

MINUTES  
PLANNING BOARD  
April 7, 2021  
Via Zoom

Present: John Schaumlöffel (Chair), Shawn Talbot (Ex-Officio), Josh Muhonen, Deirdre Daley, Lou Alvarez, Craig Smeeth and Jennifer Minckler.

John read the "Right to Know Law Meeting Checklist" and took roll call attendance. John asked all members of the public to identify themselves. John also asked Craig Smeeth to fill in for Nate Sikkila.

**Minutes from March 31, 2021:**

Several minimal amendments were made to the minutes. John asked if there is a motion to accept. Lou Alvarez motioned to accept, Deirdre seconded. John motioned a roll call vote to accept. Roll Call vote to accept unanimous.

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

- Shawn Talbot will check into resuming in person meetings
- John advised that the next meeting in April is to be April 21, 2021 to include the Lehtonen/Westbrook Lot Line Adjustment. John had advised the parties involved that there should be no last minute filings and anything that comes in after Monday, John will ask the Board to continue on with the application process as this is a complicated situation.
- Land Use clerk asked that there be no last minute additional documents added to Dropbox. Josh Muhonen is also to send the Land Use Clerk his contact information to add to Planning Board Contact/Phone List.

**Other discussions:**

- John advised that there will be a password for the next meeting due to the bombing from the prior meeting from March 31, 2021. If any member of the audience is disruptive or interfering with the meeting they are to be muted and if warranted, remove those disruptive participants from the meeting. Land Use Clerk is to reach out to NHMA regarding registering participants and if it is compliant.
- John motioned that the Planning Board send a letter of recognition to Liz Freeman for her many years of service on the Planning Board. Deirdre seconded it. John asked for comment or discussion. There was none. A roll call vote was made and was unanimous in favor.
- Deirdre suggested having a letter written or joint meeting with Zoning Board that incidental excavation is the purview of the Planning Board and to define the boundaries of each Board.
- Deirdre mentioned resuming meeting start time at 7:30PM. John wants to see how busy the meetings will be before deciding.
- Capital Improvement plan - Deirdre reviewed the Capital Improvement plan which must have usable life of three years and gross dollar amount of \$500.00. This is completed by Departments within the Town as well as to the Public. Each capital project is ranked by urgency and need by assigning it a letter priority ranking

U-Urgent      pressing Health, safety, legal or financial considerations  
 C-Committed   under contract or otherwise legally required  
 N-Necessary   Needed to maintain the existing level and quality of service  
 D-Desirable   Needed to improve the level or quality of service P-Premature  
 R- Research   Additional research and planning required  
 I-Inconsistent   inconsistent with the financial policy or development goals  
 A-Actionable   Ready to be funded and/or implemented

Deirdre reviewed the spreadsheet for 2019 CIP for all projects which are broken down by Capital Project, applicable department and priority ranking.

Priorities and Committees of the Planning Board for 2021 were discussed and determined as follows:

o Modernizing underground utility	Craig Smeeth Lead John Schaumloffel Lou Guarino
o Commercial District/power/solar	Shawn Talbot Lead Josh Muhonen Nate Sikkila Liz Freeman
o Storm Water Management	Defer until end Q3/4
o Capital Improvement	Lou Alvarez Lead Dee Daley Lou Guarino (float as able)
o Subdivision Inventory	Dee Daley Lead Tim Somero

### **7:30 Public Hearing- Scenic Road Tree Cutting**

Several members of the public attended the meeting via Zoom.

Dane D’Arcangelo of Eversource was supposed to attend the meeting. The Land Use Clerk contacted Dane by telephone and email. John confirmed only one hearing needed but two notices were required which were given. John asked the Board what action they want to take due to the absence of Dane D’Arcangelo of Eversource and the Planning Board voted to approve because it has been inspected by the Planning Board and no one from the Public has objected. Deirdre makes motion to endorse tree cutting notice by Eversource for Old Country Road. Endorsing implies no funding. Seconded by Lou Alvarez. There was no further discussing. Per roll call vote, voted passed 5 to 1.

### **Kennybeck Court Detailed Update:**

Chairman of the Board, Mr. Schaumloffel recused himself and handed this portion of the meeting over to Deirdre. Deirdre advised we received the bond estimate from Kent Brown and Kent did review the site and completed a progress report to complete the estimate. The estimate for total construction cost is \$739, 790.42 of which work completed is in the amount of \$447,666.60 leaving the total estimated

cost of the work to complete to be \$292,123.82. The estimate is broken up by two groupings Earth Work and the Roadway, then Storm Water Drainage System and Finished Roadway.

Deirdre pointed out that this plan calls for one extra thick layer of asphalt of which was on the plan when approved. She continued by stating, normally you may see smaller numbers or two coats. This plan has one coat and that is why Kent called for the paving prior to the Certificate of Occupancy. There is 2.5" asphalt for Craven's Way that is not on the plan of which Mr. Brown was asked to itemize should a discussion of cost arise to do this. The total price listed for Craven Way is \$29,835.00 thus the total estimated cost of the work to be completed would be \$262,297.82 not \$292,123.82

Gretchen Walker mentioned that there was discussion of damage to existing roads that Mr. Krook would be responsible for repairing the town roads. In addition to Cravens Way, Thayer and Stoneridge are in bad shape and need repair. Deirdre commented we did not ask Mr. Brown to consider offsite improvements. Deirdre explained we usually set the bond amount with the estimates from the DPW, then we would set the final bond amount.

Deirdre asked Mr. Krook to provide any additional information. Mr. Krook was not aware that the Planning Board had asked that Cravens Way be an item on the bond. His plan was not to pave Cravens Way. Deirdre confirmed that Cravens Way was only added to the estimate to facilitate discussion purposes should anyone ask to have Cravens Way paved. This way there would be an idea of the dollar amount to complete that. Deirdre advised that the Planning Board is not requiring Cravens Way to be paved. Deirdre went on to explain that Cravens Way is identified on the plans as a fire access road to be maintained by the HOA. As of right now it would be gravel and maintained by the HOA.

Mr. Krook also mentioned the fire pond that is not on the bond is to be completed within a week. Deirdre asked Mr. Krook about the fire pond as she assumed he was waiting until the summertime to see if it could hold water. Mr. Krook advised that the Fire Department determines where it was to be, which is at the end of Cravens Way and this is what the Fire Department wants.

Mr. Krook did speak with the Road Agent about Stoneridge Road which is in pretty bad shape. John spoke as a member of the Road Committee last year and understands Stoneridge is in bad shape and was a priority by the Road Committee last year but the Board of Selectmen rejected that suggestion. John feels this must be taken into account before the burden lies with Mr. Krook to repair that. John also mentioned that in addition to Cravens Way, it was also recommended to the Selectmen that the worst parts of Green Farm Road be paved because Road Agent described the road as an Alligator. He recalls that the Board discussed how much had been caused by a homeowner under cutting the road with their own excavation and culvert. Most areas Gretchen Walker pointed out were already bad before this project started.

John feels that two things are missing from the estimate. One is the cost of creating as built plans on the Green Farm Side. John does not see anything in the plans to pave Cravens Way which will create a dangerous precedent and dangerous potential liability for the Home Owners Association. There is another access road of this type in this subdivision that is required to be maintained by HOA but is not paved, nor required to be paved. John believes Craven Way was to be a fire access not a Class 5 road. If you require one to be paved and not the other you are setting a precedent that they should be Class 5 roads which could have to be maintained by HOA as well as maintained by the Town. John feels the most important thing for people of the town and those who live in the area is the pond or structure to hold water for firefighting.

Gretchen Walker spoke of safety and having to exit in case of emergency, if the other entrance was blocked, the only exit would be Cravens Way. Deirdre responded that there is no dialogue on that topic and the only reason it came up were if people want to use it as a regular route and not emergency access and what the cost would be to the Homeowners and how it would be averted.

Deirdre said two actions to move forward which are to entertain motion to approve security amount of \$262,297.82 or continue discussion to the next meeting. Mr. Krook had nothing to add. Lou Alvarez motioned to approve amount of \$262,298.82 and Josh Muhonen seconded the motion. No further discussion. Per Roll call motion approved unanimously.

Kent Brown is to send an updated estimate without the paving of Craven Way portion and with the correct final amount and also the Planning Board will send a letter signed by current Vice Chair of Board which will state: Mr. Krook, in order to carry on with your project and the Certificate of Occupancy, please provide a security in this amount according to the attached. Selectman Talbot should have Counsel for the Board of Selectman review as the Selectmen handle enforcement and are actually the ones who essentially call in the security if there are issues in the future.

8:44 John motioned to adjourn meeting

Respectfully submitted,  
Jennifer Minckler  
Land Use Administrator

## Town of New Ipswich Right-to-Know Law Meeting Checklist

As Chair of the New Ipswich Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1 646 558 8656** and **Meeting ID 817 1761 9229** or by clicking on the following website address: <https://us02web.zoom.us/j/88041395332>

- b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of New Ipswich website at [www.townofnewipswich.org](http://www.townofnewipswich.org)

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 603-593-8892 or email at: [jschaumloffel@townofnewipswich.org](mailto:jschaumloffel@townofnewipswich.org).

Please be aware that for the purposes of transcription this meeting is being recorded (both video and audio via Zoom, and audio via a digital voice recorder).

For the benefit of phone only users, and RSA compliance, we will attempt to disable the Chat function in Zoom. Regardless, please do not use the Chat function in Zoom during the meeting.

In Zoom, if one wants to make a statement, they can raise their hand (electronically). The Vice Chair will now demonstrate how to raise their hand.

- d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the **general** public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

