

Planning Board Meeting Minutes

October 4, 2016

6:30 PM

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

**Members Present:** Peter Corey – Selectmen Rep., Everett Kennedy, Scott Burns - Chairman, Alan Theodhor - Alternate, Joyce McGee – Secretary and John Tholl Jr.

**Members Absent:** Frank Lombardi & Michael Carifio

**Public Present:** Cathy Conway, Richard Harris Sr. & Richard Harris Jr.

**Septic Design** – Cathy Conway was present to represent Timothy Cayer – Tax Map 244 Lot 021, 62 Newell Lane as the Board had questions from the September 20, 2016 meeting. Ms. Conway stated that this is an improvement from the existing cess pool, it's a small lot with no other alternative location other than placing the tank in the driveway area. The State has asked for a contract with a Septic Hauler and the owner would need to keep the receipts showing that the tank is being pumped. Mr. Cayer will be putting a buffer up around the area where the tank will be placed.

Peter Corey asked for a copy of the contract but nothing was available at this time. Cathy will get one and give it to Secretary McGee for the file. The Board had concerns with traffic on tank so they want to know what is being used as a buffer. Once the contract and information on the buffer are received then the Board can proceed. **Pending**

Chairman Burns appointed alternate Alan Theodhor as a voting member in the absence of Frank Lombardi.

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**Notice of Voluntary Merger Pursuant to RSA: 674:39-1:** Dennis & Maryanne Klimkewicz, Tax Map 231 Lots 030 & 031. The two lots are located on Varney Road. **A motion was made by Peter Corey to accept the Voluntary Merger Notice as presented, seconded by John Tholl Jr. All in favor, motion carries.**

**Minutes:** A motion was made by Peter Corey to accept the minutes of September 20, 2016 as written, seconded by John Tholl Jr. All in favor, motion carries.

**Other Business:**

**Development Permit(s):**

**Morton, Shane & Dunn, Sara: 101 Lancaster Road, Tax Map 101-014:** Secretary McGee spoke with Ms. Dunn and asked what the status was on this property as the Board was wondering about DOT driveway approval. Ms. Dunn advised that this property is pending for now, will get DOT permit when ready to proceed.

**Pending**

**Morton, Shane & Dunn, Sara (S&S Property LLC): 43 Brown Street, Tax Map 103 Lot 067:** The application is to demo small shed and turn back into lawn, keep existing structure (house) renovating it back to a single family put new siding and windows in, they are aware of asbestos and have contacted GEM Environmental. Doublewide - Mortgage Company still owns and are waiting to hear back from them to see what their plans are.

The Board discussed their concerns with two structures on one lot which is not allowed under the Comprehensive Development Guide. Prior owners had submitted a Development Permit in 2004 with phases that they were going to follow but it never happened. It was the Boards understanding that the prior owners also needed to remove one of the structures. No enforcement was done by the town between 2004 and now. Board agreed that the current owner should

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not proceed until one structure is moved. More questions arose, Board would like Secretary McGee to contact Town Counsel. **Pending**

**Wisnouckas, Kathy – 18 Maple Street, Tax Map 104 Lot 015:** Property owner is looking to add a new deck to existing house. Property is in town and doesn't meet the setback requirements however it is part of the street scape and doesn't interfere with any abutters. Secretary McGee did show DPW Shawn White the plan as it abuts North Street and Maple Street with no concerns Mr. White signed off. Peter Corey wondered if the Board had authority to approve street scape of properties. Chairman Burns stated as long as no objection from neighbors. **A motion was made by John Tholl Jr. to approve the new deck as submitted, seconded by Alan Theodor. All in favor, motion carries.**

**Waterman, Benjamin – 36 Brown Street, Tax Map 103 Lot 102:** Mr. Waterman wants to build a 12x16 shed. This application was approved on August 23, 2016 with conditions not to build closer than 15' from 32 Brown Street property line. However, Mr. Waterman wanted it to be within 3' from line. Property owner of 32 Brown Street spoke via phone with Secretary McGee and stated she was okay with that. Chairman Burns would like the owner to come in and sign-off. **A motion was made by Peter Corey to allow the change from 15' to 3' from property line, seconded by Everett Kennedy. All in favor, motion carries.**

**Correspondence:**

Peter Corey had a few items that he wanted to discuss:

-Wants to see what NHMA says about changing name on CDG. Secretary McGee will e-mail them.

-CIP met last Tuesday and agreed on capital expenditure of \$5,000 with expectance life of 3 years needs to be brought to the committee. They modified

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department head forms so they can submit their items. Mr. Corey will start meeting with each on an individual basis to explain the form, schedule included.

-Whitefield Project: Subcommittee Zoning and Ordinances- Peter Corey presented the Board with a Fee Schedule. Other communities use fees to offset assessing, inspectors, enforcement etc. Using Gorham as the model the subcommittee came up with this recommend fee schedule (see attached). Planning Board needs to agree with this and recommend to selectmen. A question came up regarding: Does the selectmen have the authority to adopt these fees? Was it enacted or not, if not then to town meeting. What is the definition of remodel/alteration – changing or updating; what do we have currently in any of our documents; need instructions to citizens on current development permit, we need to find out where that resides, does it need an ordinance? Public hearing if it's an ordinance.

Fee Schedule: John Tholl Jr. liked the after the fact fee, no absorbent fee with no major obstacle to construct; Everett liked it. Peter Corey, need to put it to people that taxpayers are paying for those cost. Why should I pay for the Tax Assessor? Who is going to enforce it? Chairman Burns stated that it has been brought up to share someone per diem. Gorham shares with Shelburne and Randolph. Carroll approached the town. Every town is different. Chairman Burns told everyone to think about it and bring back to the next worksession.

What constitutes coming in for a development permit? Peter Corey thought talking to Jason Call the Town Assessor to see what would trigger a permit. Chairman Burns, if I need to replace a window I shouldn't have to get a permit.

-Secretary McGee asked Town Counsel what should be done next, the Master Plan or updates to the CDG. It was advised the Master Plan.

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-Changing the November 9<sup>th</sup> meeting to the 15<sup>th</sup> as CIP already has scheduled a meeting that night.

-Letter from Horizons Engineering regarding status update – Bray Hill Water System. At the Selectmen’s meeting on October 3, 2016 the board approved lifting the moratorium on water hook-ups on the Bray Hill System subject to approval by the Water Department. (See attached)

-GPR Realty will be heard on October 11, 2016 on 4 lot subdivision.

-It was mentioned that Donald Gooden is doing dirt work on lot behind Shear Destiny. No permit has been filed, so will keep an eye on.

-Secretary McGee had someone ask if 3 campers on one lot is allowed. Board wondered if they needed to be registered or would they pay taxes. Guidelines if travel trailer is on lot for more than so many days and being used then rules for Water/Sewer apply. If used only a few times then possibly sewer can be self-contained.

**Adjournment: A motion was made by Everett Kennedy to adjourn at 7:53 PM, seconded by John Tholl Jr. All in favor, motion carries.**

Respectfully submitted by:

Joyce A. McGee – Secretary

Scott Burns - Chairman

## WHITEFIELD DEPARTMENTAL EQUIPMENT/PROJECT REQUEST

The Whitefield Planning Board is working to gather information for the update of the Capital Improvements Program for the Town of Whitefield. As part of this process, this work sheet has been created to identify capital equipment replacement expectations and possible future needs.

For this CIP, a capital expenditure has been defined by four criteria:

1. It must have a gross cost of at least \$5,000;
2. It must have a useful life of at least 3 years;
3. It is not typically included in the operating budget;
4. Any project or purchase requiring bond financing, or lease-purchase.

EXAMPLES: Heavy equipment, vehicles, special studies/engineering, land purchase, construction. Recurring operating costs, while they may exceed the dollar threshold are not capital improvements. Major maintenance or repair items may be included depending on cost and useful life.

Use one form for each item proposed for inclusion in the capital improvements program.

DEPARTMENT: \_\_\_\_\_ AUTHOR: \_\_\_\_\_

PROJECT OR PURCHASE TITLE: \_\_\_\_\_

REASON FOR PROJECT/PURCHASE:

- |   |  |
|---|--|
| <input type="checkbox"/> Replace existing item        | <input type="checkbox"/> Expand capacity |
| <input type="checkbox"/> Improvement to existing item | <input type="checkbox"/> New facility    |
| <input type="checkbox"/> Other: _____                 |  |

ESTIMATED COST: \_\_\_\_\_

ANTICIPATED USEFUL LIFE AT PURCHASE: \_\_\_\_\_

Indicate the priority of this item: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	PROPOSED YEAR OF ACQUISITION: _____
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High priority = urgent need to protect safety and ensure delivery of municipal services  
Medium priority = necessary, near-term need to maintain community services & infrastructure  
Low priority = desirable item to enhance quantity or quality of services

The CIP Committee has established the following schedule for reviewing CIP requests:

<u>Date/Time</u>	<u>Departments</u>
6:30 pm, Tuesday, October 18	Recreation, Library, Cemetery, Airport
6:30 pm, Wednesday, Nov. 2	Police, Fire/EMS
6:30 pm, Wednesday, Nov. 9	Public Works, Sewer, Water

DESCRIPTION OF EQUIPMENT AND NEED (what is it, what other items are needed along with it, how will it be used & why is it needed) – feel free to attach additional pages:

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ANTICIPATED FUNDING SOURCES:

\$	Property Tax (warrant article, etc.)
\$	Capital Reserve Fund (CRF, ETF,SRF):
\$	User Fees - <i>Source:</i>
\$	Bond - <i>proposed length of term:</i>
\$	Grant - <i>source:</i>
\$	Loan/Lease
\$	Donation
\$	<b>Total</b>

ACQUISITION IMPACT TO DEPARTMENT OPERATING COSTS (Will this acquisition impact departmental operational cost? If yes, please provide any pertinent details and estimated increases or decreases. Feel free to use additional sheets as necessary.):

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# Town of Whitefield Building Permit Fees

Effective mm/dd/yyyy

## Residential (Single Family or Duplex)

- New Construction     \$50.00 + 0.25/sq. ft.
- Accessory Structure     \$25.00 + 0.10/sq. ft. (detached garage, porch, deck, shed, patio, in-ground pool)
- Remodel/Alteration     \$15.00 + 0.10/sq. ft.
- Renewal                     50% of original fee

## Commercial, Residential over 2 Units, Speculative Homes

- New Construction     \$150.00 + 0.25/sq. ft.
- Misc. (Electric, Plumbing, Mechanical) \$100.00 (only if applied for as a separate project)
- Remodel/Alteration     \$50.00 + 0.20/sq. ft.
- Renewal                     50% of original fee

After-the-Fact Permit Penalty \$150.00 – (Permits requested after construction has already started.)

All Building Permits are effective for one year from the date of issue. Renewals will be for one year.

Approved this xx day of mmmmm by Whitefield Board of Selectmen

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Wendy Hersom

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Mark Lufkin

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Peter Corey



10/3/2016 The Board approved lifting moratorium on water hook-ups on the Bray Hill system subject to approval by the water Dept.

34 SCHOOL STREET • LITTLETON, NH 03561 • PHONE 603-444-4111 • FAX 603-444-1343 • [www.horizonsengineering.com](http://www.horizonsengineering.com)

September 26, 2016

Board of Selectman  
Town of Whitefield  
56 Littleton Road  
Whitefield, New Hampshire 03598

**SUBJECT: Status Update - Bray Hill Water System**

Dear Members of the Board:

As you are aware, Horizons Engineering, Inc. (Horizons) recently assisted the Town of Whitefield with the contract closeout of the Bray Hill Pumping Station construction project. Completion of this project is intended to increase reliability of the Bray Hill area of the system by allow a higher rate of water transfer from the downtown area of the water system via the new pumping station, thereby providing redundancy for the Bray Hill well. In addition, the Whitefield Water System operator indicated to Horizons that several significant leaks within the Bray Hill distribution network have recently been repaired.

The Town's actions of placing the new pumping station in service and repairing multiple leaks affecting the Bray Hill service area have improved the reliability in the area by a large margin. In light of these recent improvements Horizons knows of no regulatory reason to continue the current moratorium on new connections to the Bray Hill system. Horizons recommends the Town now consider new connections on a case by case basis. Requests for connection should be evaluated by the Whitefield Water System superintendent (or Town's engineer, when merited) based on the proposed water usage and location to ensure that adequate flow and pressure are available, and that flow and pressure to existing users will not be negatively impacted.

It should be noted that while the Bray Hill system now has significantly improved reliability to provide for domestic water demand, the recent pumping station project and leak repairs do not address the lack of adequate fire flows in the Bray Hill area.

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Please feel free to contact me, if you require further assistance.

Very truly yours,  
HORIZONS ENGINEERING INC.

A handwritten signature in cursive script that reads "B. Dexter Lefavour".

B. Dexter Lefavour, P.E.  
Project Manager

A handwritten signature in cursive script that reads "Jon L. Warzocha".

Jon L. Warzocha, P.G.  
CEO

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