

Planning Board Meeting Minutes  
October 3, 2023  
6:30 PM  
Page 1 of 4

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

**Members Present:** Scott Burns – Chairman, Alan Theodhor, Tim O’Neil, Frank Lombardi, Shawn White – Selectmen’s Rep., and Joyce McGee – Secretary.

**Members Absent:** Steve LaRoza – Alternate

**Public Present:** See list attached

**Minutes:** A motion was made by Tim O’Neil to approve the September 12, 2023 meeting minutes as written, seconded by Alan Theodhor. All in favor, motion carries. **APPROVED**

**Public Hearing(s):**

**Change of Use/Site Plan Review:**

**#669-Allen, Bobbi – 649 Littleton Road, Tax Map 250 Lot 001:** who is/are requesting a Change of Use/Site Plan Review to convert a Single Family Home into a Short-term Rental, Article XIV Section 7: Commercial Activity.

Bobbi Allen was present, she stated that her work has her doing a lot of traveling so she would like to rent her house out when not here. Chairman Burns asked if there was a contact person or a management company that would be overseeing the property when she was gone? Do you have any rules? Ms. Allen responded, Vacasa would be the management company and no written rules yet but it would consist of something like, no pets, no smoking, quiet after 10 pm, respect neighbors etc. Tim O’Neil asked about Vacasa. Ms. Allen stated she currently uses them, they take care of everything and very responsive if an issue arises.

**A motion was made by Frank Lombardi to approve the Change of Use/Site Plan Review Application as complete, seconded by Shawn White. No further discussion on the application only. All in favor, motion carries. **APPROVED****

Frank Lombardi went over the Absolute and Commercial Criteria with the Board. Need contact information of management company. Chairman Burns stated that a copy of the house rules and management company information would be needed for the file. Parking would be for 3 cars. Septic is for a 2 bedroom where applicant put 3 bedrooms. Fire Chief Ross did an inspection and advised that currently it can only be a 2-bedroom rental if the owner wants to get a construction approval for a 3-bedroom septic then that could change, a note will be made. Ms. Allen revised her floor plan. Outside lighting needs to be downward.

No abutters were present.

Planning Board Meeting Minutes

October 3, 2023

6:30 PM

Page 2 of 4

Ms. Allen stated that Vacasa is a 24 hour service. The Board advised that reaching out to the neighbors with contact information wouldn't hurt.

No further discussion.

**A motion was made by Frank Lombardi to approve the Change of Use/Site Plan Review Application to convert 649 Littleton Road from a single family house into a short-term rental with the condition that rental will be for a 2-bedroom home; parking for 3 vehicles; need contact information of management company along with house rules and to share with abutters; exterior lighting downward, seconded by Shawn White. Chairman Burns advised that all should be posted in house. All in favor, motion carries. APPROVED WITH CONDITIONS**

**Consultation: Albert, Rick – re: Relocation of Dunkin Donuts:** No one showed up! Selectmen Shawn White stated that they wrote down the wrong date and will be at the October 10, 2023 meeting.

**Other Business:**

**Septic Design(s):**

**Wilson Jr., Richard – 778 Littleton Road, Tax Map 251 Lot 021:** Septic Design is for a 1250 tank, design load is for a workshop bathroom for 2 employees. No concerns. **A motion was made by Frank Lombardi to approve the Septic Design for 778 Littleton Road as submitted, seconded by Alan Theodor. No further discussion. All in favor, motion carries. APPROVED**

**Demolition:**

**Hesse, Cheryl – 57 Maple Street, Tax Map 104 Lot 046:** To remove a chicken coop with the material to be disposed at Casella. Secretary McGee advised she had approved this application. **APPROVED BY PB CODE ADMINISTRATOR ON 9/26/2023.**

**Development Permit(s):**

**Young, Randall – 278 Jefferson Road, Tax Map 226 Lot 064:** To place a 3-bedroom, 16'x80' mobile home on a slab at location. Town water and private septic, designed for a 3-bedroom. The Board went over the Absolute and Single Family Criteria. It was noted that the owner is currently living in a camper therefore a condition that only one dwelling is allowed per the Development Code, camper can't be rented out. **A motion was made by Frank Lombardi to approve the Development Application as submitted with the condition that only one dwelling unit is allowed per the Development Code, camper can't be rented out and outside lighting is downward, seconded by Tim O'Neil. No further discussion. All in favor, motion carries. APPROVED WITH CONDITIONS**

**Deibert, William & Gayle – 24 Earles Way, Tax Map 255 Lot 025:** To construct a 2 story, single family 43'x23' home on a foundation. Septic design is for a 3-bedroom. 1970 mobile home has been removed from lot per owner. The Board went over the Absolute and Single Family Criteria. It was noted that Earles Way is a private road, therefore a private road agreement needs to be done. **A motion was made by Frank Lombardi to approve the Development Application as submitted with the condition that a Private Road Agreement is signed and outside lighting is downward, seconded by Shawn White. No further discussion. All in favor, motion carries. APPROVED WITH CONDITIONS**

**Ineson, David & Ellen – 20 McGee Drive, Tax Map 225 Lot 007:** To install 1 ground mounted, dual axis solar tracker with wiring in trench to house. Alan Theodhor stated that it is 385-400 Wp equivalent to 4800 watts, small unit. Based on the plan the unit will be 16'. Frank Lombardi looked at the Development Code which states if residential system is over 15' in height at any point it shall be located in the rear yard between the primary structure and rear lot line. All other ground mounted systems located in the front yard shall be reasonably screened from abutting residential properties. Plan shows unit is off to the side of the house, large lot, 95' from private road. No concerns from the Board. Frank Lombardi felt that a better narrative should have been submitted and wondered about a checklist of some sort. Other Board members agreed, need something better. Frank Lombardi suggested that as a condition make sure Appendix VIII is followed regarding Solar Energy Collection Systems. **A motion was made by Frank Lombardi to approve the Development Application as submitted with the condition that they comply with the Solar provision within the Development Code (see Appendix VIII, pages 88-93), seconded by Shawn White. No further discussion. All in favor, motion carries. APPROVED WITH CONDITIONS**

**Buzzell, Stephen & Cooley, Elizabeth – 909 Jefferson Road, Tax Map 215 Lot 009:** To install 3 ground mounted, dual axis solar trackers with trenches back to house for electrical interconnection. Shawn White advised that the unit would be 16'. Development Code also states all other ground mounted systems located in the front yard shall be reasonably screened from abutting residential properties. Unit is off to the side of the house but it shows that shrubs/trees will be screening it. No concerns from the Board. **A motion was made by Frank Lombardi to approve the Development Application as submitted with the condition that they comply with the Solar provision within the Development Code (see Appendix VIII, pages 88-93), seconded by Tim O'Neil. No further discussion. All in favor, motion carries. APPROVED WITH CONDITIONS**

**Vernucci, Paul – 194 Marjorie Lane, Tax Map 255 Lot 017:** To install a prefab 10'x16' shed. Chairman Burns wondered about making a stipulation that no living quarters, other members didn't agree. **A motion was made by Tim O'Neil to approve the Development Application as submitted, seconded by Shawn White. No further discussion. All in favor, motion carries. APPROVED**

Planning Board Meeting Minutes  
October 3, 2023  
6:30 PM  
Page 4 of 4

**Whitney, Raymond – 175 Littleton Road, Tax Map 231 Lot 072:** Change out siding; construct a 16'x20' shed; construct a patio and put up a temporary hut enclosure. Secretary McGee advised she had approved this application. **APPROVED BY PB CODE ADMINISTRATOR ON 9/18/2023**

**Correspondence:**

-Tonkin, Vanessa – 10 Franklin Lane, Tax Map 208 Lot 005: Letter sent making owner aware that permit(s) are needed if construction is occurring on property.

-Gosselin, Brian – 309 Lancaster Road, Tax Map 218 Lots 003 & 004: Mr. Gosselin advised that this year he will be doing dirt work and slab work for the new building.

-Eversource provided the pole heights for the S136 Project from Whitefield to Berlin (at Town Office).

-2023 Land Use Law Conference: Saturday, October 14, 2023 – 9:00 am to 3:00 pm @ NHMA.

Frank Lombardi will look to see if other municipalities have criteria or a checklist for Solar. More information needs to be submitted to make sure the Solar companies will comply with Appendix VIII-Solar Energy Collection Systems of the Development Code.

**A motion was made by Frank Lombardi to adjourn the meeting at 7:38 PM, seconded by Alan Theodhor. All in favor, meeting adjourned.**

Respectfully submitted by:

  
Joyce A. McGee – Secretary

Scott C. Burns - Chairman

