



FREMONT PLANNING BOARD

March 20, 2012

Meeting Minutes

Approved April 3, 2013

Present: Chairman Roger Barham, Vice-Chair John (Jack) Karcz, Member John (Jack) Downing, Alternate Andrew Kohlhofer, Selectman Brett Hunter, Building Official Bob Meade RPC Circuit Riders Glenn Greenwood and Jen Rowden, and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Barham opened the meeting at 7:10 pm.

BOARD MEMBERS/ALTERNATES

At the June 15, 2011 meeting and the March 7, 2012 meeting Mr. Barham designated Alternates Andrew Kohlhofer and Chris Silk, respectively, to fill the vacancies on the Planning Board until such time as the Selectmen have appointed someone to serve as a full Board Member to fill that vacancy. These appointments remain in effect.

MINUTES

Mr. Downing made the motion to approve the minutes of the March 6, 2013 meeting as written.

Motion seconded by Mr. Karcz with unanimous favorable vote.

BUDGET

The Board received and reviewed the P/Z budget report from January 1 – February 29, 2013.

VISION CHAPTER OF THE MASTER PLAN

Mrs. Bolduc reported that review of the Vision Chapter of the Master Plan is on the Conservation Commission's April 1, 2013 agenda.

STRATHAM ACQUISITIONS, LLC,/BANK OF NEW ENGLAND - PUBLIC MEETING

Map 3 Lot 56

LOT LINE ADJUSTMENT

Present: Owner Frank Catapano of Beede Spaulding, LLC, Owners Thomas & Arlene Taudel, Tim Lavelle of Lavelle Associates, Christopher Smith PE with Beals Associates, Joseph Nichols PE with Beals Associates, Scott Gove of Gove Group Realty, Joshua Manning, abutters Alicia Cote, Janette Sequino, Janis Boomhower and Pierre Belperron.

Also present via conference phone was abutter Susan Belperron.

Mr. Barham opened this Public Meeting at 7:30 pm and read the notice of the Public Meeting

Planning Board Meeting Minutes
March 20, 2013

which was as follows:

In accordance with NH RSA 676:4, I (d) and 675:7, notice is hereby given that the Fremont Planning Board will hold a Public Meeting at 7:30 pm on Wednesday March 20, 2013 at the Fremont Town Hall, basement Land Use meeting room concerning a minor lot line adjustment between Map 3 Lot 056 owned by Bank of New England and Map 3 Lot 057 owned by Arlene & Thomas Taudel. The proposed Lot Line Adjustment is to convey 5.34 acres (232,690 sq. ft.) from Map 3 Lot 056 to Map 3 lot 057.

The final area for Map 3 Lot 056 is proposed to be 71.07 acres (3,095,730 sq. ft.)

The final area for Map 3 Lot 057 is proposed to be 19.22 acres (837,290 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 meeting was noticed on March 7, 2013 at the Fremont Post Office, Fremont Town Hall, and on the Fremont web site. The applicant and all abutters were notified via certified mail on March 7, 2013 and all returns have been received except for that of abutters Broyer, Chapin and White. The application package consisted of the application, checklist signed by the applicant, multiple sets of plans, cover letter of intent, current abutters list, and proper check amount.

Comment sheets were received from: (comments in *italics*)

Road Agent: *No comment.*

Health Officer: *No comment.*

Code Enforcement Officer: *No comment.*

Police Chief: *concerns:*

- *Increase in traffic on Beede Road.*
- *More calls for service on an already taxed staff.*
- *Increase school population*

Fire Chief: *I have no issues with this lot line adjustment.*

The Fremont Conservation Commission has not had a chance to review the plan as they have not met since the plans were issued. They meet again on April 1, 2013.

Mr. Greenwood's comments were:

This is the first public hearing for a residential subdivision and boundary line adjustment for land located on the north side of Beede Hill Road and referenced as Tax map 3 Lot 56. The Planning Board needs to go through their process for accepting application and invoking their jurisdiction on the plan. I find the plan complete enough for the invocation of jurisdiction. There are two aspects to this plan...the boundary line adjustment between Taudel and Bank of New England, and the open space subdivision of the remaining 71 acres owned by Bank of New England.

Lot Line Adjustment

The applicant has submitted a plan prepared and stamped by James Lavelle for a lot adjustment of 5.34 acres of land from Bank of New England to Taudel. It is unclear to me if the ending lot size for Taudel is 12 acres or 12 acres plus the newly added 5.34 acres. The before and after lot measurements should be clarified on the plan. Boundary marked certifications need to be provided to the Town because lot boundaries are shown as "to be set".

Planning Board Meeting Minutes
March 20, 2013

Mr. Nichols said that Mr. Catapano of Stratham Acquisitions took ownership of the property on March 15, 2013 under Beede Spaulding, LLC.

Mr. Barham read the March 4, 2013 letter of intent from Surveyor Timothy Lavelle representing the applicants.

There was not a list of waivers submitted.

The Board reviewed plan #007-2010 prepared by James M. Lavelle, LLS and dated February 28, 2013. The plan showed the two properties involved and the proposed new lot lines for each property. Notes on the plan indicate:

- Owners of each lot
- Reference plans
- Purpose of the plan is to show a lot line change between lots 3-56 & 3-57. Parcel "A" is to be transferred from lot 56 to lot 57.
- Property is in the Flexible Use Residential Zone.

Mr. Lavelle said the Town had the area of Map 3 Lot 57 as 12 acres and it surveyed out to be 13.88 acres so the total area of each lot after the line adjustment will be somewhat different than first thought. The plan has been updated to denote the final area in acres and square footage of each lot after the lot line adjustment. Mr. Lavelle showed on the plan where the new lines will be and said they have set the boundaries with an iron rod and stone bounds and will certify this. One bound is not set because it is underwater so there is a 6' iron rod for that point.

Mrs. Boomhower asked if and how this lot line adjustment would affect anyone else. Mr. Lavelle said he thought it would not affect any property other than the two lots involved.

There were no further questions by the Board or anyone present.

Following a review by the Board, Mr. Karcz made the motion to accept and take jurisdiction of the plan as presented. Motion seconded by Mr. Kohlhofer with unanimous favorable vote.

After careful consideration by the Board, Mr. Karcz made the motion to approve the Lot Line Adjustment as requested by the owners, as pursuant to plan #007-2010 prepared by James M. Lavelle, LLS and dated February 28, 2013, to convey 5.34 acres (232,690 sq. ft.), shown on the plan as Parcel "A", from Map 3 Lot 056 to Map 3 lot 057. The final area for Map 3 Lot 056 is 71.07 acres (3,097,410 sq. ft.)The final area for Map 3 Lot 057 is 19.22 acres (837,270 sq. ft.)

Motion seconded by Mr. Downing with unanimous favorable vote.

The applicants agreed to submit the proper recording fees when they submit the Mylar and plans for the Board to sign.

Mr. Hunter made the motion to close this Public Meeting at 7:45 pm.
Motion seconded by Mr. Downing with unanimous favorable vote.

STRATHAM ACQUISITIONS, LLC,/ BANK OF NEW ENGLAND - PUBLIC HEARING
Map 3 Lot 56 SUBDIVISION

Present: Owner Frank Catapano/Beede Spaulding, LLC, (formerly Stratham Acquisitions, LLC.), Tim Lavelle of Lavelle Associates, Christopher Smith PE with Beals Associates, Joseph Nichols PE with Beals Associates, Scott Gove of Gove Group Realty, Joshua Manning, abutters Thomas & Arlene Taudel, Alicia Cote, Janette Sequino, Janis Boomhower and Pierre Belperron.

Also present via conference phone was abutter Susan Belperron.

Mr. Barham opened this Public Hearing at 7:45 pm and read the notice of the Public Hearing which was as follows:

In accordance with NH RSA 676:4, I (d) and 675:7, you are hereby notified that an application for a 14-lot open concept Subdivision for property located at Map 3 Lot 056, between Spaulding Road and Beede Hill Road, Fremont NH will be submitted by Stratham Acquisitions, LLC., applicant; Bank of New England, property owner, to the Fremont Planning Board on March 20, 2013 at 7:30 pm in the basement meeting room of the Fremont Town Hall during a regular meeting of the Board.

Upon a finding by the Board that the application meets the submission requirements of the Fremont Subdivision Regulations, the Board will vote to accept the application as complete, and a Public Hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at this public hearing, the application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

You are invited to attend in person or by counsel or agent. Written comment will be accepted up until the date of the Hearing.

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 March 7, 2013 at the Fremont Post Office, Fremont Town Hall, and on the Fremont web site; and in the March 8, 2013 edition of the Manchester Union Leader Newspaper. The applicant and all abutters were notified via certified mail on March 7, 2013 and all returns have been received except for that of abutters Broyer, Chapin and White. The application package consisted of the application, notice of intent, checklist signed by the applicant, multiple sets of plans, cover letter of intent, current abutters list, proper check amount and list of requested waivers. Also submitted with the application were the wetland delineation report with site specific soils map and the Stormwater Management Report & Sediment/Erosion control Plan and a copy of the stamped test pit logs.

Comment sheets were received from: (comments in *italics*)

Road Agent: *I would like to see the cistern in the circle, not in a front yard. Needs to be off street parking for walking. Trails – emergency road; would like to see what the gate and entrance will look like to trails.*

Health Officer: *No comment.*

Building Official/Code Enforcement Officer: *My original concerns have been addressed*

Planning Board Meeting Minutes
March 20, 2013

(taken care of).

Police Chief: *concerns:*

- *Increase in traffic on Beede Road.*
- *More calls for service on an already taxed staff.*
- *Increase school population*

Fire Chief: *I have reviewed the fire protection plans for this project and have no issues with them. There was a question raised by the Road Agent about moving the cistern into the cul-de-sac. As long as access is maintained it would not be a problem. I do not know if they are able to do this.*

The Fremont Conservation Commission has not had a chance to review the plan as they have not met since they were issued. They meet again on April 1, 2013.

Mr. Barham related that hearings for this project that have already taken place are:

- Design Review hearing on December 5 that was continued to December 19, 2012.
- Site visit conducted by the Planning Board on December 13, 2012.
- Conditional Use Permit public hearing on February 6, 2013; Conditional Use Permit was granted.

At the December 19, 2013 meeting Mr. Hunter stated that he spoke with the other Selectmen and they are on board with the Town taking ownership of the proposed open space portion for this project. It was noted that the Town would take ownership only with the conservation easement provided by the owner.

Also at the December 19, 2012 design review hearing Mr. Nichols said the developers want to put in a 12' wide gravel road, bars & gates and a proposed parking area off Beede Hill Road. He stated that he talked with the Fire Chief and related that if all utilities are underground the emergency road could be opened up easily. Mr. Nichols said the trail is going to be almost a nature conservation trail, it is not going to be a highway road or paved way. Mr. Smith said trail construction would include DOT crushed gravel.

Mr. Nichols reported that Mr. Catapano of Stratham Acquisitions took ownership of the property on March 15, 2013 under the name Beede Spaulding, LLC.

The February 4, 2013 letter of intent submitted by Christian Smith, PE with Beals Associates who are representing Beede Spaulding, LLC stated that the application and documents included therein are for a 14 lot open concept subdivision.

Mr. Barham reported that the Board has received a cost estimate of \$2,750 from Town Engineer Dan Tatem of Stantec for project technical review that includes reviews of plans and drainage study submissions, summary letters, meeting with the applicant and the design engineer, 1 site visit and project administration. The applicant has submitted \$1,000 toward an engineering escrow so the balance to be submitted for the review to continue is \$1,750. Mr. Catapano said he would submit a check to cover the balance tomorrow.

Mr. Greenwood's comments were:

Planning Board Meeting Minutes
March 20, 2013

This is the first public hearing for a residential subdivision and boundary line adjustment for land located on the north side of Beede Hill Road and referenced as Tax map 3 Lot 56. The Planning Board needs to go through their process for accepting application and invoking their jurisdiction on the plan. I find the plan complete enough for the invocation of jurisdiction. There are two aspects to this plan...the boundary line adjustment between Taudel and Bank of New England, and the open space subdivision of the remaining 71 acres owned by Bank of New England

Open Space Subdivision

*The applicant has received the required conditional use permit for this Open Space Subdivision. Upon review of a plan entitled, **“Residential Development Spaulding Road / Beede Hill Road”**, prepared by Beals Associates and dated January 2013, the following are my comments:*

- 1) The plan shows the number of lots agreed to in the conditional use process. No density bonuses are being requested.*
- 2) The Plan shows septic and well locations on each lot. The well radii match the reduced dimension permitted by the Planning Board.*
- 3) Each of the lots have been assessed according to section 3.D of the subdivision Regulations with regard to area, wetlands and natural state, total area and recreation area. This information is in a table on page 6 of 13.*
- 4) The table on page 3 of 13 regarding zoning requirements indicates that rear lot setbacks are 15 feet but in Section 10.10 of the Open Space Preservation Ordinance (OSPO) the rear setback is required to be 30 feet.*
- 5) The plan set should include a note indicating that all utilities are to be underground.*
- 6) The OSPO requires all new roads to be planted with deciduous trees (10.11, e). has this been planned and is there a planting plan for this?*
- 7) State permits for this plan include NHDES subdivision approval and NHDES site specific approval.*
- 8) The Planning Board and applicant need to determine how the open space is to be permanently protected and the instrument for this will need to be reviewed by Town Counsel. The transfer of the conservation easement s should be done before approval is granted.*
- 9) The four thousand foot septic reserve area on lot 9 is awkward in shape but it seems an appropriate system can be installed nonetheless. However on several lots the proposed house locations intrude on the four K area substantially. I find this inappropriate but the Board should discuss it with the applicant.*
- 10) Will the proposed parking area at Beede Hill be detailed on a plan for Planning Board consideration at some point?*

The Board reviewed the subdivision plan set #NH 707 prepared by Beals Associates and dated January 2013, stamped by CSS/CWS James Gove and LLS James Lavelle. Sheets 1 and 2 of 13 of the plan set were for the line adjustment between the subject property and Map 3 Lot 057.

Discussions were relative to the following:

- Cistern: Mr. Nichols showed on the plan where the cistern is proposed to be located in front of lot #5 which he stated is the best location for truck access and allows the circle to be open for traffic.
- New roads “shall” be planted with deciduous trees and spaced every 100’ along the road right’ of way - #6 on Mr. Greenwoods report. It was noted that this is within the

Planning Board Meeting Minutes
March 20, 2013

open space article in the zoning ordinance so the Planning Board would not have jurisdiction. Mr. Catapano said it seems strange to be required to plant trees through a fairly wooded area. Mr. Kohlhofer suggested the required trees could be kept as the area is developed. Mr. Smith said they would figure it out and comply.

- Underground utilities.
- The yield plan and the 75' well radius have already been approved.
- Sheets 1 & 2 of 13 are for the lot line adjustment and will be used as a reference on the final plan for the subdivision.

Sheets 3-13 of the plan set included the following sheets:

- 3 = Subdivision Plan – Shows the 50' perimeter buffer, property divided into fourteen lots, property lines for each lot, size in acres and square footage of each lot, wetland delineations and setback line, building setback line, stone wall, drill holes found and to be set, iron pipe found and rebar to be set. This is the sheet that is proposed to be recorded.
- 4 = Existing conditions – Shows the entire perimeter of the property with wetlands and topography indicated. Updated soils conditions.
- 5 = Open Space Design – Shows for each lot: size in acres and square footage, 75' well radius, septic setback line, abutting property line, existing property line, proposed property line and the 4000k septic reserve area. Notes on this sheet included and were relative to the estimated number of school age children, estimated mileage to the fire/rescue, underground facilities and utilities, parcel is not located in a flood zone, but is in the Aquifer Protection District, and the proposed road is to be a public way.
- 6 = Proposed Layout Design – Shows for each lot; the proposed driveway and buildings, building setback line, well radius, tree line, contours, wetland and soils boundary line. This sheet has a table that denotes the area of wetlands, natural and area used for each lot.
- 7 & 8 = Road Plan & Profile – Shows vertical and horizontal road profile. Notes on this sheet are relative to underground utilities, construction methods and materials, drainage structure and swales will be built and stabilized prior to having run-off directed to them, cross culverts & driveway culverts construction, natural developed area buffers are to remain wooded, existing drainage areas and drainage swales and erosion control detail.
- 9 & 10 = Roadway X- Sections – Shows vertical and horizontal roadway cross sections.
- 11 = Fire Protection – Shows cistern construction details.
- 12 = Construction Details.
- 13 = Erosion & Sedimentation – Shows construction specifications and sequence, winter maintenance, seeding specifications and seeding guide, construction of temporary stone check dam and silt fence.

Road length:

In answer to a question by Mr. Barham Mr. Nichols said the road is 1,761.19' long. The Subdivision Regulations were discussed relative to road length and it was noted that according

Planning Board Meeting Minutes
March 20, 2013

to Article III Section 10.02-R “*dead end or cul-de-sac streets shall not exceed eight hundred (800) feet maximum length, six hundred (600) feet exclusive of the cul-de-sac itself, and shall terminate with a turn-around area as prescribed by the Board but, in any event, with a right-of-way radius of one hundred (100) feet from the center to the outside edge. Under no circumstances shall a dead end street exceed fifteen hundred (1,500) feet in length.*

Mr. Karcz said that was discussed when the applicant first came in to discuss this subdivision. Mr. Meade said the Board requested enlarging some of the lots and this was instrumental in adding to the length of the road. Mr. Greenwood suggested this could be taken care of with a waiver request if the Board is willing. He agreed to contact the Town Engineer to discuss the road length.

Wetlands: It was noted by Mr. Nichols and Mr. Smith that under the proposed Open Space plan no wetlands or wetland buffer would be impacted.

Fire protection: Mr. Nichols said that that in addition to the cistern, a second egress would be the through road to Beede Hill Road whether it was a trail or road.

Following a review by the Board, Mr. Karcz made the motion to accept and take jurisdiction of the plan as presented. Motion seconded by Mr. Hunter with unanimous favorable vote. That starts the 65 day clock which expires on May 25, 2013.

Mr. Barham opened the hearing up to the public at this time.

Road Agent Mark Pitkin said he had two concerns:

1. Cistern: He would like to see the cistern moved to the center of the cul-de-sac or at least have an easement around it if it is to remain in the currently propose location. Mr. Smith said he will extend the easement to accommodate the cistern location and Mr. Pitkin said he is ok with that.
2. Parking on the cul-de-sac for the open space area.

Mr. Belperron voiced concerns about the angle of his driveway when the existing cul-de-sac is removed. Mr. Smith showed on the plan where the driveway curves are proposed to be. The existing cul-de-sac will become a straight road which is advantageous to the developer. Mr. Catapano said he is willing to meet with the abutters to discuss driveway angles for the proposed road where there is currently a cul-de-sac.

Mr. Belperron said the other concern he has is relative to the drainage area on his property. He said he would like to have someone explain what would happen with the drainage after the roadway is changed. Mr. Nichols said the area is low lying to begin with and all the water drains off the driveway into the low area. He said swales are proposed to carry the water down and into the cul-de-sac.

Mrs. Belperron said her neighbor had plans to landscape including removing a berm and he did not have any idea that the roadway would be changed.

Planning Board Meeting Minutes
March 20, 2013

Mr. and Mrs. Belperron both stated that people to do with the development have parked on their property and that someone has driven a spike in the ground. Mr. Nichols assured them that those to do with the development are very careful to park outside of private property. He offered that the spike may be a temporary traverse point used by the surveyor.

With no further comments by the public Mr. Barham closed the hearing to the public. In answer to a question by Mr. Barham the Members agreed that there is no need to conduct another site visit.

Mr. Barham noted that the Town Engineer has not yet submitted his review report. Mr. Nichols asked if the Mr. Tatem could copy him on the Engineer Report submittal so he can get started on making necessary changes and amendments to the plan and it was agreed that Mr. Tatem would be requested to do so.

At 9:00 pm Mr. Karcz made the motion to continue this Public Hearing to 7:30 pm on April 3, 2013 to allow time for the Engineer to submit his review report and for the Conservation Commission to review the plan and offer comment. The motion was seconded by Mr. Downing with unanimous favorable vote.

BLACK ROCKS VILLAGE/LEWIS BUILDERS

Map 3 Lot 015-1

Present: Joshua Manning of Lewis Builders

At 9:00 pm Mr. Manning met with the Board to discuss the location of building #928 at Black Rocks Village which is a four-unit building. He explained that they are looking to turn it 90 degrees and have a common driveway so it is perpendicular to the road. This would be a design change to fit the building with the land, with a portion of the building overlapping the footprint of the original design. Mr. Manning said there would be no change to drainage, it meets all wetland and lot line setbacks and there are no immediate abutters to this building at this time.

Mr. Meade said the Fire Chief has concerns with the common driveway, the short turn-around and the width of the road and access for emergency vehicles. He said that a turn-around will satisfy the Fire Chief. Mr. Meade said he has no problem with the proposal to turn the building.

The 2006 Black Rocks Village amended plan signed by the Board on February 16, 2006 was consulted and it was found that the building locations are on the signed recorded plans. Mrs. Rowell said from a planning prospective there should be an amended site plan.

Mr. Karcz asked if there will be a problem with the remaining buildings or if the problem is unique to this building. Mr. Manning answered that there is an 18 to 20 foot elevation change and there is ledge in the area of this building only and there will not be the same problem with any other building in the project.

Planning Board Meeting Minutes
March 20, 2013

Mr. Karcz said he is alright with changing this one building location as long as the developer is not going to come to the Board with other buildings that need location changes.

Mr. Hunter made the motion to accept the realignment of building #928 as depicted on the plan subject to amending the driveway to add the turnaround to the satisfaction of the Fire Chief.

Motion seconded by Mr. Karcz with unanimous favorable vote.

At 9:25 pm Mr. Manning thanked the Board and left the meeting.

The Board reviewed the as-built plan for Black Rocks Village that Lewis Builders provided. Because their project is a condominium ownership project, they are required by law to record as built plans after every few that are built and submit a copy of the as-built plans to be kept on file with the Town.

GRISTMILL

The Gristmill development was discussed and Mr. Meade said there is nothing new in that development.

BUILDING OFFICIAL/CODE ENFORCEMENT OFFICER

Mr. Meade reported that he has not received a return reply from Phillip & Karen Coombs', owners of 102 Chester Road (Map 1 Lot 025) to his January 29, 2013 letter relative to making an appointment with the Planning Board to discuss the activity at their property. The website shows mostly agriculture items for sale. They have a building permit for the new building. Mr. Downing said that Coombs is collecting sap from trees off site for maple syrup. It was agreed that Mr. Meade would visit the site to see if there is any activity other than agricultural that would trigger Site Plan Review or an amendment to the existing one.

WORK SESSION

Mr. Karcz and Mr. Downing reported that they met with Mrs. Bolduc and reviewed the Development Agreements for the Subdivision Regulations and the Site Plan Review Regulations that Dan Tatem had previously suggested. Mrs. Bolduc will redo them to fit the current regulations and present them to the Board at a subsequent meeting.

MS4 – (SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM) STORMWATER MANAGEMENT PLAN

Mr. Barham reported that Board has not received correspondence from NH DES relative to the application for a waiver to the requirement for the Town to create a stormwater management plan that was submitted for Fremont.

Mr. Barham said he attended the March 7, 2013 public informational meeting on the Draft Small MS4 (Small Municipal Separate Storm Sewer Systems) Permit in Exeter which is hosted by the Seacoast Stormwater Coalition. This meeting included a presentation focusing on the six minimum control measures, discharges to impaired water bodies, and discharges to Great Bay. Mr. Barham said Fremont is a small town with 2 parcels that come under these regulations, but the Town could be exempt so we have applied for a waiver. He said the EPA

Planning Board Meeting Minutes
March 20, 2013

considers swails and ditches to be runoff that has impact.

Mr. Barham said the EPA has not started the review process, but if they decide to not grant a waiver to Fremont then we have time to submit a notice of intent to comply and the EPA will give the Town time to put a plan together that would 1) identify the areas of stormwater impact; 2) mitigate stormwater runoff into natural resource areas like the Exeter River, and 3) a review of that plan.

Mr. Meade said he feels the EPA Stormwater Management Plan issue should be the responsibility of the Road Agent and Town Engineer because they know the roads and the road areas best.

MEMBER

Mrs. Bolduc reported that there has been no return contact to a February 12, 2013 correspondence sent to Mr. Silk relative to his status as an Alternate with the Board as he has not attended a meeting for more than 6 months. It was agreed that he should be contacted again.

LEGISLATIVE BILLS

The following bills are among those introduced for the 2013 Legislative Session. Mrs. Bolduc will follow these bills and report any results to the Board.

- Senate Bill 49: This bill provides for appeals of planning board decisions concerning a subdivision or site plan to the board of adjustment prior to appeal to the superior court.
- Senate Bill 50: relative to expiration of variances and special exceptions.

INCOMING CORRESPONDENCE

- Received notice of the upcoming May 11, 2013 OEP annual spring Planning & Zoning conference. Details and registration will be available on the OEP website on March 21, 2013.

Mr. Meade agreed to share with the Planning Board his monthly report for the number of permits issued.

Mr. Karcz made the motion to adjourn at 9:35 pm.
Motion seconded by Mr. Downing with unanimous favorable vote.

Next regular meeting: April 3, 2013.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

Planning Board Meeting Minutes
 March 20, 2013

ACTION ITEMS

From the February 20 meeting:

- Bolduc: modify the ROP to include the changes agreed upon at tonight's meeting and send it to the Members. Completed.
- Rowden: Update and revise the draft of the Vision Chapter of the Master Plan. Completed.

From the March 6, 2013 meeting:

Bolduc:

- Forward the Vision Chapter to the Conservation Commission Members for their review. Completed.
- Send a thank you letter to the NH Housing Finance Authority for their consideration of the grant application. Completed.

From the March 20, 2013 meeting:

Bolduc:

- Contact Chris Silk relative to his attendance status as an Alternate Member.
- Redo the subdivision and site plan review development agreements.

Meade:

- Visit the Coombs farm on Chester Road to see if there is any activity other than agricultural that would trigger Site Plan Review or an amendment to the existing one

PROJECTS PENDING/COMPLETED WITH RPC

- 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 this date.
- 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 this date.
- Vision Chapter of MP - Funded with the 2012 Targeted Block Grant (TGB); completion date of June 30, 2012. Paid Towns share of **2,500** in November 2011. Pending as of this date.
- Energy Chapter of MP – Funded through the Energy Technical Assistance Program (ETAP) (no Town cost-share). Completion date of April 30, 2012.

Updated project timeline table below.

RPC

Projects Non-CTAP	Status	2009 30 June	2010 30 June	2010 22 Sept	2010 27 Oct	2012	2012 April 30	2012 June 30
CIP Process Submittal Materials (2010 TBG)	Pending		Contracted Completion Date					
1 final copy of updated MP, CIP elements (2010 TBG)	Pending		Contracted Completion Date					
MP Vision Chapter update	Pending						Contract Completion date	

Planning Board Meeting Minutes
March 20, 2013

MP	Pending	Completion
Energy		date
Chapter		
