

Planning Board Meeting Minutes

January 5, 2016

6:30 PM

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Members Present: Scott Burns – Chairman, Everett Kennedy, Mark Lufkin – Selectman, Alan Theodhor, Frank Lombardi, Mike Carifio, John Tholl Jr., and Joyce McGee – Secretary.

Public Present: Richard Harris Sr., Richard Harris Jr., Ralph McLean, Ursula Cleary and Attorney John Riff IV.

Chairman Burns called the meeting to order at 6:40 PM.

Chairman Burns advised the public present that this was a work session only and that no public input would be heard. He also stated that any information discussed or any thing said by the Board members was solely for work session purposes and no voting would take place.

Minutes: Chairman Burns asked for approval of December 1st and 8th, 2015 minutes. **A motion was made by Everett Kennedy to accept the December 1, 2015 minutes as written, seconded by John Tholl Jr. All in favor, motion carries.**

Frank Lombardi had a correction to the December 8, 2015 minutes. Page 3, Paragraph 7 – Within the motion it should also say: **Frank Lombardi also feels that any lot line adjustments should be submitted and approved first, before driveway permits are approved.**

A motion was made by Mark Lufkin to accept the December 8, 2015 minutes as revised, seconded by Frank Lombardi. All in favor, Everett Kennedy abstained as he was not present, motion carries.

Old Business:

At this point the Board reviewed comments from Town Counsel regarding Richard Harris's Mobile Home Park proposal. Discussion took place on each item:

1. Board will view this project as an expansion not a new development.
2. State Driveways– State would like to see plan before making comment. Joyce McGee has been advised by Mr. Harris that a new plan will be submitted on the 12th of January.
- 3.& 4.

Board looked over options for Mr. Harris on merging lots or doing lot line adjustments based on the current plan submitted 12/8/2015. Board felt that alot is contingent on the approved 2008 subdivision and whether substantial completion of that subdivision has been done ie: road, buildings, infrastructure etc. Board would like Public Works Director – Shawn White to research the road to see if it was brought up to Town Road Standards. If not, then the Board might look

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at dissolving subdivision. Board would also like to see a 3 year plan so they can determine the options.

5. Utilities can be buried or above ground.
6. Based on CDG (Comprehensive Development Guide) Section 31 – Site Design
-Standards only 2 driveways are allowed unless applicant gets a variance.

The Board brought up the possibility of charging a fee to applicant because of the potential of increase in road traffic, drainage on Hall Road and any upgrades to town water/sewer that would be created do to the development. The Board would like assistance from the Board of Selectmen. Frank Lombardi felt that it's not up to the Board of Selectmen that the Planning Board is the ones to assess the impact and make the applicant pay for any studies not the Town. John Tholl Jr. explained that the Board of Selectmen would meet with Department Heads to see what impact this might have on their departments. Selectman Lufkin felt that this was a good idea.

7. This project will be considered as "Residential" use.
8. & 9.

The Board reviewed Appendix II of the CDG and will revisit this after seeing the final master plan.

Board reviewed a list put together for guidance purposes and added some additional items:

-Soil types are located on the 2008 Subdivision Plan. Board reviewed the soil types in the areas of the purposed sites, the soils map shows 647B – is poorly drained soil. Drainage is a concern.

-Town Sewer – John Tholl Jr., wondered how the sewer is separated with gray water going to Town system and solids going into a holding tank? If it's a dry well then Mr. Tholl said it's not allowed. Selectman Lufkin said the solids get pumped by an outside agent. Questions on what type of system is used? What is the size of the tank? What is the size of the connection line? Did the state approve the holding tank, if so then need a copy, if not should it be? Show area of tank on master plan.

-Town Water – Selectmen Lufkin advised the Board that a representative from Horizons Engineer was at the Monday night selectmen's meeting and had given information that may have been wrong regarding capacity usage. It was stated that the capacity would double once a new pump station was built since then more information on usage has been gathered and that the Town was already at the double capacity figure. More information is needed.

-Driveway: CDG override's any procedures or permitting that has been adopted by the Planning Board. In looking at the Policy for the Permitting of Driveways and Other Accesses to the Town Roadway System – Town of Whitefield Public Works Department was adopted by the Planning Board on October

Work list of items for guidance

1. Master Plan for 3 years	
a. Show all roads to proposed lots and existing lots	
b. Need correct abutter names	
c. Current Use line needs to be accurate extends into 218/53 & 54	
d. Show soils & wetlands	
e. Show setbacks	
f. Drainage	
g. Show existing septic tank(s).	
2. Lot Line	
a. Map 218 Lot 50 do a lot line to encompass the proposed 4 mobile homes	
If this is done only allowed 2 driveways which includes the existing driveways	
3. Merge	
a. Lot 51.1 & 51.2 into Map 218 Lot 53	
b. Remaining 4 lots into Map 218 Lot 51	
4. Septic Approval (4 Lots) - State (plan needs to be signed off by PB)	
5. Septic Internal Review by Town Wastewater Dept. (6 Lots) Need a letter	
a. Size of tank and how gray water is separated	
b. Does holding tank need state approval	
6. Engineered plan for water/sewer expansion	
7. Water - Show well radius on plan (4 Lots)	
8. Water - Letter from Selectmen saying it's okay to hook-on (6 Lots)	
9. Exaction - Fee to help with any upgrades to the Town	
10. Driveway Permits - Town	
a. Move trailer #44 into Lot 51, this would allow 3 driveways including existing 50' roadway.	
11. Driveway Permits - State (need letter if any impact)	
12. Alteration of Terrian Permit	
13. NH National Heritage Bureau re: Rare Species	
14. Need letter that Fire Hydrant has enough pressure for service	
15. Upgrade existing 50' road if remaining lots are house lots or developed or if it is included in the 3 driveway proposal (see 10a.)	
16. Dissolve approved 2008 subdivision	
17. Apply Appendix II, if complies	

Items 1. e, f, g; 5. a & b; 16. & 17 were added

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8, 2008 so Section 31 – Site Design Standards: Entrance/Exit of the CDG overrides. Any existing driveway is included in the 2 driveway maximum but it can be moved.

Selectman Mark Lufkin had to leave at 7:50 PM.

The Board had no further additions to the list at this time. Too many questions, until master plan is presented.

Chairman Burns advised that he may be late to the Tuesday, January 12th meeting, Frank Lombardi stated the same. John Tholl Jr. will not be present.

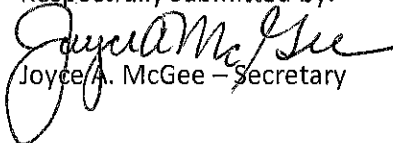
Secretary McGee handed out a tentative 2016 meeting schedule changes were made do to elections.


Minutes of the December 1, 2015 CIP meeting were handed out, looking to approve at next meeting.

A motion was made by Everett Kennedy to adjourn, seconded by John Tholl Jr. All in favor, motion carries.

Adjourned at 8:02 P.M.

Respectfully submitted by:


Joyce A. McGee – Secretary


Scott Burns - Chairman