

Planning Board Meeting Minutes

January 7, 2020

6:30 PM

Page 1 of 3

Chairman Scott Burns called the meeting to order at 6:32 PM.

Members Present: Scott Burns – Chairman, Peter Corey – Selectmen’s Rep., Alan Theodhor, Tim O’Neil, and Joyce McGee – Secretary.

Members Absent: Frank Lombardi and Steve LaRoza – Alternate.

Public Present: Mark Vander-Heyden, Surveyor, Richard Harris Sr., Richard Harris Jr., and Jillian Hammond.

Minutes: A motion was made by Alan Theodhor to approve the minutes of December 3 & 10, 2019 as written, seconded by Peter Corey. All in favor, motion carries. **APPROVED**

Consultation(s):

Savage, Jonathan – 6 Greenwood Street, Tax Map 231 Lot 048 Re: Sale of Equipment/Vehicles: A letter was received from Mr. Savage stating that he will not have any more items for sale out front of his house. (see Property File)

McMahon, James & Candace – McMahon Drive Re: Boundary Line Adjustment: Surveyor Mark Vander-Heyden was present to represent Jim and Candace McMahon. Mr. Vander-Heyden stated that both lots have on site Water and Sewer and all existing buildings meet current setbacks. Lot 1 (Tax Map 221 Lot 013) is currently 2.65 acres and will become 2.207 acres, Lot 2 (Tax Map 221 Lot 012) is currently 2.010 acres, 0.443 of an acre will be added making said lot 2.453 acres. The Board saw no issues. Once an application is received a hearing will be scheduled.

Other Business:

Septic Design(s): Secretary McGee informed the Board that NHDES is now sending a Homeowner’s Guide to Septic System Maintenance with each approval of construction. The Board thought that was a good idea. (see attached)

Driveway Permit(s): **Richard Harris Jr., presented a driveway permit application for 237 Hall Road, Tax Map 218 Lot 052.** The existing driveway is off of Tranquility Lane but is too steep for winter fuel delivery, he would like to make an additional driveway off of Hall Road. The Board asked about meeting the 25’ setbacks as a driveway is part of the setback standards. Mr. Harris was not sure as ledge may be a factor, it could be closer or further away, he would shoot for the 25’. The Board made him aware that it has to be met or he would have to get a variance from the ZBA for any distance closer. Peter Corey felt a plot plan showing where the driveway was built needs to be provided to make sure the setback is met. Secretary McGee asked what was happening with the existing driveway, Board had no concerns with it being left the way it was. Mr. Harris stated the current driveway was off a private road.

Planning Board Meeting Minutes

January 7, 2020

6:30 PM

Page 2 of 3

A motion was made by Tim O'Neil to approve the Driveway Permit with the condition Mr. Harris provide a plot plan showing the driveway meeting the 25' setback requirement, seconded by Alan Theodhor. All in favor, motion carries. APPROVED

Development Permit(s):

Ingerson, Ronald – 156 South Whitefield Road, Tax Map 240 Lot 010: To install 6 solar panels on garage roof. Board had no concerns. **A motion was made by Peter Corey to approve the 6 solar panel system on garage roof, seconded by Tim O'Neil. All in favor, motion carries. APPROVED**

Stiles, Robert - Mr. Stiles made an inquiry to see if when replacing a toilet does it need a permit? The Board will advise him that he does not need a permit.

Mahabir LLC – 6 King Square, Tax Map 103 lot 008: To alter interior building by taking down a 9'x9' wall to make a bigger space for bar area. Chairman Burns and Secretary McGee reviewed the permit on 12/18/19, an approval was given with condition that Fire Chief approve compliance with safety codes. **APPROVED**

Correspondence:

- S&S Property LLC and DWP Real Estate Management were given second request letters to respond to the Planning Board by today. No response from either one was received therefore the Board directed Secretary McGee to make a recommendation to the Board of Selectmen to proceed with further enforcement.
- MacKillop, Shannon – 531 Lancaster Road, Tax Map 212 Lot 006: Property owner advised that addition will not have a closet, it's just a 14'x16' addition. Board had no issues with change, no further documentation is needed.
- Letter from NH Office of Strategic Initiatives reminding Town of the National Flood Insurance Program and the minimum requirements. Secretary McGee will make sure the section in the Development Code still satisfies all standards.
- Webinar update on Cable Franchise Agreement: Several Board members were part of the webinar and received good information from the presenters on what an agreement should look like, what should be included, areas of service etc. A question from the Board was asked about how do you know if you have an agreement? The response was if you have cable in your town you have an agreement. Secretary McGee was able to get a contact and received a copy of the Town of Whitefield agreement dated March 20, 1978. Peter Corey stated that the Board of Selectmen have agreed to engage the services of a law firm that handles franchise agreements.

Planning Board Meeting Minutes

January 7, 2020

6:30 PM

Page 3 of 3

He also stated that most town's get 5% of the cable net fee as part of the agreement at this time we have nothing in place. The Town should be getting notified every 3 years of the renewal and has 90 days to respond, if we don't then it just continues as it has been.

- Secretary McGee asked about trees to be cut on Gould Road by Eversource and did the Board remember any public hearing for this as a scenic road requires it. Board did not remember any request recently and advised that a public hearing would need to be done. Secretary McGee will let them know.
- New Local Officials Planning Board Handbook for 2019 is available and a copy will be put in Board's binder. Tim O'Neil asked about what changes were made, Secretary McGee will look at handbook.
- NHMA Conference was November 2019 - Secretary McGee asked if the Board wanted copies of any of the topics. Recycling in NH: Is it still worthwhile? And Tiny Homes & other alternative housing, were the two of interest.

2020 Meeting Schedule – Board looked at schedule and revised a few dates as elections will interfere.

2020 Board Terms – Tim O'Neil and Alan Theodhor are up on their terms, they both agreed to stay on the Board. Thank you!

Proposed Development Code Changes: Board reviewed Attorney Fillmore's suggestions, all in agreement with one correction regarding modular vs. pre-built which one does state use? Secretary McGee will follow-up. Next step will be a public hearing.

A motion was made by Alan Theodhor to adjourn the meeting at 7:52 PM, seconded by Peter Corey. All in favor, meeting adjourned.

Respectfully submitted by:


Joyce A. McGee – Secretary


Scott C. Burns - Chairman

ENVIRONMENTAL Fact Sheet



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • www.des.nh.gov

WD-SSB-13

2011

You and Your Septic System *A Homeowner's Guide to Septic System Maintenance*

Your septic system is a highly efficient biological system that can effectively digest and disperse your household sewage and other organic wastes. Properly designed, installed and maintained, it should give you many years of trouble-free service, **but only if it is properly maintained.** The key to the life and service of any septic system is proper maintenance.

How Does Your Septic System Work?

A septic system is designed to condition untreated liquid household waste (sewage) so that it can be readily dispersed and percolated into the subsoil. Percolation through the soil accomplishes much of the final purification of the effluent, including the destruction of disease-producing bacteria.

Your septic tank is the first step in the process of sewage conditioning. Without it, the untreated sewage would quickly clog the receiving soil and prevent the purification process of leaching and soil percolation. Septic tanks serve three functions:

- Removal of solids.
- Bacterial action.
- Sludge and scum storage.

In the first step, as sewage enters the septic tank, its rate of flow is reduced so that the larger solids sink to the bottom or rise to the surface. These solids are retained in the tank, and the clarified effluent with suspended and dissolved solids is discharged.

Bacterial action is the second function. The solids and the liquids in the tank are partially decomposed by bacteria and other natural processes. These bacteria are called anaerobic because they thrive in the absence of free oxygen. This decomposition of sewage under anaerobic conditions is termed "septic," hence the name of the system (and the cause of the odor).

Storage is the third function of your system. Sludge is the accumulation of solids at the bottom of the tank, while scum is a partially submerged mat of floating solids that may form at or near the surface. Space must be provided in the tank to store the residues during the intervals between cleaning. Otherwise, the sludge and scum will eventually be scoured from the tank and will clog the leach field and receiving soil. **PERIODIC CLEANING OF YOUR TANK IS ESSENTIAL TO ITS PROPER FUNCTION.**

Finally, the treated effluent from the septic tank is discharged to the leach field where it percolates through suitable gravel and finally into the subsoil for further purification.

Remember: A properly maintained septic system will adequately treat your sewage. A septic system failure is unhealthy, illegal if not corrected and a nuisance. Also, replacing an existing system can be costly! The life of the system can be prolonged by proper maintenance and frequent tank pumping.

What You Can Do to Properly Maintain Your Septic System

First and foremost, inspect your septic tank every year. If the sludge and surface scum combined are as thick as 1/3 the liquid depth of your tank, have the tank pumped out by a licensed pumper. Your tank should be pumped out **at least every two to three years**.

Do not flush bulky waste or grease into the system. It can plug the sewer and/or distribution lines.

Do not flush toxic materials into the system. Paint thinner, gasoline, pesticides, chlorine, drain cleaners and other caustic or toxic substances can kill the naturally-occurring bacteria in the tank and impair its function. If in doubt, don't flush it.

Conserve water. Too much water can overload your system and adversely affect its function.

Don't allow vehicles or livestock on your leach field. The weight can compact the soil and/or break pipes.

Any soggy areas around the system, or disagreeable odors, could indicate system failure. Have it checked.

Additional Suggestions

Minimize or eliminate use of kitchen "disposal" units, which grind up food wastes and place a burden on the septic tank, especially if the original septic design did not accommodate one.

If water treatment system backwash has been directed into the home septic system, check to make sure that the additional volume from the discharge can be accommodated by your septic system. Unfortunately the majority of treatment systems are installed after the home and septic system are built. The additional water to the septic tank and leaching field may cause problems with septic system operation or may overload the existing leaching area and result in premature failure. Additionally, some experts believe that the brine from backwashing may have detrimental effects on bacteria growth and may influence the soil's ability to infiltrate water.

Maintaining a Record

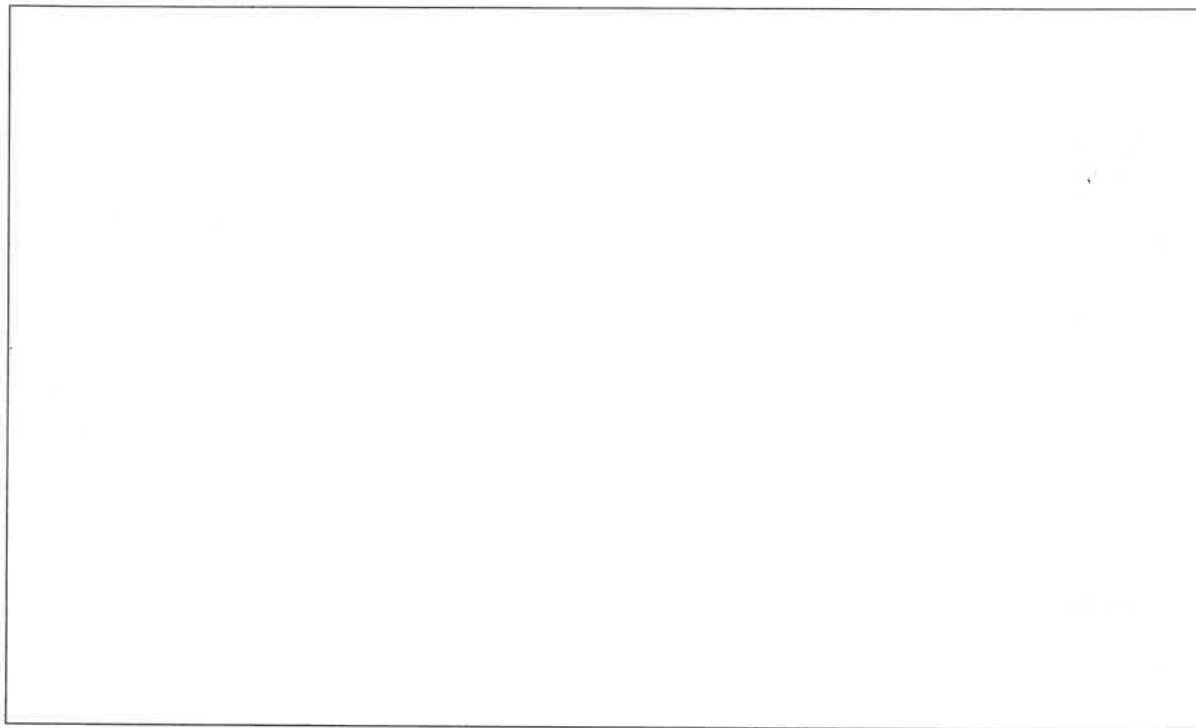
On the next page, is a template for creating a permanent maintenance record of your septic system for your files.

For More Information

For more information, please contact the DES Subsurface Systems Bureau at (603) 271-3501 or go on-line at <http://des.nh.gov/organization/divisions/water/ssb/index.htm> for detailed information.

Septic System Maintenance Record for: _____

First, in the space below, make a sketch of the location of your septic tank in relation to your house. Measure and record on your sketch the distances from the house foundation to the septic tank or cesspool cover, to the distribution box, leaching system and to other permanent features such as nearby trees or rocks.



Date System Installed: _____ Installer: _____

Record of Pumping Service/Maintenance	
Date	Septic Service Provider

For More Information

For more information, please contact the DES Subsurface Systems Bureau at (603) 271-3501 or go on-line at <http://des.nh.gov/organization/divisions/water/ssb/index.htm> for detailed information. Subsurface Systems Bureau; 29 Hazen Drive, PO Box 95; Concord, NH 03302-0095.