



FREMONT PLANNING BOARD

August 31, 2011

Meeting Minutes

Approved September 7, 2011

Present: Chairman Roger Barham, Vice-Chair John (Jack) Karcz, Member John (Jack) Downing, Selectman Brett Hunter, 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. Karcz made the motion to approve the minutes of the August 10, 2011 meeting as written. Motion seconded by Mr. Downing with a favorable vote of 3-1. Mr. Hunter abstained as he was not present at that meeting.

CIP

Mr. Barham will contact RPC Assistant Director Glenn Greenwood will discuss resuming the CIP process.

BUDGET

Mrs. Bolduc reported that she presented the P/Z budget recommendation to the Selectmen at their August 18, 2011 meeting. The ZBA Members reviewed it at their August 30, 2011 meeting and made no changes.

BUDGET vs ACTUAL STATEMENT

The Board received and reviewed the Planning/Zoning expenditure statement for January through July, 2011.

RPC = TARGETED BLOCK GRANT (TGB)

Mrs. Bolduc reported that the TBG application for revision of the Vision Chapter of the Master Plan has been submitted to RPC and she is waiting for word of acceptance.

SEACOAST FARMS

(Shirkin Road, Map 5 Lot 035)

The Board reviewed a chronology of events for Seacoast Farms created as the result of research by Mrs. Bolduc at the direction of the Board. This chronology and a separate one compiled by former Building Official Thom Roy were previously distributed via e-mail to the Members. Additional information received and reviewed included:

- The original May 19, 1999 Site Plan Review decision approval.

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- The plan numbered SP-1 drawn by Kelly/Green and dated April 29, 1999 that the approval was pursuant to. This plan was entitled “Site Plan for Galloway Trucking). The second paragraph of Note #1 stated *Proposed use of the eastern portion of parcel for soil production using leaves, yard trimmings, sand and loam, and animal manures. Hours of operation to be 7:00 am to 5:00 pm Monday through Friday and 9:00 am to 3:00 pm Saturday. No Sunday operation is anticipated.*
- The same plan revised September 12, 2002 that was submitted as part of the application submission for an amendment to the original Site Plan Review which was denied by the PB.
- A hand drawn plan entitled “Seacoast Farms Compost Products, Sketch Plan of Land Parcel 5-35, Pad and Site Layout” dated November 1, 2005 with a revision date of April 1, 2006 (not signed by the PB).
- A plan entitled Sketch Plan of Land Parcel 5-35, Composting Pad and General Site Layout” dated 4-1999; revised 9-2002; revised 9-2008. This plan was contained the stamps of W. Robert Kelly, PE and NH Certified Wetland Scientist Timothy Ferwerda dated 9-20-2008 and was not signed by the PB. Notes on this plan were:
 1. Perimeter and topographic information on undisturbed land taken from Plan of Land for John Galloway by James Lavelle Associates, January 1988. Topographic information on composting pad and tree line per July 2002 survey, updated to September 2008 for rock face alterations. Benchmark elevation 100 taken in proximity to current scale location.
 2. Site Fire Pond located per Fremont Fire Chief in 1999.
 3. Seasonal wetland spot elevations per survey on April 14, 2008 by W. Robert Kelly.
 4. Wetlands were delineated in accordance with the “Corps of Engineers Wetland Delineation Manual, Technical Report Y-87-1” and performed by Timothy Ferwerda, CWS in July 2008.
 5. Watershed Protection District boundary shown 100 feet from wetlands boundary per town ordinance.
- 2006 Facilities Operations Guidelines
- Complaint log from July 1999 to July 30, 2010 as compiled by former Building Inspector/Code Enforcement Officer Thom Roy.

Town Engineer Dan Tatem conducted an annual site visit on June 29, 2011 for Galloway gravel pit which is in a different location of the same property as the Seacoast Farms composting operation. Mr. Tatem reported; *“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. We recommend the operator of the composting operation discuss this issue with the Board.”*

Mr. Hunter said that the Board has the Town Engineer telling us the compost operation is not in compliance so we should follow-up on this information. It was established that Mr. Tatem’s opinion was based on his observation of the site and a conversation with the land owner and was not referenced to an approved site plan.

The Board established that the original signed site plan was numbered SP-1 drawn by Kelly/Green and dated April 29, 1999 that the approval was pursuant to. This plan was entitled “Site Plan for Galloway Trucking”.

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Mr. Barham stated that he has access to the equipment that can reproduce plans and he offered to scan the approved site plan (and any other plans submitted and on file) and have RPC import the site plan into GIS and produce a composite plan for the Board to review at the next meeting. He explained that this composite plan will depict the approved site layout in relationship to actual site conditions which will enable the Board to make a determination of whether Mr. Kelly is in compliance with the approved site plan. The Members agreed with Mr. Barham's offer and the issue will be further discussed at the next meeting.

There was a conversation about GIS and other technology that has advanced in the last 10 or 12 years and how it can be a useful tool to determine site plan compliance or issues within a specific site.

MEETING SCHEDULE

Following a discussion relative to meeting dates the Members agreed to delete the last meeting of each month for the rest of the year. The new meeting schedule is:

- September 7 & 21
- October 5 & 19
- November 2 & 16
- December 7 & 21

INCOMING CORRESPONDENCES

Received:

- Invitation from the Raymond Planning Board to a September 22, 2011 multi-town Planning Board forum to discuss issues of mutual concern. Mrs. Bolduc and Mr. Barham are planning to attend. Mr. Karcz said he may also attend.
- Notice of, and registration forms for, the Annual Fall LGC Law Lecture Series to be held in September and October. Mrs. Bolduc said she is planning to attend the Legal Updates session. The Members agreed to contact her with the dates they plan attend so she can submit registrations.

Mr. Karcz made the motion to adjourn at 8:35 pm.
Motion seconded by Mr. Downing with unanimous favorable vote.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

Next regular meeting: September 7, 2011.

ACTION ITEMS

From the August 10, 2011 meeting.

Groth: Speak with RPC Senior Planner Julie LaBranche relative to available funding for an Energy Chapter to the Master Plan.

Bolduc: Apply for the TBG. Complete.

Barham: Discuss resuming the CIP process with RPC Assistant Director Glen Greenwood.

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.

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 August 31, 2011.
- 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 August 31, 2011.

Updated project timeline table below.

RPC

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		