

Planning Board Meeting Minutes

July 10, 2018

6:30 PM

Page 1 of 4

Chairman Burns called the meeting to order at 6:33 PM.

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

**Public Present:** Richard Harris Sr. and Steve LaFrance – Horizons Engineering

**Change of Use:** Richard Harris Sr. RE: Housing material on Hall Road Property (cont’d from 7/3/18 meeting). All members received a copy of Town Attorney’s opinion, if a Change of Use is necessary for property owner to house material for a Town project.

Selectman Peter Corey stated that the response from Town Attorney was that nothing needs to be done by property owner as land is being used for government purposes. It needs to be clarified that the Town is not doing the work and it’s not town owned property. It’s an arrangement between the contractor hired to do the work and the landowner. Another meeting is to take place tomorrow with the contractor, selectmen, NHDOT and other members of interest. Tim O’Neil - Should contact abutters and tell them the outcome, Selectmen Corey said yes. He also stated that all of this should have happened before starting the project and the contractor should have notified the selectmen. Chairman Burns wondered if it was spelled out in the contract, Selectman Corey said it was but the contract is so large of a document and only 1<sup>st</sup> Phase. The Board agreed that the least impact is the preferred course of action. If Town wanted to go on land they would need an easement or agreement with landowner, only contractor can make agreement. Steve LaFrance also stated that the Town doesn’t have to do by their own codes. Mr. Harris wondered about Town going on landowners property, again Mr. Corey stated the Town just can’t go on property they need an easement or an agreement. The Town has gotten easements from every single owner that is affected by the water project, once they have an easement then they can go on property.

Selectman Corey stated that the contractor did find three locations to house material but did not come to the Town Selectmen and advise them which should have happened. This is a Board of Selectmen issue and not land use. Frank Lombardi wondered about Public Works on the roadway and driveway use. Selectmen Corey advised it’s the best course of action based on the Town Attorney’s decision. Town gets agreement from landowner so we know what’s going on and notice in the paper and then the contractor can use the land. It’s a learning process. **The Board took no action on the Change of Use as it’s a Board of Selectmen issue per Town Attorney.**

Minutes of July 3, 2018 were tabled, as not available.

**Other Business:**

**Septic Permit(s): Laramie, Michael – 237 Forest Lake Road, Tax Map 242 Lot 001:** An amended plan from the approved 4/4/17 plan was presented. The amended plan required change from concrete to plastic septic tank, slight change in septic tank & sewer line location and the well is not installed or staked. The Board had never heard of a plastic tank. Mr. Harris thought it should do everything a concrete one does but might be more expensive. Mark Vander-Heyden is the designer.

**A motion was made by Frank Lombardi to approve the septic design as presented with the changes of concrete to plastic and slight location change, seconded by Alan Theodhor. All in favor, motion carries.**

**Driveway Permit(s): Shannon, Harold – 30 Kimball Hill Road, Tax Map 230 Lot 007:** (cont'd from June 12, 2018 meeting) A note from the Public Works Director states that the owner has been given permission to extend driveway culvert to 40' with the intent of moving in modular home. Once moved in the driveway needs to be returned to 20' wide. The Board wondered about duration of extending permit. Frank Lombardi asked about the impact to neighbor and flow. The Board talked about allowing the applicant to widen the driveway 40' for a time period of 60 days and then after that time they had 30 days to return it to the 20' width. The flow shouldn't change per Mr. Harris. Chairman Burns stated that Kimball Hill is a scenic road so needs to return to the 20'. Peter stated that the Driveway Permit is good for one year.

**A motion was made by Peter Corey to approve the Driveway Permit with the following conditions: Owner may extend driveway culvert to 40' with the intent of moving in modular home, once moved in the driveway needs to be returned to 20' wide; Driveway may be widened 60 days prior to modular home coming in then must be returned to the 20' width within 30 days after; permit is good for one year from date of approval. A note will be given that no Development Permit has been filed for the house structure, seconded by Alan Theodhor. Frank Lombardi noted that this is a low impact project as extended driveway project is for 3 months. All in favor, motion carries. APPROVED**

**Development Permit(s): Belanger, Mark – 132 Elm Street, Tax Map 219 Lot 020:** To remove existing porch and replacing with enclosed porch with a bathroom which will measure 37'x16'. On Town Water/Sewer, meets all setback requirements. **A motion was made by Frank Lombardi to approve the application as submitted, seconded by Peter Corey. All in favor, motion carries. APPROVED**

**Cargill, Robert & Daphne – Jefferson Road, Tax Map 215 Lot 016.1:** To construct a 26'x28' cape 3 bedroom 1 and ½ bath and a 14'x 20' kitchen wing. Septic design has been approved along with a subdivision approval. The Single Family Home and Absolute Criteria Sheet was filled out. No concerns.

Planning Board Meeting Minutes

July 10, 2018

6:30 PM

Page 3 of 4

**A motion was made by Frank Lombardi to approve the application as submitted, seconded by Tim O'Neil. All in favor, motion carries. APPROVED**

**Brodeur, Lisa – 27 Dylan Court, Tax Map 233 Lot 014:** (cont'd from June 5, 2018 meeting to convert an existing shed into a home) The Board needed more information on waste disposal on where it was being taken or is an outhouse being used. Ms. Brodeur wrote a letter dated 7/3/18 stating that she has an outhouse and a compost toilet. Any waste water which is very minimal is carried off the property and disposed of properly. The Single Family Home and Absolute Criteria Sheet was filled out. The Board agreed if water was installed then a septic is needed. Secretary McGee stated that Dylan Court is a private road therefore a Private Road Agreement was needed. **A motion was made by Peter Corey to approve the application as submitted with the following conditions: If water was installed then a septic was needed; Private Road Agreement was to be signed, seconded by Alan Theodhor. All in favor, motion carries. APPROVED**

**Correspondence:**

-Steve LaFrance from Horizons Engineering was present to update the Board on the purchase of some land from the John B. Dodge Family, LLC. Mr. LaFrance was in April 10, 2018 regarding the Town doing a Boundary Line Adjustment with the John B. Dodge Family, LLC. Right now there is a verbal agreement, the Town is working on a 60 day deadline of no later than August 15, 2018 of a purchase. The Board agreed that they would do the Public Hearing for August 7, 2018 or whenever needed. The purpose of acquiring the land is to meet NHDES well radii, everything is the same but land acquired will be smaller than first thought. The application is done but needs to be signed by the Dodge's.

-Robert Stiles: Secretary McGee wanted to know what should be done regarding the deck that was put on the Old Mill building without approval from the Town and the State of NHDES. Frank Lombardi asked about the Bakery, he was advised that the Bakery had already gotten approval. Peter Corey felt it should be torn down. The Board decided that a letter needed to be written giving Mr. Stiles 30 days to get approval from the State or it needs to be removed. If after 30 days enforcement will be taken by the Board of Selectmen.

-Ross, Duncan & Erin – 708 West Side Road, Tax Map 243 Lot 024: Copy of Shoreland Impact Application (see Property File)

-Question from E-mail: Planning Board does not give interpretation of covenants place on properties. As of now the Town has no restrictions on RV's, the lot in question has had an RV there before.

Planning Board Meeting Minutes

July 10, 2018

6:30 PM

Page 4 of 4

-Letter from NH Division of Historical Resources: Project Title- Wastewater Treatment Facility Upgrade – Parker Road – Tax Map 228 Lot 015 (see Property File).

-Reminder of Whitefield Master Plan meeting on Tuesday, July 17, 2018 @ 6:30 PM.

-The Board would like Chief Ross to review a few septic systems that have failed, as they could be a potential health hazard. Secretary McGee will contact him.

-Secretary McGee reminded the Board that Aaron Cox had a time frame of July 31, 2018 to move his tiny home off of a lot on Kimball Hill Road. Secretary McGee will check on the status.

-The Board asked Secretary McGee to contact the owners on Jefferson Road regarding a greenhouse that they are putting up. No permit has been filed, what is the intent?

-Selectman Corey stated that the Board needed to change the way they handle setback requirements and start using the variance process.

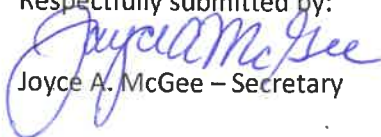
-Secretary McGee distributed copies of ordinances from Town's within NH on how they handle recreational vehicles. The Board members need to review handouts and start working on coming up with regulations that can be ready for Town Meeting next March.

-Secretary McGee also handed out NHDOT Policies and Procedures rev. 6/18.

No other business to come forth.

**A motion was made by Alan Theodhor to adjourn the meeting at 8:21 PM, seconded by Frank Lombardi. All in favor, motion carries.**

Respectfully submitted by:

  
Joyce A. McGee – Secretary

  
Scott C. Burns – Chairman