



FREMONT PLANNING BOARD  
April 2, 2014  
Meeting Minutes

Present: Chairman Roger Barham, Vice-Chairman John (Jack) Karcz, Members Jack Downing and Andy Kohlhofer, Selectman Brett Hunter, Building Official Bob Meade, and Land Use AA/Recording Secretary Meredith Bolduc.  
Also present: Tom O'Brien

Mr. Barham opened the meeting at 7:00 pm.

At the August 7, 2013 meeting Mr. Barham designated Alt. Coombs to fill a vacancy on the Board until the Board of Selectmen fills the vacancy, as allowed by RSA 673:12, III. This designation remains in effect.

#### MINUTES

Mr. Downing made the motion to approve the minutes of the March 19, 2014 meeting as written. Motion seconded by Mr. Karcz with unanimous favorable vote except for Mr. Hunter who abstained as he was not present at that meeting.

#### PJP EXCAVATION

Map 2 Lot 151.2

The Board has received the 2014 excavation renewal application from Darlene Olson for the PJP, Inc. gravel operation on Rt 107.

Mrs. Bolduc reported that when Ms. Olson submitted her permit renewal application last week she asked her to relate to the Board that she is requesting to not have the Town Engineer conduct the annual site visit because there has been no material moved this year.

It was noted that the Planning Board previously decided to have the Town Engineer conduct the annual inspection site visits at all of the gravel pits on the same day.

There was a discussion relative to whether, given the current circumstances, the Board Members are willing to do the annual site visit at the PJP gravel operation this year instead of requiring it done by the Town Engineer. The Members agreed that the request is reasonable.

Mr. Karcz made the motion that Members of the Planning Board will conduct the annual site visit at the PJP excavation site on April 11, 2014 at 4:00 pm. This will be in lieu of the Town Engineer unless something is found that, in the opinion of those Members present, requires an Engineers review.

Planning Board Meeting Minutes - April 2, 2014  
Approved April 16, 2014

Motion seconded by Mr. Downing with unanimous favorable vote.  
Ms. Olson will be notified of the site visit.

#### GALLOWAY EXCAVATION Map 5 Lot 035

The Board has received the 2014 excavation renewal application from John Galloway for his gravel operation on Shirkin Road.

Mrs. Bolduc reported that when Mr. Galloway submitted his permit renewal application last week he asked her to relate to the Board that he is requesting to not have the Town Engineer conduct the annual site visit because there has been no material moved this year.

There was a discussion relative to whether, given the current circumstances, the Board Members are willing to do the annual site visit at the Galloway gravel operation this year instead of requiring it done by the Town Engineer. The Members agreed that the request is reasonable.

Mr. Karcz made the motion that Members of the Planning Board will conduct the annual site visit at the Galloway excavation site on April 11, 2014 at 4:30 pm. This will be in lieu of the Town Engineer unless something is found that, in the opinion of those Members present, requires an Engineers review.

Mr. Galloway will be notified of the site visit.

#### SCRIBNER ESTATES/THUNDER ROAD

Dan Perry  
Map 2 Lot 001

The Board received a copy of a March 20, 2014 replacement Irrevocable Standby Letter of Credit from TD Bank for Thunder Road (Scribner Estates) amended to an extension date of January 2, 2015.

There was some discussion relative to whether the amount of the LOC is adequate since the bond estimate is not recent. The Board asked Mrs. Bolduc to research the original numbers for the Board for discussion at the next meeting.

#### BEEDE SPAULDING, LLC, Map 3 Lot 56

The Board received:

- A copy of a February 21, 2014 invoice #766859 from Stantec in the amount of \$1,738.87 for Spaulding Road construction monitoring and a correspondence from Town Administrator Heidi Carlson to Treasurer Kimberly Dunbar relative to withdrawal of \$1,738.87 from the Beede Spaulding escrow account to cover the invoice.

Planning Board Meeting Minutes - April 2, 2014

Approved April 16, 2014

MARK & LAURIE PITKIN

9 Squire Road, Map 5 Lot 039-1

The Board received a notice and a comment sheet from the ZBA for an April 22, 2014 Public Hearing for Mark & Laurie Pitkin relative to their application for a Special Exception from Article IX Section H of the Fremont Zoning Ordinance to be allowed to dig a 26,000 square foot pond closer than 100' to a wetland. The Board also received a March 18, 2014 correspondence from Mr. Pitkin advising of his intention.

The Board agreed to issue a referral to the Zoning Board of Adjustment as per the requirements of Article IX Section H. The Board also agreed that Mr. Barham submit the comment sheet with the comment that the setback be more than 10' to wetland. Mr. Karcz felt that it should be at least 50'.

DEBORA J. & CALVIN N. HIGHFIELD, JR., NEIL ROWLAND, JANICE WHEELER

Map 5 Lots 063-001 & 067: Public Meeting – Minor Lot Line Adjustment

Boundary agreement Lot 066

Present: Owner Calvin Highfield, Roscoe Blaisdell, LLC, LLS, abutters Bill & Sharon McLellan Thomas O'Brien, Bob Fraser.

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

*In accordance with NH RSA 675:7 and 676:4, you are hereby notified that the Fremont Planning Board will hold a Public Meeting at 7:30 p.m. on Wednesday April 2, 2014 in the Basement Meeting room at the Fremont Town Hall, concerning a minor lot line adjustment between Map 5 Lot 063-001 owned by Debora J. and Calvin N. Highfield, Jr., located at 70 Pond Lane, Fremont New Hampshire; and Map 5 Lot 067 owned by Neil Rowland, located at 68 Pond Lane, Fremont New Hampshire; and a boundary line agreement between said Debora J. & Calvin N. Highfield, Jr., Neil Rowland and Map 5 Lot 066 owned by Janice Wheeler and located at 24 Pond Lane.*

*The proposed Lot Line Adjustment will result in the following:*

*Map 5 Lot 067:*

- *Original area = 1.0366 (45,158 sq. ft.)*
- *Proposed area = 1.0814 (47,109 sq. ft.)*

*Map 5 Lot 063-001:*

- *Original area = 2.6387 (114,942 sq. ft.)*
- *Proposed area = 2.5939 (112,991 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.*

Mr. Blaisdell stated that the boundary line agreement between Janice Wheeler and the Highfields is a private issue that the planning board would have no jurisdiction over.

It was noted that this meeting was noticed on March 13, 2014 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 13, 2014 and all returns have been received except for that of Mr.

Approved April 16, 2014

Rowland. The application package consisted of the application, checklist signed by the applicant, multiple sets of plans, cover letter of intent, list of requested waivers, current abutters list, and proper check amount.

Also submitted was a letter from Neil Rowland authorizing Roscoe Blaisdell and/or Robert Fraser to represent him in this matter. Mr. Highfield was in attendance at this meeting.

Mr. Barham read the March 2014 letter of intent from Surveyor Roscoe T. Blaisdell, LLS representing the applicants.

*My clients, Debora & Calvin Highfield, Jr. owners of Tax Map 5 Lot 063-1 and Neil Rowland, owner of Tax Map 5 Lot 067, would like to do a lot line adjustment on their property on Pond Lane. Highfield's lot will go from 2.6387 acres to 2.5939 acres. Rowland's lot will go from 1.0366 acres to 1.0814 acres. This lot line adjustment will move the lot line off Rowland's existing mobile home.*

Mr. Blaisdell said the lot line adjustment needs to happen to get Rowland's mobile home off the lot line. He said that the second thing they are going to do is a lot line placement agreement (dotted line on the plan). This agreement includes the Wheeler property at Map 5 Lot 066. Mr. Blaisdell said the lot line agreement is separate from the Lot Line Adjustment.

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

Road Agent: *No comment.*

Health Officer: *No comment.*

Code Enforcement Officer: *Map 5 Lot 063-001 shows a "proposed driveway" on the drawing. It was my understanding on this cul-de-sac that lot was to have a shared driveway that now exists with lot 063-002.* Mr. Meade asked if the Board agreed that the driveway change is acceptable and the Board agreed that it is.

Police Chief: *No issues.*

Fire Chief: *No issues.*

Mrs. Rowden submitted the following RPC Circuit Rider report and reiterated the information. *Based on review of the application, I find that the lot line adjustment meets the requirements of Fremont's Zoning Ordinance and Subdivision Regulations. The lot line adjustment does not create any new buildable lots, it qualifies as a minor lot line adjustment under RSA 675:4 and Fremont Subdivision Regulation 6.1. Per RSA 676:4, no public hearing is necessary where a planning board is acting on a "minor lot line adjustment or boundary agreement which do[es] not create [a] buildable lot." My only comment is that Note 6 on the plan should be corrected to state that the lots associated with the lot line adjustment and boundary agreement are in the residential district, not the flexible use residential district. The lots are correctly identified as being partly in the aquifer protection district.*

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. Downing with unanimous favorable vote.

The list of waivers submitted included:

- Art. 3 Sec. 2-E: Copies of plans referenced in subdivision plan need to be given to the Town. Rational: *We feel this is an unnecessary expense.*
- Art. 3 Sec. 3:

- D: Area left in natural state
- G: Structures within 200'
- L: HISS map
- P: Summary of zoning

Rational: *These requirements are useful for a subdivision plan, but not for a lot line adjustment.*

- Art. 3 Sec 4
  - A: number of school children
  - B: distance to fire department
  - C: land left in natural state
- Rational: *These requirements are useful for a subdivision plan, but not for a lot line adjustment.*

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

The Board reviewed plan #1948 prepared by Roscoe T. Blaisdell, LLS and dated January 13, 2014. The plan showed the 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 adjust the lot lines of lots 63-1 and 67 and show a boundary line agreement for lots 63-1, 67, and 66”.
- Property is in the Flexible Use Residential Zone.

Mrs. Rowden reiterated that the last note needs to be corrected to say the property is in the Residential Zone.

Mr. Barham asked if the abutters or public present had any comments or questions. There were none. There were no further questions by the Board.

After careful consideration by the Board, Mr. Hunter made the motion to approve the Lot Line Adjustment as requested by *Debora J. and Calvin N. Highfield, Jr.*, owners of *Map 5 Lot 063-001* and Neil Rowland, owner of *Map 5 Lot 067* and as pursuant to plan #1948 prepared by Roscoe T. Blaisdell, LLS and dated January 13, 2014. The final area for *Map 5 Lot 063-001* is 2.5939 acres (112,991 sq. ft.). The final area for *Map 5 Lot 067* is 1.0814 acres (47,109 sq. ft.).

Conditions of Approval

1. Change note 6 on the plan from Flexible Use Residential to “Residential”
2. The Mylar and final plans shall be submitted within 30 days of this approval.

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 8:15 pm.  
Motion seconded by Mr. Downing with unanimous favorable vote.

Planning Board Meeting Minutes - April 2, 2014

Approved April 16, 2014

#### BUILDING INSPECTOR

Mr. Meade submitted his end-of-month report for March which included 2 renovation permits, 1 garage and 5 trade permits.

Mr. Meade reported:

Whittal, corner of Abbott and Sandown Roads: Received a letter from Ms. Whittal saying they are planning to move the unregistered cars or register them.

Tibbetts Road: There are 4 homes in the flood plain with 6 propane tanks that are not strapped down. He contacted the companies and they are going to fix the problem.

Beede Spaulding: 2 septic designs have been State approved.

KTM: Mr. Barham said he has noticed several small direct backlit florescent signs under the awning and against the commercial building at the KTM site. It was found that the lighting is not a violation.

#### CIP

Mr. Barham said he has discussed the process and procedure for the CIP with Mr. Cordes and he has made some additions on it. Has also said he is hoping to give a presentation within a month to the Board of Selectmen on what should be achieved with the CIP and when. Mr. Barham felt that results of a plan for the CIP should be in place by the next budget period. There is particular attention to repair of Town roads. He would like to get a GIS road layer map that includes dates of creation and current status of the roads.

#### MASTER PLAN

Mrs. Rowden is finishing up the Energy Chapter of the Master Plan of the Master Plan and then she will work on the Growth Control Chapter.

Mrs. Rowden reminded the Board that they have paid for additional technical planning assistance.

#### INCOMING CORRESPONDENCE

There was no incoming correspondence.

Mr. Karcz made the motion to adjourn at 8:50 pm.

Motion seconded by Mr. Downing with unanimous favorable vote.

Next regular meeting: April 16, 2014.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

Approved April 16, 2014

**ACTION ITEMS**

From March 19

Bolduc:

- Draft and record the SPR Notice of Decision for Lourette. Completed.

From April 2

Bolduc:

- Draft and record the SPR Notice of Decision for Highfield/Rowland.
- Post excavation pit site visit notices for PJP and Galloway.
- Research the original road bond for Thunder Road.

**LEGISLATIVE BILLS**

The following bills are among those introduced for the 2014 Legislative Session. Mrs. Bolduc will follow these bills and report any results to the Board.

House Bill 114: This bill would allow Planning Boards to use their discretion in requiring a landowner subdividing their property grant a right of way to their neighbor if the neighbor's property is landlocked.

**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. Completed.
- Energy Chapter of MP – Funded through the Energy Technical Assistance Program (ETAP) (no Town cost-share). Completion date of April 30, 2012. Pending as of this date.
- Growth Control Chapter of MP – Funded through the 2013 Targeted Block Grant (TGB); Completion date of June 30, 2014.

Updated project timeline table below. **RPC**

Projects Non-CTAP	Status	2010 30 June	2012 April 30	2012 June 30	2014 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	Completed			Contract Completion date	
MP Energy Chapter	Pending		Completion date		Contract Completion Date
MP Growth Control Chapter	Pending				Contract Completion Date