

MINUTES  
PLANNING BOARD  
April 21 2021  
Via Zoom

Present: John Schaumlöffel (Chair), Shawn Talbot (Ex-Officio), Deirdre Daley, Nate Sikkila, Lou Alvarez, Josh Muhonen, Tim Somero, Lou Guarino, Craig Smeeth, Liz Freeman and Jennifer Minckler.

John read the "Right to Know Law Meeting Checklist" and took roll call attendance. John asked all members of the public to identify themselves.

**Minutes from April 7, 2021:** to be reviewed at the next meeting

**Selectmen/Chair/Land Use Report:**

- There is no update on the Cell Tower to report
- Building #2 to be under review again for safety complex or Police station.
- John wants to work on priorities and working groups as part of the last meeting in May
- John wants the Board to consider in person meetings if everyone vaccinated, masked and 6 feet apart. This topic is to be discussed at the meeting on May 19, 2021

**Kennybeck Court Bond:** Chairman of the Board, John recused himself and handed this portion of the meeting over to Deirdre. Several members of the public attended the meeting via Zoom.

Deirdre explained that in the prior meeting (April 7, 2021) we made a motion to determine the amount for infrastructure based on the plan for Kennybeck Court. The Planning Board had sent information back to the Town Engineer for review and update. The Town Engineer advised that there is nothing to update as estimate is correct. The estimate was based on the plans. Deirdre showed the plans on the screen. Deirdre explained that due to caption on map which states Road Typical Gravel-Cross Section (Emergency Access Road) and the other map which states Road Typical Cross Section (Minor Street), it was assumed the road was to be gravel but when the Engineer reviewed, he stated there is to be 2.5 Hot Bituminous Pavement as shown on both maps. Deirdre opened discussion up to Board as how to proceed and if Cravens Way would be gravel or paved.

After much discussion among the Board to include reviewing of plans, it was determined by the Board that the subdivision plans show Cravens Way is 28 ft wide with a guardrail consistent with the minor road cross section and should be paved. Deirdre asked the Board if they want to vote to rescind, to allow the Board to go back to Andy Krook and advise what the plans read and that Andy can amend plans or go with the plans. Shawn made the motion to rescind previous motion of the bond. Nate seconded the motion. There was no further discussion and per roll call vote motion carries 5 approving and 1 abstention.

**7:30 Public Hearing- Continuation of Lehtonen Technical Subdivision/Lot line Adjustment Map 9/31-1, 9/32-3 and 9/8**

Several members of the public attended the meeting via Zoom.

John reminded everyone that at the previous meeting of the Lehtonen Technical Subdivision that the Board did not look at waivers nor did the Board review the application for completeness.

John asked Mr. Jason Bielagus if he is still representing the HOA (Home Owners Association) and if objections the HOA raised have been resolved. Mr. Bielagus confirmed he is still representing the HOA and advised that the objections have been resolved but the agreement needs to be executed and recorded. He asks the Board, if granting the Technical Subdivision that the Board approval is with this condition. John mentioned that Mr. Kuusisto has rescinded his prior objection in writing.

John asked Mr. Rogers if the application has been reviewed by the Town Engineer and Mr. Rogers advised letter was provided March 1, 2021. Mr. Rogers reviewed plat and plan. This proposal will adjust lot line to create frontage on Westbrook Drive. It will reduce frontage on Lot 3. Lot 3 will become smaller to incorporate to lot 8.

Two waivers are being requested which are partial waiver for Wetland delineation. The other waiver is for storm water drainage plan because all land slopes downward away from Westbrook Drive and Paige Hill Road as well as public roads which should not cause any concerns or issues with the Town.

Deirdre shared the Lot Line Adjustment application on the screen. The Board reviewed the application and the checklist. John questioned the intent to subdivide lots further and Mr. Rogers advised that is not the intent and could not be done per current Zoning.

It was asked if a letter from Road Agent was provided and it has not been provided and Mr. Rogers said he would follow-up with Road Agent.

John asked if there is a motion to grant the waiver request for drainage. Motioned by Deidre. Seconded by Shawn Talbot. No further discussion. Roll Call Vote passes 7 to 1. Motion to grant waiver request of wetlands delineation. Deirdre motions, Shawn seconded. John discussed that he is not in favor to granting this waiver because of propensity to subdivide again. Roll call vote for granting waiver carries 5 to 2.

Ed shared March 1, 2021 letter. John advised next step to accept application as complete. Motioned by Shawn Talbot, seconded by John Schaumloffel. Discussion on completeness. Lou Alvarez questioned Lot 8 is actually to be considered a back lot. Liz and John both thought that it was in compliance. No further discussion. Roll Call vote unanimous. Application accepted as complete.

Motion to accept application as compliant by Shawn Talbot, seconded by Nate Sikkila. John asked Ed Rogers to show detailed Plats of lots. He showed topographical subdivision plan. There were no questions on this. John asked for colored map and much discussion was made on each of the three lots regarding easements and 30 year plan, if buildable. It will be noted on sub- plat that the Easement is be extinguished as part of the agreement per Mr. Brown.

John asked the Board if there is a need to be explicit on restrictions of Lot 9-8. Shawn stated no. John opened up questions to members of the public. Mr. Bielagus, Esq. stated part of the agreement was

that it would be restricted to 1 single family residence for 30 years. John questioned the 30 years and Mr. Bielagus did not know why the 30 year timeframe. Mr. Lehtonen mentioned that was time he came up with. He feels at that time most that currently live there now will not then.

John asks that Shawn make amendment to the motion with conditions which are as follows:

- Submission of maps and Mylar's
- Payment of Fees
- State subdivision approval
- Letters submitted by Applicant to the Town from the Road Agent, Comcast, Electricity Supplier and the Fire Department
- Agreement between the Applicant and the Home Owners Association that is finalized containing at least a 30 year restriction on one dwelling on Lot 9-8
- Updated Plan with before and after of Easement and that extension of Westbrook is removed, added by Deirdre.

Mr. Lehtonen stated that his agreement is for the driveway accessing Westbrook Drive to be limited to one dwelling so if in 20 years from now, if he acquired more property and subdivided the southerly part of the property that would not affect dwellings on Westbrook Drive.

John asked if the Board or the audience had any comment. Liz asked to continue this. Mr. Lehtonen was in agreement. Kevin McDonald spoke as the HOA Manager. He has been in contact with the members and verbally discussed changes of negotiation. He says the final draft is acceptable by 2/3 of the association by verbal agreement due to the change of wording of agreement originally provided to HOA. Attorney will be presenting the new agreement to the Town once complete. The HOA primary concern was access onto Westbrook by multiple homes.

Shawn withdrew the motion regarding compliance.

John motioned to continue to a date certain May 5, 2021 at 7:30pm. Roll Call vote motion carried unanimously.

**Other discussions:** Letter of new business at Appleton Business Center for waste cooking oil and grease collection. Town Administrator is looking at what permitted uses of center are. John asked about comments or thoughts on this. Lou Alvarez suggested waiting until Wendy's email request for process be answered. Liz believes it may need a site plan review but she is not sure. John mentioned the letter from the resident Paula and Steve Gnibus but Board decided to discuss at next meeting.

9:45 Lou Alvarez motioned to adjourn meeting. John seconded. Roll call vote unanimous.

Respectfully submitted,  
Jennifer Minckler  
Land Use Administrator

## Town of New Ipswich Right-to-Know Law Meeting Checklist

As Chair of the New Ipswich Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1 646 558 8656** and Meeting ID **848 3125 6557** or by clicking on the following website address:

<https://us02web.zoom.us/j/84831256557?pwd=UXJjdFhPWnhuNW8zdWdOTIRLR0hWZz09>

**Passcode: planning**

- b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of New Ipswich website at [www.townofnewipswich.org](http://www.townofnewipswich.org)

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 603-593-8892 or email at: [jschaumloffel@townofnewipswich.org](mailto:jschaumloffel@townofnewipswich.org).

Please be aware that for the purposes of transcription this meeting is being recorded (both video and audio via Zoom, and audio via a digital voice recorder).

For the benefit of phone only users, and RSA compliance, we will attempt to disable the Chat function in Zoom. Regardless, please do not use the Chat function in Zoom during the meeting.

In Zoom, if one wants to make a statement, they can raise their hand (electronically). The Vice Chair will now demonstrate how to raise their hand.

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the **general** public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll