

## Planning Board Minutes

April 11, 2019



Attendance:  
Mackenzie Brisson  
Joe Bailey  
Roland Simone  
Roger Mains  
John Mammone

Public Attendance:  
Paul Taylor

Meeting called to order: 6:30 pm  
Pledge of Allegiance

### OLD BUSINESS

Approval of Meeting minutes March 14, 2019 Roger motion to approve minutes Roland 2<sup>nd</sup> all in favor.  
Approval of public meeting minutes March 28, 2019 Middleton Building Supply Public hearing  
Joe bailey motion to approve, Roger 2<sup>nd</sup> all in favor.

**Mackenzie:** Letter to Middleton Building Supply on the board's conditional decision was mailed out. Conditional letter was brought back in with Jack from MBS stating that one of the conditions needed to be changed and addressed by the board. Planning board member who recommended condition is not present at tonight's meeting so he is unable to explain the condition. Presented to the board open for discussion to try and clarify the condition. (Condition in question is B. A. That the Board receives a letter of compliance upon the receipt of the letter of deficiency.)

**Joe Bailey:** This is how it was presented at the meeting. The letter of deficiency is ongoing throughout the project Joe wants to leave as is.

**Roger:** If there was a problem it should have been brought up at the meeting.

**Roland:** Agrees

**Mackenzie:** There was full disclosure at the meeting. Marcy had called and left a message regarding the draft for wording issues. Janelle was unable to reach Marcy to clarify. I also reached out by email being unable to reach. (Please print out the email and put into folder.)

**Roger:** Doesn't understand, all was approved at the meeting.

**Mackenzie:** It was a specific condition. Advised it is staying the same. If there are any concerns they are welcome to come to the May meeting. Reviewed DES letter/Permit letter.

### New Business

**Mackenzie:** Gagnon application for Flea Market. Application not available at the moment.

**Joe Bailey:** motion to take 5 minute break to locate the Gagnon Application. 6:46 pm

**Roger:** 2<sup>nd</sup>

**Joe Bailey:** Motion out of recess 6:48

**Roland:** 2<sup>nd</sup>

**Mackenzie:** unable to locate application

**Joe:** call a meeting when application is available

**Mackenzie:** Potential lot line adjustment Access Road for Paul Taylor

**Paul Taylor:** Looking to build cluster housing. Has an engineer roughly look over the area and by merging two lots makes for more land to work with. This will allow a lot more greener space within the development and was looking for thoughts from the board.

**Joe:** How many acres? Nothing says you can't do it.

**Paul Taylor:** 6.8/5.1 map 22 lot 5 and 5.1

**Roger:** no reason why not. Tonight is a simple lot line adjustment. When ready to move forward with the project we can refer to the book.

**Paul Taylor:** when survey is done, gives certified plot plan

**Mackenzie:** Start with filling out an application

**Roger:** Development relations book page 26: reviewed what the surveyor would do.

**Mackenzie:** visit the planning board website there is a lot of information on there.

**Paul Taylor:** for cluster housing site, setbacks for wells, looks like 4 duplexes will fit.

**Roger:** Check regulations, may be able to fit more than 4 with green space/shrubs/gazebo.

**Paul Taylor:** space for wells/septic

**John:** well and septic designs determine the number of houses

**Paul Taylor:** each house to have one well

**Roger:** Pennechuck feeds multiple houses off a well will need to know the flow

**Paul Taylor:** better idea

**Joe:** up to your design

**Paul Taylor:** not very familiar with cluster housing, just developments

**Joe:** get the site plans done, reference website, and bring back

**Paul Taylor:** There is lots of money first want to know if the board is negative against it if it meets criteria, would we argue it.

**Roger:** we are not here to hurt you, we want to work with you, we want to approve.

**Mackenzie:** we are here to help and to be sure ordinances and regulations are followed. Zoning board may have to approve certain things. We want to come along side of you and help and get it done right.

**Paul Taylor:** would cluster housing be more with restrictions than a subdivision

**Roger:** we could ask for things

**John:** add as many as you can.

**Mackenzie:** reviewed definition of cluster housing to the group.

**Joe:** cluster housing seems to be a better course.

**John:** ideal location

**Joe:** subdivision would have to be 5 acre lots cluster housing does not.

**Roger:** leaves open space for animals, great for habitat

**John:** wooded area and is wet

**Paul Taylor:** wouldn't be touched only open lawn

**Joe:** drawings, surveys, get them and come back when agreed upon then DES and ALT permits as needed, If and when accepted we will be notified by DES

**Mackenzie:** State likes to know you're not crossing wetlands, State is great with working with you. They will have you most likely look for endangered species, water flow, and to be sure all t's are crossed and l's are dotted. This is a new project for us and we would like to take our time so it runs smoothly and the right way.

**Paul Taylor:** so willing to work with us, the land should be put to use.

**Roger:** lot line adjustment to start

**Paul Taylor:** will get it started

**Mackenzie:** the application can be accessed online

**Paul Taylor:** will you handle the deed filing

**Mackenzie:** follow instructions online and if ready can be put on next months agenda

**Joe:** have your engineer come to a meeting

**Paul Taylor:** Thank you for the time and excused himself.

**Mackenzie:** Asked everyone to look up cluster housing information to be prepared

Any updates from John Code Enforcer?

**John:** new list for fees for building permits

List of all businesses in town will be submitted so it can be decided on what to do, whether to issue permits or not or some kind of proposal for any business owner who comes in, registers and fill out a form, we need a form.

**Mackenzie:** this is new to me, should be up to selectmen board.

**Joe:** have the planning board/code enforcer write it up and bring it to the selectmen

**John:** my book is different than the other board members books. Need to all have the same book.

**Mackenzie:** what hasn't been updated online?

**Joe:** updated versions can be scanned in online; Laura is able to do this.

**Mackenzie:** should have a separate copy upstairs of the updated one.

**Roger:** John Mullen did all this. Development regulation pages do not match to where you are referred to in the book pages are missing, need to go through the book and update.

**Mackenzie:** review zoning regulations, cluster developments. Catch up on regulations and anything else pertinent to cluster housing. Think about what we want with the cluster housing and beyond, such as a wish list.

**John:** excused himself from meeting due to personal reasons.

**Mackenzie:** Need to discuss training session dates. Need consensus of what month.

**Roger:** Next month

**Joe:** Make decision and let him know. He is flexible.

**Mackenzie:** Preference is Thursday nights. Does everyone agree to a Thursday night in May?

All Agreed.

Upstairs needs to be cleaned and organized. Thinks things should be put in buckets and labeled to be easy to find if needed.

**Joe:** site plans and maps could be rolled up and put into trash cans, labeled to store by year or name, old books do not need copies they are obsolete and online now.

**Group Consensus on organizing and cleaning upstairs:**

Need a system that is recognized by all of us, Will need containers first and see how much is in the budget to purchase. Can always approach the selectmen to ask if they can help with purchasing. There is a lot that has not been filed, some don't know the system so will need to work on it. Should be separated by active projects and inactive projects. Get containers and start on site plans get them in order. Asking help from each member with this task. Suggest site plans be organized by site title project alphabetically by name.

**Mackenzie:** Discussion on alternate members. There are 5 voting members on the board.

**Roger:** The alternate member on the board is Roland.

**Mackenzie:** Need 5 voting members and a Selectman, also a voting member from the village district.

**Roger:** Do not need a village district member.

**Mackenzie:** Need to do Oath paperwork and terms need to be staggered, 3 year terms. Oath paperwork was handed out.

Duty designation: Who will write minutes if the secretary cannot be here?

**Joe:** can always audio record as well and post to the website

**Mackenzie:** would prefer a few more meeting under her belt before going live.

**Public Comments:** None

**Board comments:**

**Roger:** Therriault information was given to members

**Mackenzie:** Therriault application expired 3/16/2018 and a letter will be sent regarding extensions, and with minutes and needing new site plan review to cover our bases

**Joe:** Ms. Parker and Jim Knapp went to a right to know seminar due to information learned Joe requested his email be changed to his Board of Selectmen email. Janelle made the change.

**Mackenzie:** Laura is included in the emails within the board in case there are any changes needed or information that she needs to share with us. Right to know should be covered in training.

**Joe:** any discussion prior to the meeting opening is a NO.

**Mackenzie:** Criteria are available if needed for a non-public. Any other comments?

**Joe:** Motion to adjourn meeting at 7:48 pm **Roger:** 2nd All in favor

Meeting Adjourned.