

MINUTES  
PLANNING BOARD MEETING  
APRIL 6, 2016

PRESENT: Ed Dekker, Chairman, Deirdre Daley, Bert Hamill, Tim Jones, Paul Termin, Ned Nichols, Dave Lage, Liz Freeman, Louise DelPapa

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

The minutes of the March 16, 2016 meeting were reviewed by the Board. Dave made a motion to approve the minutes. Bert seconded the motion and it passed unanimously.

7:05 – Nickson Family Revocable Trust, Lot 5B/16, 285 Ashburnham Rd. and Satterfield/Daley, Lot 5B/18-5, 30 Arrowhead Lane – Public Hearing for a Lot Line Adjustment

Mr. Ray Shea from Sanford Surveying and Engineering presented the proposed Lot Line Adjustment application to the Board. Mr. Shea stated the Nickson's property has approximately 81 acres and has frontage on Ashburnham Road. The Satterfield/Daley property has approximately 4.7 acres and has frontage on Arrowhead Lane. With the lot line adjustment, approximately 10 acres will be removed from the Nickson lot making it 71 acres and 10 acres will be added to the Satterfield/Daley lot making it 14.7 acres. Mr. Shea stated Satterfield and Daley are looking to obtain more land. The Board reviewed the checklist. Ed stated the waiver requests did not explicitly state the details for the waivers. Mr. Shea stated he checked off the items to be waived on the checklist. The Board requested Mr. Shea submit a formal letter with the waiver requests and justifications. Liz stated the Board could approve the waivers and conditionally approve the application if all agreed. Liz made a motion to grant the waivers. Paul seconded the motion and it was approved unanimously. Bert made a motion to approve the application as complete. Liz seconded the motion and it was approved unanimously. Paul made a motion to conditionally approve the lot line application, the conditions being:

- A formal letter with the list of waivers and justification.
- Receipt of mylar.
- Payment of fees.

Ned seconded the motion and it passed unanimously.

Election of Officers

Ned made a motion to nominate Bert as Chairman and Paul seconded the motion. Dave made a motion to nominate Liz as Chairman and Ed seconded the motion. Liz and Bert stated their qualifications for the Chairman position and a discussion followed. Paul called for a vote from the Board. Bert was elected as Chairman with four in favor and three opposed. Paul nominated Tim for the Vice Chairman and he did not accept the nomination. Bert nominated Liz for Vice Chairman and she did not accept the nomination. Paul made a motion to nominate Ed for the Vice Chairman and Dave seconded the motion. Ed was elected Vice Chairman with all in favor. Bert requested that Ed continue chairing this meeting.

Accessory Dwelling Units

The Board discussed Senate Bill 146 which establishes requirements for local regulations of accessory dwelling units. Ed stated the Town's ordinance does not mention an interior door between the principal dwelling unit and the accessory dwelling unit. Ed stated the Town's ordinance is compatible except for

this item. Paul requested that Louise email a copy of the Southwest Region Planning Commission's informational session on Accessory Dwelling Units which will be held on April 27, 2016.

#### Capital Improvements Plan

Bert stated the Capital Improvement Plan Committee met on April 5, 2016. He said the Committee may want to consider (by Warrant Article) to have the Budget Committee write the Capital Improvement Plan and not the Planning Board. The plan will be completed by September 2016.

#### Other Business

The Board discussed upcoming agenda items. Liz stated the Board needs to update the Site Plan regulation for Noise. The Board also needs to amend both the Site Plan and Subdivision Regulations for active and substantial development. Liz also mentioned that she and Ed worked on an amendment for the Road Bonds and would like to have the Board work on this. Liz will email the proposed amendments to the Board for discussion at the next meeting.

Bert would like to keep the meeting on point and create a list of items for future agendas. The Board will work on the list at the next meeting.

The meeting adjourned at 8:45 p.m.

Respectfully submitted by:

Louise DelPapa  
Land Use Clerk

