

MINUTES
PLANNING BOARD
May 5, 2021
Via Zoom

Present: John Schaumloffel (Chair), Shawn Talbot (Ex-Officio), Deirdre Daley, Nate Sikkila, Lou Alvarez, Josh Muhonen, Tim Somero, Lou Guarino, Craig Smeeth, Liz Freeman, Debbie Deaton 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: Minimal changes made to minutes. Motion to approve with pending amendments by Shawn and seconded by Deirdre. Roll Call vote unanimous.

Minutes from April 21, 2021: Minimal changes made to the minutes. Motion to approve with amendments by Deirdre and seconded by Shawn. Roll call vote unanimous.

Selectmen/Chair/Land Use Report:

- Shawn thanked all the Town Clerks for their efforts and expressed his appreciation and recognition.
- IWorq training was held with Land Use, Town Administrator and Building Inspector.
- This Wednesday the Selectmen are hosting a lunch for volunteers, committee members and employees at the Town Office with a rain date of May 19, 2021.
- Shawn asked for the status of the formation of Subcommittees. When reviewing minutes, it was discussed and reviewed and that discussion may be continued on the May 19, 2021 meeting
- Shawn asked for an update from Craig Smeeth and Lou Alvarez who have been working on the Broadband initiative. Craig received information from the State and put together a questionnaire to be available for resident polling on the status of having Broadband internet connectivity of 30 MB. The Poll will also question residents to see if they are willing to approve a Bond of up to one million dollars. The Bond amount would be equally proportioned between the State and the Town. Debbie Deaton asked for the Poll to be posted not only on the Town website but the Life of New Ipswich Facebook page to reach more residents. Craig asked that information about the broadband initiative be posted on the Town Website so residents can be made aware of it.
- The Land Use Clerk had nothing to report
- John noted there were members of the Planning Board needing paper copies of meeting materials and suggested the Land Use Clerk work on a process for ensuring members can pick up/receive relevant information.
- John highlighted subdivision regulations and that the Board can do better at following the Subdivision regulations and application procedure. He proceeded to quote the procedures and suggested having the Applicant submit completed application to include the Engineers report prior to asking for a hearing. John is also concerned that the Checklists continually has pending items and that per instructions all items must be checked as either submitted or checked to be waived. We must hold applicants to the instructions. Liz suggested contacting the Municipal Association to confirm whether you can hold up application when waiting on documentation. John will call the Municipal Association for confirmation.

Kennybeck Court Update- John Schaumloffel recused himself and handed this portion of the meeting over to the Co-Chair Deirdre Daley. Several members of the public attended the meeting via Zoom.

Deirdre mentioned she had spoken with Mr. Krook and gave him an update on the Planning Board decision to rescind the security amount based on determination that Cravens Way is paved on the plans and the Engineer's original estimate would stand. Mr. Krook has noted he intends to amend the plans. The process for requesting an amended subdivision is not documented and it was decided to use the process of a subdivision application with timelines of subdivision application being applied. This is informational.

Kennybeck was paved last Wednesday. Mr. Krook did 2" base coat and indicated he plans a 1" top coat instead of 2.5" total thickness. Mr. Krook is paying for coring at intervals advised by the Road Agent in a letter. An email from the Planning Board was provided to Mr. Krook about expectations- security, basecoat, slope stabilization drainage and inspections should be completed prior to certificates of occupancy. Mr. Krook plans to have application and abutters list to the Town Hall by Monday 5/10 for hearing on May 19, 2021, but the Planning Board is not sure what timelines are best in this case. Deirdre quoted RSA 676.4. Discussion of a timeframe will take place later.

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 mentioned that one of the conditions discussed before considering approving the application was the receipt of an agreement between Mr. Lehtonen and the Homeowners Association which was received at 9:00AM this morning and the Board did not have a chance to look at it. John motioned to continue this Public Hearing for a date certain at 7:30PM on May 19, 2021. This will give the Planning Board time to review the document. Shawn seconded the motion.

Discussion continued among the Planning board, Mr. Lehtonen and Attorney Bielagus. John confirmed with Mr. Bielagus that the HOA does not want the driveway proposed for Map 9 Lot 8 to become a road or shared driveway for multiple properties nor that frontage on Westbrook to become access for further properties built on Map 9 Lot 8. Mr. Bielagus confirmed that HOA is in agreement with the proposed Lot Line adjustment (with the Planning Board approval) but the Westbrook Drive Extension on the prior subdivision plan is being terminated. Mr. Lehtonen stated that the restriction permitting only one single family residence accessing Westbrook Drive has 30 year life span. Mr. Bielagus stated that if in that time a subdivision were to be proposed, the Planning Board at that time would need to approve a new subdivision plan. He states that in future Westbrook Drive could become a public road if it is accepted by the Town. Lot 9-8 would then have frontage on a public road.

Kenny asked that the other conditions be discussed which John advised were:

- State Subdivision approval
- Maps
- Mylars
- Payment of fees
- Letters from Road Agent (submitted to the Planning Board today)
- Letter from Eversource

- Letter from Comcast
- Letter from Fire Department because it is not a Class V road. John confirmed that there needs to be adequate water supply for firefighting since this lot does not have frontage on a Class V road. Shawn to speak with Meredith tomorrow
- Plans need to be revised to reflect before and after easement and that the extension of Westbrook Drive is being removed as part of the Lot Line Adjustment.

Roll Call Vote to continue to a date certain on May 19, 2021 at 7:30PM. Roll Call vote was unanimous.

Other discussions:

John noted there was a letter submitted by residents on Page Hill Road. He states there are a number of issues covered in the letter. Shawn advised that the Selectmen responded to the letter and advised that traffic was out of the Selectmen's control. There is a Gravel Pit off Emerson Hill Road, but it was unclear specifically if that was the origin of the complaint. Liz advised Gravel Pit hours are restricted to 7:00AM until 5:00PM Monday –Friday for trucks and operation of the Gravel Pit. John will send a letter to the concerned citizens.

Old/New Business:

Lou Alvarez would like to be added to Solar Power Committee as an alternate. Nate mentioned moving the start time for meeting to 7:30PM as was done previously in the summer. Deirdre feels meetings are currently going late and is not sure about moving the meeting later until meeting length decreases.

Deirdre returned to the topic of Kennybeck and John Schaumloffel recused himself. Deirdre wanted to know about the process if an applicant wants to amend an approved subdivision plan. The Town Administrator feels that this needs a full review of Town Counsel.

John Schaumloffel requested (as a citizen) to follow the standard timeline to include 10 day notice for abutters due to:

1. Changing access ways
2. Fire water source
3. Developer prematurely paved without inspection which could potentially become responsibility of HOA to maintain

The Board agreed to present information to Town Counsel and proceed consistent with their advice.

Deirdre returned the gavel to Mr. Schaumloffel as the Chair at the completion of the update on Kennybeck Ct/Cravens. The Chair asked if there was additional business to be brought up. Deirdre left the meeting at 8:45 to attend another obligation.

The Town Administrator advised that the road coring is to begin tomorrow at 1:00PM on Kennybeck Court. Peter Goewey and Lou Alvarez plan to attend. John asked if the Planning Board Engineer will be present. The Town Administrator was not sure. Liz stated that the Planning Board Engineer should be involved in inspecting the work.

John Schaumloffel recommended that Selectman Shawn Talbot support choosing acting Chair for the discussion and recused himself as Chair. Shawn asked for nominations and Lou Alvarez volunteered.

Roll Call vote taken and unanimous to vote for Lou Alvarez as acting Chair. Shawn asked Lou Alvarez if he would like to add two alternates as Board Members. Lou Alvarez appointed Liz Freeman and Lou Guarino to fill vacancies for John and Dee.

Lou Guarino advised that normally when coring is completed, there is a recorded log so even if the Town Engineer was not present, the log would provide the information. Lou Alvarez feels the Board does not have any actions to take regarding the paving as Mr. Krook went to the Road Agent directly.

John Schaumloffel speaking as a community member advised that the road will default to the HOA for maintenance and the liability will fall to residents of HOA not the Town.

The Town Administrator advised that Kent was supposed to be there when paving was originally supposed to occur which was last Friday but the road got paved Wednesday of last week. The Town Administrator mentioned the construction of the road may affect the citizens of the town in the future. There was uncertainty if there was a need for the Town Engineer to be present.

John Schaumloffel noted his understanding that no Certificate of Occupancy can be obtained under current conditions and the Town Administrator agreed. The Town Administrator advised that a security must be provided and one has not yet been received. The Town Administrator has instructed the Building Inspector not to issue Certificate of Occupancy until current issues have been resolved.

Lou Alvarez asked for motion to adjourn. Tim Somero motioned to adjourn meeting at 9:18PM and Nate Sikkila 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 890 8974 7636** or by clicking on the following website address:

<https://us02web.zoom.us/j/89089747636?pwd=cTExcjRZbjZldWdaSVgxRkNsbW>

[FXUT09](#)

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

- 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.

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 Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.