

MINUTES
PLANNING BOARD
June 2, 2021
Via Zoom

Present: John Schaumloffel (Chair), Nate Sikkila (Acting Vice Chair), Lou Alvarez, Josh Muhonen, Tim Somero, Lou Guarino, Craig Smeeth, Liz Freeman, and Jennifer Minckler.

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

Selectmen/Chair/Land Use Report:

Selectman Chair Shawn Talbot was not present, no report

Land Use Clerk had nothing to report

Planning Board Chair, John mentioned he was able to sign the maps for the Beckmann-Bouchard Lot Line adjustment. John advised that we have three subdivision applications pending of which two have wetland concerns and need to go to ZBA. John waiting for call with Mr. Ploof to discuss scheduling with Abutter timeframe in mind. John asked the Board if they have scheduling preferences. There were none noted by the Board.

Minutes from May 19 2021: Minimal changes made to the minutes. Roll Call vote 7 to 0. Motion carries. The Minutes are adopted.

Return to In-person Meetings Proposal -Boards have been advised to return to in-person meetings starting on June 16, 2021 based on the Governors Emergency order. In order to have dually organized meeting, there must be a quorum of 4 Board Members in the room. Zoom will still be an option. Much discussion about distance, requirement of wearing masks, room set up. Per comment from John, Deirdre is willing to assist with Zoom at in person meeting. John motioned that the Planning Board require wearing masks, the Planning Board will provide masks if necessary, for all in- person meetings. This will be reevaluated in 60 days. Craig Smeeth seconded motion. Further discussion, John did advise motion does not include distancing. Roll Call vote 4 in favor, 2 opposed. John requested adding to the July 21 meeting Agenda to reevaluate mask wearing.

7:30 Public Hearing- Continuation of Proposed Amendment to Subdivision plan of Kennybeck Court/Cravens Way

Several Member of the Public were in attendance

Motion to appoint Nate Sikkila as Vice Chair for remainder of meeting. Motion to appoint by Tim Somero, seconded by Lou Alvarez. Roll Call vote motion passes 5 to 1. . John recused himself. Nate asked for Liz Freeman to sit in for John. Liz agreed.

Nate stated that the amendment was being proposed by the developer to Amend plans for the Cravens Way portion of the Green Farm subdivision. The Developer was under the assumption that Craven's way was to be gravel and the Planning Board thought it should be paved.

Map of Kennybeck Court was shown on the screen and discussed. Liz stated that the Planning Board and the Town Engineer have determined that Cravens Way as shown on the plan is to be paved. The

applicant is asking for an Amendment to the plans to change them to make Cravens Way gravel. Liz states we cannot deliberate before it is determined the application is complete and we have all the information we need to deliberate. The applicant is asking for waivers of the traditional application requirements and the Board must determine whether it will approve the waivers. Lou Alvarez asked for Sheet 14 Map to be included in the application. Sheet 14 shows Craven Way as a paved road. Lou motioned to grant the requested waivers. Tim Somero seconded. Roll Call Vote 6 to 0. Motion carries.

Kirk Stenerson with Higher Design spoke as Andy Krook's representative. From an engineering standpoint, he believes that Cravens Way is an emergency access road. Liz stated that if the applicant is contending that the Planning Board has made an error of interpretation of the plans that is entirely different process than the Applicant stating the plans say it should be paved but applicant wants an amendment. Kirk confirmed this is an Amendment to the plans. Liz stated the discussion should focus on if the planning Board would allow this to be gravel not a discussion of a perceived discrepancy of the plans.

Nate opened the discussion to the public. John Schaumloffel, as a citizen asked if the Board is voting at this time to accept the application but not to act on its merits. John commented that a letter received from Kent Brown evaluating Cravens Way was received the Tuesday before the meeting and that does not follow the Boards practice of making documents available for several days for public review. The letter from Kent Brown was reviewed by the Board on Zoom during the meeting. As Liz confirmed, Kent addresses in the letter what the plans show and the requests for amendment. Liz asks if the Board is willing to proceed given the fact that letter was not received in a timely manner. Liz makes a motion to grant waiver requests with exception of sheet 14 and 15 which should be included in the application. Seconded by Josh Muhonen. Roll Call vote. Motion carries 5 to 1. Motion to accept application as complete by Josh Muhonen. Seconded by Craig Smeeth. Roll Call vote unanimous. Motion Carries.

There was a discussion of public input on the merits of allowing Cravens Way to be a gravel road. John Schaumloffel questioned if Cravens Way is an emergency access road as he quoted Kent Brown's letter. John states HOA is only responsible for maintenance of emergency access roads. Liz advised that the question for the Board is if the Board agrees this should be a gravel road. The subdivision regulations do not allow for a dead end road to be longer than 1000 feet. When this plan was approved it was 600 feet. This is a safety issue. The issue is not if Cravens Way is an emergency access road but if the Board would approve a gravel road. Scott, Town Administrator questioned if anything was received from Road Agent Peter Goewey. Lou Guarino advised we did and Peter Goewey states it should be paved.

Lou Alvarez motioned to deny Cravens Way as a gravel road. Liz seconded it. Roll Call vote 5 to 1. Motion carries.

John Schaumloffel spoke of a memo from Kent Brown on Kennybeck Court Roadway Inspections. The file name is Kennybeck Court Testing. He quoted Kent by saying "Peter Goewey and I have reviewed the results and are in agreement that they generally meet the requirements in the Subdivision Regulations for road construction. John questioned what generally means? Was the infrastructure related to drainage, catch basins, and all the other storm water runoff flow inspected? John sees no indication that it was inspected. Nate responded as being in construction himself. Nate has gone through the Engineer reports and he thinks Kent was satisfied with core samples. Nate saw the report of 95% compaction. He feels that the road is built well. Liz claims the issue is that the Planning Board needs to rely on the Town Engineer who feels comfortable with the road. She believes the security amount

covers the infrastructure that John mentioned. Nate confirms. The Engineer suggested the Road winter over and the security is there for that reason.

Liz questioned if we need to take action on the security. Nate responded that we have not and need to agree on the amount of the security needed. Liz asked for confirmation of the amount of the security for \$292,123.82. John Shaumlöffel feels the entire Bond should be held until the end when this project is completed. Nate asked if there is a motion to accept \$292,123.82 as a security for the Kennybeck Court Extension and Cravens Way.

Nate questioned the Certificate of Occupancy. Liz referenced the Bond Estimate in which Kent Brown stated that he recommended no Certificate of Occupancy until the base course of pavement, drainage and slope stabilization has been completed. Liz stated we also have not gotten anything from the Fire Chief regarding water for fire suppression. Nate advised that Mr. Krook is willing to put in the fire pond at the end of Cravens Way. Nate believes stand pipe is in just waiting for a filter. Liz advised Fire Department needs to tell us.

Liz motioned to recommend to the Selectman that they limit the number of Certificates of Occupancy to three until we hear from Kent Brown that the slopes are stabilized and that we hear from Fire Department that there is sufficient water for fire suppression. Nate asked if that is her motion. Liz confirmed. Lou Alvarez seconded the motion. Tim questioned if the security and certificates of occupancy are joined together. Liz states there should be no certificates of occupancy until the security in form of letter of credit or bond in the amount of \$292,123.82 been received. Nate asked if Liz wants to limit the amount of certificates of occupancy to three once that security is in place. Liz confirmed by stating that was the first part of the motion until we hear from the Engineer that there is sufficient stabilization and that we hear from the Fire Department. Tim seconded the motion. Roll Call Vote carries unanimously.

Further discussion was related to the denial letter to be sent to Mr. Krook and what needed to be stated with that letter.

Old/New Business: There was none to report or discuss by John or the Planning Board.

John asked if there was a motion for the Board to adjourn. Nate motioned. Josh seconded. Vote Unanimous to adjourn at 10:12PM.

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 818 1803 0303** or by clicking on the following website address:

<https://us02web.zoom.us/j/81818030303>

Passcode: 272836

- 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.

