

Planning Board Meeting Date: April 16th, 2025

Time: 7:00 PM

Location: In-person/Zoom

Attendees In-person: Dee Daley (Chair), Josh Muhonen (Vice Chair), Lou Alvarez (Ex-Officio)
Bruce Ruotsala, Graham Heagy, Aaron Bertram, Robert Fournier

Via Zoom : None

Citizens Dan Barowski

Citizens Via Zoom: None

7:00 PM. Pledge of Allegiance and Roll Call:

- Meeting called to order by Chair Dee Daley. Pledge of Allegiance recited.

Approval of Minutes:

- April 2, 2025 meeting minutes reviewed.
- Motion to approve made by Lou Alvarez, seconded by Bruce Ruotsala.
- Discussion noted that the meeting was largely a work session.
- Vote: All in favor, with one abstention. Motion carried.

Chair/Selectman/Clerk Report:

- **Selectman:**
 - Town is acquiring a brand-new dump truck to replace two trucks lost over the winter—one to rust and another to a critical engine failure.
 - Discussion on lack of wash bay for vehicle maintenance. Proposal floated to explore converting the Green Center space into a wash facility, though drainage is currently inadequate.
 - Building 2 also lacks appropriate drainage. Long-term solution may require excavation and installation of curtain drains and oily water separators.
- **Admin:**
 - Town has successfully contracted with a new certified assessor following a six-month vacancy.
 - Norm Bernaiche was selected from a pool of 28 DRA-certified assessors. He has 30 years of experience and familiarity with Avitar software.
 - Contract is for \$36,000 annually.
 - Initial engagement has been positive; Norm is proactive and committed.
 - Planning and Land Use training will be held virtually on May 10, 2025, 9:00 AM–3:00 PM. Topics include zoning updates and ADU regulations.
- **Chair Report**
 - The town's master plan survey closed with approximately 500 submissions—comparable to the 600 received during the previous cycle.
 - SWRPC shared information about "Uniform Commercial Development" a zoning approach adopted to focus on local business and reduce chain business with uniforms and standard signage, colors branding, etc. Board discussed adding

language to require local or regionally owned businesses within the commercial zone and potentially restricting drive-thrus .

- Group plans to review draft language and consider work on zoning updates based on survey results once they are analyzed in full.

Tuttle Gravel Pit:

- Dee received a formal complaint about unauthorized dumping at the Tuttle gravel pit.
- The Planning Board has previously referred to this issue to the Select Board.
- Recommendation: Property owners were advised to control access to the gravel pit to prevent illegal activity. Lou Alvarez will take this to the Select Board and provide future updates.
- Annual Land Use survey is due to the state by the end of May.
- Steve Satterfield and Dee Daley to coordinate completion.

Brookhaven Inquiry:

- Question from Dave Lage regarding a potential wetland crossing on the Brookhaven subdivision site.
- Clarified that the current plan includes an existing wetland crossing, which is being improved and part of an AoT.
- Crossing has already been approved, and no new ZBA approval is needed.
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Alternate Member Recruitment:

- Board has openings for alternate members.
- Steve Satterfield will prepare and post a call for volunteers on social media and town platforms.

7:20 PM: Public Hearing: Application Process & Fee Schedule Update:

- Second public hearing held for the Planning Board Application Process Timelines and Fee Schedule Update.
- No public comments received.
- Board confirmed they will include the summary version as a supplemental (non-authoritative) overview document.
- Motion to adopt the update made by Josh, seconded by Bruce.
- Vote: Unanimously approved. Official adoption recorded. Signature page to be signed at the next meeting.

7:30PM Subdivision Application S25-1 – Ray Aho (Turnpike Road):

- **Presenter:** Dan Barowski, Fieldstone Land Consultants, on behalf of property owner Ray Aho.

- Proposal to subdivide Tax Map 7 Lot 1-5 (15.5 acres) into two residential lots:
 - Lot 7: 4.1 acres with 768 feet of frontage on Turnpike Road, with access from an existing NHDOT-approved curb cut.
 - Lot 8: 11.4 acres with 218 feet of frontage along Old Ridge Road, which is classified as a Class 6 road.
- Project is in the Rural Zoning District, requiring 2-acre minimum lot sizes and 200 feet of frontage.
- The Chair noted that this is the first application with the new engineer and while the Board had the application and initial CHA review, additional documents were submitted under the 7 day timeline for Board review.
- Site includes steep slopes and lies within the Conservation Overlay District. Applicant submitted a slope and contiguous buildable area exhibit showing at least one acre of non-wetland, non-steep slope per lot.
- Applicant requested a waiver from submitting a separate existing conditions sheet, stating that the topographic plan sufficiently shows required data without excessive clutter.
- Septic system design perc rates were submitted but were not stamped or signed at the time of the meeting. Applicant stated final versions with certifications will be submitted to the town.
- Erosion and sediment control plans were also submitted, shown primarily on the septic design plans (clarification was that the plans are completed, but have not yet been submitted to the planning board).
- Access to Lot 8 via Old Ridge Road will require Select Board approval. Planning Board discussed the road's history and ownership structure, noting it is a public, Class 6 road not maintained by the town (permission is needed from the Select Board to do improvement. Concerns were raised about access rights, drainage, and overall road conditions.
- CHA Consulting completed an initial peer review. Key review points included:
 - Clarification of steep slope impacts and appropriate erosion control measures are needed.
 - Driveway access permits and sight distance compliance for Turnpike Road and Old Ridge Road are needed .
 - Approval for disturbance of slopes over 15%.
 - Clarification on extent of disturbance and consistency with prior approvals in the parent subdivision.
 - Proper labeling and measurement discrepancies on plans (e.g., frontage calculations, slope contours).
- Discussion and clarification that the total site disturbance for Lot 8 is estimated at 40,000 sq. ft., but primary construction is within areas under 15% slope. Prior board approvals limited disturbance over 15% to a half-acre max, which the applicant should note if a consistent approach is proposed.
- Board emphasized the need to receive stamped and signed versions of all plans (topo, septic, erosion control) for further review.
- Applicant was reminded to use the waiver format in the application package to ensure the relevant items are completed (design waivers do have a requirement for engineer review and recommendation prior to Board consideration)

- While Fieldstone was able to address a number of items CHA noted are needed for application completeness, not all could be completed within the 7 day window prior to the hearing. The applicant agreed to continuance.
- Applicant agreed to submit a full final plan set and provide additional documentation, including updated waiver requests and clarification of driveway permitting.
- Planning Board agreed to forward updated plans to CHA for further engineering review.
- Motion made by Josh to continue the public hearing to May 7, 2025 at 7:20 PM. Seconded by Bruce and unanimously approved.

8:15PM. Commercial Zoning Discussion:

- Planning Board reviewed current zoning language across limited commercial, general commercial, and light industrial districts.
- Discussed how the language distinguishes home-based businesses, customer-facing enterprises, and non-residential uses.
- Concerns raised regarding aesthetics, noise, buffers, and traffic impacts from commercial activity.
- Board identified potential opportunities to develop the town-owned landfill for commercial/light industrial uses.
- There was a discussion about how to balance growth with rural character and ensuring zoning language is clear, inclusive, and enforceable.
- Plan to continue zoning review once master plan survey data is fully analyzed.

12. Adjournment:

- Meeting adjourned at 8:45 PM.

Next Meeting:

- Scheduled for Wednesday, May 7, 2025. 7:00PM

Respectfully Submitted,

Steven Satterfield