

Planning Board Minutes

August 2, 2016

6:30 PM

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Chairman Scott Burns called the meeting to order at 6:30 PM.

**Members Present:** Peter Corey – Selectman Rep, Scott Burns - Chairman, Everett Kennedy, Frank Lombardi, John Tholl Jr. and Joyce McGee – Secretary.

**Absent:** Alternates Alan Theodhor and Mike Carifio.

**Public Present:** Steve Boulanger, Frank Mai, Regan Pride - NCC, Bill Robinson and Claude Roy. Ed Betz arrived late.

**Minutes:** Everett Kennedy asked to defer the minutes so as to finish reading them.

-Chairman Burns asked Mr. Roy what he had for the Board. He stated that he was dropping off a building permit for a riding ring with a bathroom as he has Town Water/Sewer. The Board noticed no drawing showing the setback. Mr. Roy stated that he would bring in a sketch but he was well away from the abutters.

**Consultation:** Steve Boulanger/Frank Mai re: GPR Realty LLC, Lancaster Road, Map 219 Lot 031 – 4 Lot Subdivision.

Mr. Mai stated that he and Mr. Boulanger were representing GPR Realty LLC. The property is located next to the Mirror Lake Motel and back a few years was approved for condos but never happened, Mr. Rodgers the owner has since then passed away. He has advised the LLC to do a 4 lot subdivision as not a lot of activity and is a better use for the property. Mr. Boulanger was asked to put together the subdivision. There will be a common driveway that will be used.

Chairman Burns stated that the driveway permit from the State would need to be redone as the last one was done in 2007 and this is a new proposal.

Mr. Mai considered a 3 lot subdivision but felt the lots were too big.

Peter Corey advised that the private driveway(s) would need to meet the 25' setbacks or a variance would be needed.

Mr. Mai wondered if a private well and septic could be put on the lots. Board said that test pits for the septic would need to be done and then get state approval. There is a moratorium on water for that area. Mr. Robinson said that the State would not allow digging to occur across Rte 3 to hook onto the water, so a well would be needed. Does the leach field need to be 25' from boundary line? Board will

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check into this but it needs to be a certain distance away from the well. Frank Lombardi looked at the soil types and each lot is fine based on the information given, bedrooms not to exceed 4.

It was suggested to move the hammer head entrance to the lots back to meet the 25' setbacks per the CDG. It would be easier than going to get a variance.

Items to address on plan: - 25' setbacks for driveways and Driveway Permit from the State.

It was asked when they might be ready to present to the Board for final approval and Mr. Boulanger stated that he needed to contact Horizon's Engineering then let us know.

**Septic Design(s):**

-Chairman Burns asked Mr. Betz to come forth regarding his property at 15 Forest Lake Road, Map 245 Lot 18. Mr. Betz stated that his septic needs to be moved from the original location and that Mark Vander Heyden was making a new plan to submit to the state. No changes to the number of bedrooms.

**APPROVED**

At this time the Planning Board and CIP Committee met with Regan Pride from NCC re: Updating the Capital Improvement Program. (See CIP minutes)

**Minutes:**

**A motion was made by Everett Kennedy to approve the minutes of July 12, 2016 as written, seconded by Frank Lombardi. All in favor, motion carries with Peter Corey and John Tholl Jr. abstaining.**

**Other Business:**

**Septic Design(s):**

-Livengood, William – Tax Map 230 Lot 034, 173 Parker Road: Current system is failed, non-conforming and needs replacement. **APPROVED**

-Chapman, Pauline – Tax Map 219 Lot 009, 25 Whispering Pines Drive: Current system is aging but not in failure, homeowner is concerned with condition and would like to get approval for new design.

**APPROVED**

-Stiles, Robert – Tax Map 218 Lot 014, 214 Mirror Lake Estates Drive: Current system is failed, replacement system needed. **APPROVED BY CHAIRMAN BURNS PRIOR TO MEETING**

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**Development Permit(s):**

-Roy, Claude – Tax Map 231 Lot 043, 66 Greenwood Street: 60'x160' Horse Riding Arena, could change depending on where building is purchased. Board had the following questions: Does it meet the setbacks; Need map showing where it is going to be located; Is it for business or personal use, if business then a Change of Use Application needs to be filed; need building design – **PENDING**

-Hoffman, Brian – Tax Map 218 Lot 015, 210 Mirror Lake Estates Drive: To construct a 22'x16' addition with full basement. Relocate bathroom. Addition will be used for home office. Board questioned one corner of the addition regarding meeting the setbacks. Height restriction on Mirror Lake is 25' if within 200 ft from Lake. – **PENDING**

-Greenberg, Stephen & Gordon – Tax Map 226 Lot 010, 16 Tuck Away Lane: To construct a 28'x60' modular home, a 12'x64' deck and 24'x28' Garage. Conditions: Owner is responsible for all maintenance on water line from home to the town owned main located on Rte 116. By ordinance the water line is a privately owned service line. **APPROVED WITH CONDITIONS**

**Correspondence:**

-Wetlands Application for Murray, Penelope, Tax Map 218 Lot 023(? As application states Tax Map 18 Lot 023). To construct a residential driveway to access proposed single family home.

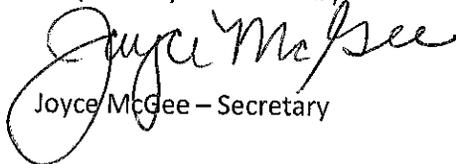
-NH Timber Harvesting Law, Tuesday, August 23, 2016 in Bristol, NH.

-New Law on Accessory Dwelling Units.

**Adjourn:**

**A motion was made by John Tholl Jr. to adjourn at 9:00 PM, seconded by Everett Kennedy. All in favor, motion carries.**

Respectfully submitted by:

  
Joyce McGee – Secretary

  
Scott Burns - Chairman

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**Committee Members Present:** Frank Lombardi – Chairman, John Tholl Jr., Scott Burns, Everett Kennedy, Peter Corey – Selectman Rep., William Robinson and Joyce McGee – PB Secretary.

**Absent:** Gerry Pons, Richard Wright, Alan Theodor and Michael Carifio.

**Public Present:** Regan Pride, NCC.

**Updating CIP:**

Secretary McGee advised that at the March Town Meeting a warrant article was approved too appropriate \$6,500 to update Whitefield's Capital Improvement Plan. North Country Council was hired to help with the process, Regan Pride of NCC was present.

Mr. Pride took down the names of the current CIP members. William Robinson thought that Robert Bergin might still be interested in being on the Committee as last year he had health problems and did not participate. Secretary McGee will call him to see if he would like to be part of this year's process.

Mr. Pride provided the Committee with an outline for the first meeting along with a copy of OEP (Office of Energy & Planning) update of the "Capital Improvements Programming Handbook." There are 8 Sections to the Handbook that pertain to the CIP but the Town's current plan has a lot of it and where this is an update will not apply. The Committee needs to formalize a plan and schedule for big money items with a goal in mind of what is a reasonable tax impact. Mr. Pride stated that each department would need to give a list of priorities, always more items needed than the Town can pay for. The Committee would need to make a schedule out for the next 6 years and give recommendation to the Selectmen. The Committee should be looking at the Master Plan to come up with projects and the urgency needed, fiscal analysis. Think about revenue sources, capital reserve funds, special revenue funds, bonds etc.

Mr. Pride went through the outline:

1. Identify Committee Members: Done
2. Get primary contact information: Frank Lombardi, Chairman (Frank gave his e-mail and phone number). A draft of contract from NCC was given out.
3. Establish criteria for material costs: Frank Lombardi stated that the Committee meets with the department heads and get a list of items. Mr. Pride stated that the current plan has a threshold of \$3,000.00 which he thought was low, to many items fall within this amount. The Committee and Selectmen should have a conversation regarding the amount. He will canvas other towns to see what their threshold is and advise. Mr. Lombardi also stated that a lot of information is outdated and the demographics need to be updated. Mr. Pride would like a list of projects that

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have been done over the past 5 years (warrant articles from 2010-2015 & 2016) this should be updated each year, Secretary McGee will work on this.

Mr. Lombardi stated that the Committee did not provide the tax impact when presenting the items. Mr. Pride said that a chart of the tax rate history should be included.

If update is not done by the end of the year, then monies need to be encumbered. Peter Corey would like to see it completed by year end. Mr. Pride needs to revise contract to meet needs.

4. Schedule for future meetings: Mr. Pride suggested providing a worksheet to give to the department heads, send out in September for October meeting.
6. Who are the departments you meet with: Highway/Solid Waste, Police, Fire Rescue, Water, Sewer, Library, Cemetery, Airport and Recreation.

The current CIP has a list of recommendations along with a list identified from the Master Plan. Need to check off ones that have been completed. Need to make any changes if the vision for the Town has changed.

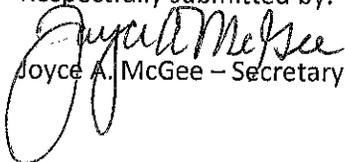
There is a sample for the department heads to use, Secretary McGee will look at the stick drive provided.

Next meeting will be Tuesday, September 27<sup>th</sup> at 6:30 PM.

**Minutes: A motion was made by Everett Kennedy to accept the minutes of December 1, 2015 as written, seconded by Scott Burns. All in favor, motion carries.**

At this time, 8:15 PM the meeting reconvened back to the Planning Board.

Respectfully submitted by:

  
Joyce A. McGee – Secretary PB

Frank Lombardi - Chairman