

John went to the Selectmen's meeting on Tuesday night and asked if they had any projects coming up that they would like the Planning Board to focus on for budgetary purposes. Adding a Commercial District was one of their items, specifically Town owned property near the Transfer Station. John stated the Planning Board would need funds to accomplish this goal due to the fact the Board doesn't have expertise in this area.

Debbie mentioned subdivisions are supposed to have underground utilities and this is not enforced. Deirdre stated the Board needs to be more diligent in bringing this to the forefront when approving a subdivision. Liz asked Debbie to check with Kent Brown to make sure he is aware of this.

Deirdre suggested the Planning Board should set aside funds to pay someone (perhaps the Building Inspector) to enforce conditions on every subdivision. Bert thinks the Board should designate a board member to do this.

Bert asked Debbie to let Scott Butcher know the driveway at 283 Ashby Road is a State road and the Town has no jurisdiction on a State road.

John directed the Board to the budget letter and justification. He mentioned the fact we have a lot of new members and they should be able to attend seminars and workshops. He also mentioned the Master Plan needs to be updated regarding a potential Commercial Zone and could need professional assistance.

Bert said the Town Administrator will be in contact with the Board to schedule a Budget meeting.

Liz arrived at 7:20 and Debbie is no longer an alternate for the evening.

**Jacqueline Drive/Green Farm Road:**

John recused himself as the Chairman and asked Liz to preside over the conversation.

Liz said she spoke to Steve Buckley at New Hampshire Municipal Association regarding Kennybeck Court not being finished. Mr. Buckley said three of the four phases have been completed, which is substantial and complete. He suggested no building permits should be issued unless the road is brought to standards or has posted a bond for it. Liz relinquished control of the meeting back to John.

**Off-Site Improvements:**

Liz stated we don't *have* to have an amendment because the RSA covers the issue. However, it brings it to the forefront as a checklist item and ensures the item has been covered. After much heated discussion regarding the amendment, Deirdre made a motion to postpone the topic to the November 6, 2019 meeting. Craig seconded the motion and it passed unanimously.

Liz left at 8:20.

**Minutes:**

John asked Deirdre to serve as acting Vice-Chair. The Board reviewed the minutes of September 18, 2019. Bert made a motion to accept the minutes as written. Lou seconded the motion and it passed with 5 affirmative votes and John abstained.

**Voluntary Merger-Ronald & Sandra Heim, Map 3/42 and 3/42-1:**

This lot was separated by the Town in 2004. John signed the form. Debbie will instruct the Heims to take it to the Registry of Deeds & return it to the Town Office for the file.

**Building Inspector Letter to Edwards:**

The Building Inspector sent a letter to Mr. Edwards stating operating his business is in violation because he never had a site plan review done by the Planning Board prior to operation despite the fact he had received at least two letters directing him to do so.

**Gravel Pit Inspections:**

Deirdre and Lou are doing Gravel Pit Inspections on October 23, 2019 along with Steve Griffin, New Hampshire Gravel Tax Appraiser. Deirdre asked Debbie to send letters to each of the pit owners informing them of the inspection time. They will be meeting at 8:30 am at the Town Office for pit inspection information and visit pits from there.

Bert made a motion to adjourn at 9:10 pm. Deirdre seconded the motion and it passed unanimously. Deirdre made a motion to re-open the meeting. Nate seconded the motion.

The Board discussed the outstanding issues owed to the Board from Mr. Parisi regarding the Cell Tower application. Bert asked Debbie to send an email to Mr. Parisi regarding the issues. Debbie responded she had sent an email to Mr. Parisi requesting a sample bond, a plan for the no-cut zone, the agreement with the Town for placing the Emergency Management antenna and finalized drainage issues and has not heard back from him. She will send another email to confirm he received it.

Lou asked if the Planning Board should amend the current Zoning Ordinance regarding cell towers changing the height limit. The Board agreed they should look into it next year.

John made a motion to adjourn at 9:15. Craig seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton  
Land Use Clerk