



**FREMONT PLANNING BOARD**

**June 15, 2011**

**Meeting Minutes**

Approved June 29, 2011

Present: Chairman Roger Barham, Vice-Chair John (Jack) Karcz, Selectman Brett Hunter, Member John (Jack) Downing, Alt. Andy Kohlhofer, Building Inspector/Code Enforcement Officer Marcus Everngam, and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Barham opened the meeting at 7:05 pm.

**MINUTES**

Mr. Downing made the motion to approve the minutes of the May 18, 2011 meeting as written. Motion seconded by Mr. Karcz with unanimous favorable vote.

**RISLOVE'S WAY**

Datchet Development – Map 6 Lot 50

Further to the request for release of the two-year maintenance bond held by the Town for Rislove's Way, and the deficiencies noted as a result of Road Agent Mark Pitkin's inspection, that need to be addressed prior to the release of any escrowed funds. The Board received a June 1, 2011 e-mail from Mr. Pitkin relating that he has re-inspected Rislove's Way and found that all of his concerns have been addressed and he recommended the bond be released.

Mr. Karcz made the motion, based on the recommendation of the Road Agent, that the Planning Board recommend to the Selectmen the release of the total amount of the 2-year Rislove's Way road bond, less any costs and/or fees incurred.

Motion seconded by Mr. Downing with unanimous favorable vote.

**SELECTMEN'S POLICIES**

The Board reviewed the following Selectmen's Policies.

**Through Trucking**

This is an existing Ordinance. The purpose of amending it is to add South Road to the list of roads affected. The Board reviewed the Ordinance and agreed it is fine as is.

**Frost Ban**

This will be a new Selectmen's Ordinance. The purpose is to prevent heavy vehicles from damaging Town roads.

The Board reviewed the Ordinance and agreed to recommend eliminating paragraph (b) of

Section 4 – Exceptions.

Roadside Memorials

This will be a new Selectmen's Policy. The purpose is to implement limitations for roadside memorials to ensure safety of the traveling public, adequate time of display for the memorial, and respect for the views of adjacent property owners and the general public.

Mr. Hunter said the Selectmen have not yet reviewed this proposed Roadside Memorials policy. The Board reviewed the Ordinance and reserved comments until the Selectmen have had a chance to review it.

PRECISION PLACEMENT MACHINES

Map 3 Lot 037-2

326 Main Street Unit 12

Present: Owner Tom Nisbet

Mr. Nisbet met with the Board to discuss;

- The addition of a new building his site at Map 3 Lot 037-2, Unit 12, which has an existing Site Plan approval.
- Occupancy permit requirements.
- Installation of a well to service Units 11 & 12.
- Common area Lighting.
- Access road upgrades.

The status of the Letter of Credit held by Saugusbank for completion of improvements to the Cooperage Forest subdivision was questioned and it was noted that the LOC has been released to the Town, but is tied up because of a pending legal case.

Mr. Nisbet said he wants to work on completing unit 12 on lot 3-37-2 including a 75' x 100' engineered building and wants to know what he needs to get an occupancy permit. There are 3 condo associations and only 3 unit owners of 23 units. Most are either bank or Town owned.

Mr. Nisbet listed the common area issues he does not want to be held responsible for that were left unfinished by the original developer prior to his going out of business including:

- *The completion of Spaulding Road.*  
There was a conversation relative to whether Mr. Nisbet would be responsible for repairs to any portion of Spaulding Road. Mr. Kohlhofer noted that there is a question of whether Mr. Nisbet has any responsibility for the road. The Board agreed to contact Town Counsel for an opinion relative to what Mr. Nisbet's exposure is for the completion of Spaulding Road from Main Street up to the Unit 12 entrance whilst the securing of the bond money is outstanding. Mr. Nisbet said he is going to complete the pumphouse, which should be a shared expense between the condo owners.
- *Outside common area lighting.*  
Mr. Nisbet said he is going to put condo lighting on the new building and install an outside light at the far side of the parking area. Mr. Barham said the Board would have no problem with that as long as the lighting is adequate.
- *Access Roads.*

Mr. Barham noted that at the last meeting Mr. Nisbet related that shared driveways, parking and access roads have not been paved or top-coated and he planned to pave a small section of the access road and 4 parking spots in front of Unit 12. Mr. Nisbet said he is paying to finish graveling and paving of the two access roads. The second access road is beyond the development at this stage.

- *Shared well.*

Mr. Nisbet said the well that was originally planned for lot 3-37-3 has not been installed. He added that he is willing to install a well on Map 3 lot 37-2 that will be located 90' behind the building. This well will service units 11 & 12 at this time, but he will be willing to share it with all of the other units originally planned for 37-3. The unit owners could buy an easement to be able to use the well. Mr. Barham said he would have no problem with Mr. Nisbet's creating the well for 2 units and making it available for others at a later date. The other Members agreed.

Mr. Barham said that if Mr. Nisbet wanted to make changes in the plan, including the well location, he would need to come back for an amendment to the approved Site Plan.

- Pond/common area. Landscaping, gazebo, fire pit and lighting are not complete according to the plans.
- Sprinkler system. Mr. Nisbet said he will complete the system to, and including, Unit 12.

Ms. Merrill asked if the temporary well supplies all the units at the premise. Mr. Nisbet said he thinks it supplies all but two units.

At 8:05 pm Renee and Timothy King left the meeting.

Mr. Karcz said that at some point the Board will need an as-built to show the improvements that have been made. The Members agreed that most of the improvements Mr. Nisbet discussed tonight are not changing anything on the plan at this point, he is just doing the improvements in phases. It was agreed, however, that changing the location of the well will trigger the need for an amendment to the approved Site Plan.

At 8:14 pm Mr. Nisbet thanked the Board and left the meeting. Ms. Merrill and Mr. Bartlett also left at this time.

MAP 1 LOTS 058 & 059                      LOT LINE ADJUSTMENT  
Goldens Realty Trust/Deborah Maslowski and Eleanor Gates Rev. Trust/Donald Gates, Jr.  
35 & 38 Gates Lane

Present: Robert and Deborah Maslowski, Donald Gates, Jr. Charles Zilch, LLS and abutter Carsten Springer.

Mr. Barham opened this Public Meeting at 8:15 p.m. and read the notice of the meeting which was as follows:

*Notice is hereby given that the Fremont Planning Board will hold a Public Meeting at 7:30 pm on Wednesday June 15, 2011 at the Fremont Town Hall, basement Land Use meeting room concerning a minor lot line adjustment between Map 1 Lot 058 located at 35 Gates Lane,*

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*Fremont, New Hampshire owned by Goldens Realty Trust/Deborah Maslowski and Map 1 Lot 059 located at 38 Gates Lane, Fremont, New Hampshire owned by Eleanor Gates Rev. Trust. The proposed Lot Line Adjustment is to convey 30.1 acres (1,309,200 sq. ft.) from Map 1 Lot 059 to Map 1 lot 058.*

*Map 1 Lot 058:*

- *Original area = 1.12 acres (48,762 sq. ft.)*
- *Proposed area = 31.2 acres (1,358,000 sq. ft.)*

*Map 1 Lot 059:*

- *Original area = 72.2 acres (3,143,500 sq. ft.)*
- *Proposed area = 42.1 acres (1,834,300 sq. ft.)*

*You are invited to attend in person or by counsel or agent.*

*A copy of the plan can be viewed at the Fremont Town Hall during regular business hours.*

It was noted that this hearing was noticed on May 19, 2011 at the Fremont Post Office and Fremont Town Hall and in the May 24, 2011 edition of the Union Leader Newspaper. The applicant and all abutters were notified via certified mail on May 24, 2011 and all returns have been received.

The application included 6 sets of the plan, a cover letter of intent, current list of abutters, proper fee amount, list of requested waivers and a copy of the checklist certifying that the plan had been sent to Rockingham Planning Commission upon submission to the Board. Per Article 1 Section 6,A-1 of the Subdivision Regulations the plan is not required to be sent to the Town Engineer upon submission. Also submitted with the application were:

- An April 27, 2011 letter of consent from Deborah Maslowski, Trustee of Golden's Realty Trust; and an April 27, 2011 letter of consent from Donald Gates, Trustee of Eleanor Gates Revocable Trust authorizing SEC & Associates to represent them.
- An April 27, 2011 letter of intent from Charlie Zilch, Project Manager for SEC & Associates representing Golden's Realty Trust and Eleanor Gates Revocable Trust.
- Copies of the deed to each property.

The Board received and reviewed plan #1732 drawn by S.E.C. & Associates, Inc. and dated April 19, 2011. The plan showed the two properties involved in the proposed Lot Line Adjustment (Map 1 Lots 058 & 059), proposed abandoned lot lines and proposed new lot lines. It also showed the wetland boundaries, locations of existing structures, wells and leaching areas. Reference plans are listed. Notes on the plan indicated that the property is located in the Flexible Use Residential Zone; a portion of each lot is located in the Aquifer Protection District and within a Flood Hazard Zone. There is an area of Prime Wetland on a portion of Lot 059 which will remain with that lot.

Mr. Zilch reviewed the plan with the Board. He said the line adjustment is not critical to either party. He surveyed about 1/3 of the property and completed a compilation from other surveys for the balance of the property. Mr. Zilch said he believes the combined result is that the lot lines are accurately shown without the need to survey the entire property.

Mr. Groth 's written report stated:

*The readjusted lots conform to the following zoning requirements:*

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1. *Minimum lot size of 2 acres (Article IV, Section 3)*
2. *Minimum frontage of 200 feet (Article IV, Section 2)*

*This application has been found to be complete, with a series of waivers being requested. The following are observations and recommendation regarding this application:*

1. *Waiver Request Letter #1 – Article III, Sections 3.C & T*
2. *Waiver Request Letter #2 – Article III, Sections 3.CE, G, H, I, L, O, Q & R; 4.A, D, E, F, G, H, I, J, K, L, N, P, Q, S(1), T; 5.A; 6.C.2.*

*This application is a lot line adjustment concerning over 70 acres and proposes no new development. Upon review of the plans and application materials, it is my recommendation that the Planning Board grant the applicable waivers and approve this lot line adjustment.*

Mr. Downing made the motion that the Board consider the application as complete and the Board accept and take jurisdiction over the plan as presented.

Motion seconded by Mr. Karcz with unanimous favorable vote.

Mr. Zilch submitted a request for the following waivers from Article III of the Subdivision Regulations:

- 3.E; requiring that all existing grades and topography of the entire parcel be provided.
- 3.G; requiring that all natural features of the entire parcel be provided.
- 3.H; requiring that all wetlands be delineated by a soils scientist of the entire parcel be provided.
- 3.I; requiring that all man-made features of the entire parcel be provided.
- 3.L; requiring that site specific soil mapping of the entire parcel be provided.
- 3.O; requiring that all natural and historic features of the entire parcel be provided.
- 3.Q & R; requiring burial or cemetery sites be shown.
- 4.A; requiring an estimate of school age children brought to bear due to subdivision.
- 4.D; requiring clear delineation of wetlands and watershed protection districts and associated setbacks.
- 4.E; requiring topographic contours.
- 4.F; requiring that road profile plans of all proposed streets be shown.
- 4-G; requiring traffic control devices.
- 4.H; bridge or culvert designs.
- 4.I; requiring prospective street system layout.
- 4.J; requiring parking, loading, etc.
- 4.K, L & 4.S(1); requiring that stormwater calculations and drainage design be provided.
- 4.N; requiring that all street lighting and cones of illumination be shown.
- 4-P & Q, requiring that all publicly dedicated land be shown.
- 4.T; requiring hours of operation.
- 5.A; requiring proposed and existing fire hydrants be provided.
- 6.C.2; requiring test pit data for the entire parcel to be provided.

Mr. Zilch also submitted a separate request for a waiver from Article III Section 3.C & T of the Subdivision Regulations requiring surveyed property lines of the entire parcel be provided.

Mr. Groth said the property lines have been shown in a proper manner and there is no development of the property. Mr. Zilch said he did locate all existing improvements on the property on the plan.

Mr. Karcz made the motion to approve all waivers as requested.  
Motion seconded by Mr. Downing with unanimous favorable vote.

Comment sheets were received from:  
Health Officer = *no comment*  
Building Official = *no comment*  
Road Agent = *no comment*

After careful consideration by the Board, Mr. Karcz made the motion to approve the Lot Line Adjustment as requested by *Goldens Realty Trust/Deborah Maslowski Trustee, as owner of Map 1 Lot 058 and Eleanor Gates Rev. Trust/Donald Gates, Jr. Trustee as owner of Map 1 Lot 059 Fremont, New Hampshire*; including all approved waivers and pursuant to Plan #1732 drawn by S.E.C. & Associates, Inc. and dated April 19, 2011. This Lot Line Adjustment results in the following reconfiguration of the parcels:

Map 1 Lot 058:

- From 1.12 acres (48,762 sq. ft.) to 31.2 acres (1,358,000 sq. ft.)

Map 1 Lot 059:

- From 72.2 acres (3,143,500 sq. ft.) to 42.1 acres (1,834,300 sq. ft.)

**Conditions of Approval**

1. The Mylar and final plans shall be submitted within 30 days of this approval.

Motion seconded by Mr. Downing with unanimous favorable vote.

Mr. Zilch was advised that:

- The mylar is to be pre-approved by the Rockingham Registry of Deeds prior to submitting it to the Board for signatures.
- 3 sets of the plans and all recording fees are to be submitted at the time the mylar is submitted.

Mr. Downing made the motion to close this Public Meeting at 8:40 pm.  
Motion seconded by Mr. Karcz with unanimous favorable vote.

**GRAVEL OPERATIONS**

Mrs. Bolduc reported that on the morning of May 31, 2011 the Town Engineer Dan Tatem, Mr. Downing and Mr. Karcz conducted the annual site inspections at the Merrill/Fremont Park gravel pit on Beede Hill Road (Map 4 Lot 015) and John Galloway gravel pit on Shirkin Road (Map 5 Lot 035). In the afternoon that same day annual site inspections were done by Mr. Tatem and Mr. Downing at the PJP, Inc./Dan Olson gravel pit on Rt 107 (Map 2 Lot 151.2) and at the Governor's Forest/Martin Ferwerda gravel operation on Rt 107 (Map 3 Lot 002). The owner of each property was notified by first class mail posted on May 17, 2011. The following is the result of those inspections.

**Merrill/Fremont Park (Beede Hill Road, Map 4 Lot 015)**

Owner Gary Merrill was present at the site visit.

Mr. Downing and Mr. Karcz issued a comment sheet that recommended that; 1) the back slope of excavation area #8 be stabilized and; 2) it was found that portions of area #6 have recently been logged and this area also needs to be stabilized. Mr. Merrill agreed to stabilize both areas within 30 days of the visit.

Mr. Tatem's June 13, 2011 report:

*At the request of the Town, Stantec attended the scheduled site walk for the subject excavation operation with two of the Planning Board members, and Gary Merrill, the owner of the property. During our site walk we noted two areas that should have silt fence and be loamed and stabilized with vegetation:*

- 1. The back slope of excavation area #8, approximately 20' from an existing wetland*
- 2. The temporary logging haul road within excavation area #6, on either side of an existing stream channel (please see attached photos)*

*The remainder of the active excavation areas appear to be self contained and should not direct stormwater runoff from the site.*

*After discussing these two issues with Mr. Merrill, he offered to install the silt fencing and loam and seed the two areas within 30 days of the date of the site walk. Mr. Merrill also agreed to provide a letter and photographs documenting the completion of this stabilization work.*

*The active, unstabilized excavated areas appear to be less than the allowed 5 acre maximum, and the overall excavated areas appear to be similar to the approved excavation plan. Additionally, we located the benchmark, as shown on the plan, and it appeared that the excavated areas were above the specified elevation, thus complying with the excavation permit.*

*We have enclosed the photographs that were taken during the site walk.*

The Board discussed the respective comments and recommendations made by Mr. Tatem, Mr. Downing and Mr. Karcz as a result of the site inspections.

Mr. Downing made the motion to approve the Excavation Permit Renewal for George Merrill/Fremont Park Map 4 Lot 15, with an expiration date of July 1, 2012 with the following conditions.

1. Prior to July 1, 2011 payment in the sum of \$540.00 is received by the Town of Fremont for the replacement of escrow withdrawal relative to the Town Engineer annual inspection and associated administrative fees.
2. That within 30 days a silt fencing be installed, and loam and seed be placed in the areas of; 1) The back slope of excavation area #8; and 2) The temporary logging haul road within excavation area #6, on either side of an existing stream channel.
3. That the owner provides a letter and photographs documenting the completion of this stabilization work.

Motion seconded by Mr. Karcz with unanimous favorable vote.

**John Galloway (Shirkin Road, Map 5 Lot 035)**

The owner was not present at the site inspection.

Mr. Downing and Mr. Karcz issued a comment sheet that recommended that; 1) they found

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about ½ - 1 acre of asphalt newly put on top of the ledge and; (2) there is about 2,000 cy of material left to excavate, but the application says the owner intends to do considerably more.

Mr. Tatem's June 13, 2011 report:

*At the request of the Town, Stantec attended the scheduled site walk for the subject excavation operation with two of the Planning Board members. During our site walk we noted the following:*

- 1. The active excavation area appears to be self contained and therefore should not direct stormwater runoff from the site.*
- 2. It appears that the excavated areas are above the specified elevation, as noted by the located bench mark located during the site walk.*
- 3. The elevations and grading of the overall excavated areas appear to be similar to the approved excavation plan.*
- 4. The blasted ledge face appears to be close to the approved limit of excavation, as noted on the approved excavation (please see the first attached photo).*
- 5. A 6" to 12" thick layer of crushed asphalt pavement has been spread over an area approximately 150 feet by 300 (please see the second and third attached photos).*

*We recommend that the owner of the subject excavation operation discuss above noted items 4 and 5. The 2011 excavation permit noted that the owner intended to excavate approximately 10,000 cubic yards of crushed ledge. Considering the existing ledge face appears to be close to or at the limit of the approved plan, information should be provided by the pit owner that explains whether ledge removal has been completed or is to continue and if so, at what locations. Furthermore, the excavated areas are to be stabilized with loam and vegetation, per the approved plan, the owner should explain the intent of the imported crushed asphalt pavement.*

*Additionally, while on-site we observed the permitted composting operation, located within the excavation operation. It appeared that the composting operation was not operating in compliance with the approved site plan. We understand that the composting operation was not to stockpile material on the left side of the entrance road; however we noted several stockpiles in this area (please see the last attached photo). We recommend the operator of the composting operation discuss this issue with the Board.*

The Board discussed the respective comments and recommendations made by Mr. Tatem, Mr. Downing and Mr. Karcz as a result of the site inspections. The Board agreed to request Mr. Galloway to meet with the Board on June 29, 2011 to address the issues brought forward by Mr. Tatem.

**Governor's Forest/Martin Ferwerda gravel operation (Rt 107, Map 3 Lot 002)**

The owner was not present at the site inspection.

Mr. Downing issued a comment sheet that; 1) there is no berm on the right side of the project after the last fill pile and he recommended that one be installed; 2) the gravel way where Tarah/Linda intersect needs a culvert to keep material from washing out and filling below the site; and 3) there are 3 large stock piles of loam need to be stabilized and questioned why they are on the site.



Mr. Tatem's June 13, 2011 report:

*At the request of the Town Stantec attended the scheduled site walk for the subject excavation and crushing operation with one of the Planning Board members. During the site walk we noted the following with recommendation as appropriate:*

- 1. The excavation area at the top of the site appears to be completed and was graded to match the approved plans. Several stockpiles of crushed stone and gravel have yet to be exported from the site.*
- 2. The lower portion of the site consists of large, blasted boulders and piles of crushed ledge which have yet to be processed. The grading at this location has not been completed as of the date of this letter.*
- 3. The unstabilized, excavated area appeared to be lower than the surrounding area, thus containing stormwater runoff on-site, except for one location towards the middle of the site, on the down slope side, adjacent to the last stock pile. It is recommended that silt fence be installed in this location immediately and the existing earthen berm on this end of the operation be extended to the rear of the site approximately fifty feet to contain the potential storm water runoff.*
- 4. It appears that there are several stock piles of loam on the site. Unless the loam is to be immediately spread and stabilized with vegetation, the stock piles should be hydro-seeded and stabilized with vegetation (please see the first photo).*
- 5. The entrance to the operation has erosion issues and should be corrected. We recommend the addition of a temporary driveway culvert and that the side slopes of the driveway fill be loamed and stabilized with vegetation (please see the second and third photos).*
- 6. Silt fence should be installed on the downhill side of the first loam stock pile on the right of the access road.*

*Additionally, the active, unstabilized excavated areas appear to be less than the maximum 5 acres allowed by the Town's regulations and State excavation RSA's and the overall excavated area appears to be similar to the approved excavation plan.*

*Please see the attached photos that were taking during the site walk.*

The Board discussed the respective comments and recommendations made by Mr. Tatem and Mr. Downing as a result of the site inspections.

Mr. Downing made the motion to approve the Excavation Permit Renewal for Governor's Forest Map 3 Lot 002, with an expiration date of July 1, 2012 with the following conditions.

1. Prior to July 1, 2011 payment in the sum of \$540.00 is received by the Town of Fremont for the replacement of escrow withdrawal relative to the Town Engineer annual inspection and associated administrative fees.
2. Silt fence should be installed towards the middle of the site, on the down slope side, adjacent to the last stock pile.
3. That a temporary driveway culvert be added at the entrance of the site and that the side slopes of the driveway fill be loamed and stabilized with vegetation and the stone that has been washed into the swale be removed.
4. Stabilize the existing loam piles.

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5. Submit photos to the Planning Board of all condition improvements.
6. All improvements to be completed within 30 days of this approval.

Previously approved conditions include:

1. Hours of operation are from 7:00 am to 6:00 pm Monday – Friday with no excavation operation on weekends.
2. Noise reduction on Saturday.
3. No blasting on the weekends.
4. One week's written notice to abutters and to the Town prior to blasting.

Motion seconded by Mr. Karcz with unanimous favorable vote.

**PJP, Inc./Dan Olson gravel pit (Rt 107, Map 2 Lot 151.2)**

Present: Owner Dan Olson

Mr. Downing issued a comment sheet that; 1) there appear to e more than 5 acres open and he recommended that a surveyor lay out the area & the owner restore whatever needs to be restored to get back to 5 acres and; 2) that “danger” signs be erected near the ledge face.

Mr. Tatem's June 13, 2011 report:

*At the request of the Town, Stantec attended the scheduled site walk for the subject excavation operation with one of the Planning Board members, and Dan Olson, the owner of the property. During our site walk we noted the following:*

1. *The active excavation area appears to be self contained and therefore should not direct stormwater runoff from the site.*
2. *It appears that the excavated areas were above the specified elevation, as noted by the bench mark that was located on site during the site walk.*
3. *The elevations and grading of the overall excavated areas appear to be similar to the approved excavation plan.*
4. *The active, unstabilized excavated areas appear to be greater than the 5 acre maximum.*

*The Board member discussed item #4 with Mr. Olson and suggested that the Board would likely request that he stabilize a portion of the site so that the operation will be in compliance with the Town and State's 5 acre maximum unstabilized area requirement.*

The Board discussed the respective comments and reports made by Mr. Tatem and Mr. Downing as a result of the site inspections.

Mr. Downing made the motion to approve the Excavation Permit Renewal for PJP, Inc, Map 2 Lot 151.2, with an expiration date of July 1, 2012 with the following conditions.

1. Prior to July 1, 2011 payment in the sum of \$540.00 is received by the Town of Fremont for the replacement of escrow withdrawal relative to the Town Engineer annual inspection and associated administrative fees.
2. That within thirty (30) days a portion of the site be stabilized so that the operation will be in compliance with the Town and State's 5 acre maximum unstabilized area requirement.

Motion seconded by Mr. Hunter with unanimous favorable vote.

#### BOARD MEMBERS/ALTERNATES

There was discussion relative to the need for Members to fill the Board. Mrs. Bolduc stated that, with the passing of HB 44 in August of 2009, the Chairman of a land use board is authorized to designate an alternate to fill a vacancy on the board until the appointing or designating authority fills the vacancy.

After some consideration, Mr. Barham designated Alternate Andrew Kohlhofer to fill the vacancy on the Fremont Board Planning until such time as the Selectmen have appointed someone to serve as a full Board Member to fill that vacancy. Mr. Kohlhofer accepted.

#### RSA UPDATE

Mrs. Bolduc reported that if SB 144 is adopted it will change the vesting periods under RSA 674:39. The 4-year exemption period will increase to 5 years and the 12-month period in which to undertake "active and substantial development or building" will increase to 24 months. This bill has passed both the House and Senate and is awaiting the Governor's signature.

#### INCOMING CORRESPONDENCES

Received: Notice of the June 30, 2011 Annual RPC Planning Board Training Series. Members planning to attend are asked to do so through the Land Use Office.

Mr. Downing made the motion to adjourn at 8:55 pm.

Motion seconded by Mr. Karcz with unanimous favorable vote.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

Next regular meeting: June 29, 2011.

#### ACTION ITEMS

From the March 16, 2011 Meeting.

Groth:

- Work with Mrs. Bolduc on restructuring the regulations and present a draft to the Members at a future meeting.
- Take a look at the new NHDES Alteration of Terrain Program's criteria and report back to the Board.

Bolduc:

- Work with Mr. Groth on restructuring the regulations and present a draft to the Members at a future meeting.
- Work with Mr. Greenwood on the CIP process.

From the June 15, 2011 meeting.

Bolduc:

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- Contact Town Counsel for an opinion relative to what Mr. Nisbet's exposure is for the completion of Spaulding Road from Main Street up to the Unit 12 entrance whilst the securing of the bond money is outstanding.

PROJECTS PENDING/COMPLETED WITH RPC

- Master Plan Audit - Funded with CTAP Phase II funds = **\$3,500**; completion date of August 1, 2010. Completed February 16, 2011.
- CIP Annual Process - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of October 27, 2010.
- Provide one (1) final paper copy and one (1) electronic version of the updated MP. Provide one (1) final copy of all elements of the CIP annual update process- Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of June 15, 2011.

Updated project timeline table below.

CTAP Phase II

Projects CTAP Phase II	Status	2010 1 Aug	2010 22 Sept	2010 27 Oct	2011 16 Feb
Master Plan Audit	Completed	Projected Completion date			Completed

NON-CTAP

Projects Non-CTAP	Status	2009 30 June	2010 30 June	2010 22 Sept	2010 27 Oct
CIP Process Submittal Materials (2010 TBG)	Pending		Contracted Completion Date		
1 final copy of updated MP, CIP elements (2010 TBG)	Pending		Contracted Completion Date		