

Present: Chairman Brett Hunter, Vice-Chairman John (Jack) Karcz, Members John (Jack) Downing, Andrew Kohlhofer, Roger Barham, Leon Holmes, Tom O'Brien, Building Official Bob Meade, Senior Planner Jenn Rowden, and Land Use AA/Recording Secretary Casey Wolfe.

This meeting was live broadcast on FCTV channel 22.

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

### **I. Minutes**

Mr. Downing made the motion to approve the minutes of March 2<sup>nd</sup>. Mr. Barham seconded that motion with all in favor. After Mr. Meade suggested to make one small change, Mr. Karcz made the motion to approve the minutes of March 16<sup>th</sup>. Mr. Downing seconded that motion with all in favor.

### **II. CONTINUED APPLICATIONS**

#### **Earth Removal Permit Renewal application for Darlene Olsen on Parcel 2.15.002; located at 662 Main St.**

Ms. Rowden explained that Ms. Olsen is looking to renew the reclamation bond on her property, however, this cannot be done until an inspection is done. Mr. Meade added that Ms. Olsen seems to want the town engineer to come out earlier to do the inspection. If the inspections for the four gravel pits are done all at once, the money will come out of the escrow account. If the engineer comes out for only Ms. Olsen, then it may cost more for her.

### **III. NEW APPLICATIONS**

#### **Earth Removal Permit Renewal applications:**

**Martin Ferwerda on Parcel 3-2; located at 96 Main St.**

**John Galloway on Parcel 5-35; located at Shirkin Rd.**

There was some discussion about how often permits are renewed and the process of that. Jenn explained that applications are due April 1<sup>st</sup> – three months before the permits have to be renewed by. Ms. Wolfe will contact Mr. Merrill, since he is currently out of compliance. Mr. Meade thought it made sense to wait until all four earth removal permit renewal applications have been passed in before the town engineer gets scheduled. There was also some discussion about how often inspections happen for gravel pit permit renewals.

### **IV. BUILDING INSPECTOR'S REPORT**

Mr. Meade reported that for the end of March there were three new homes, three quadplexes, one duplex, one garage, a shed, a barn, a pool, five renovations, and twenty-five trade permits, which is certainly more than last year. Last year, there were only three new homes, a pool, a renovation, and twenty-eight trade permits. For April so far, there is another new home and one new garage.

There was some discussion about test pits on John Galloway's property. Additionally, there is discussion about the tailings and windrows on the property and correspondence with Mr. Kelley.

Mr. Hunter asked about Suprenant and Mr. Meade said he would go out.

## **V. OTHER BUSINESS**

Mr. O'Brien will go before the Board of Selectmen to become a full Planning Board member.

Ms. Rowden asked the Board if having separate public meetings and work session meetings still worked well for the Planning Board. The conversation moved on to deadlines for relevant materials before the date of the meeting. Mr. Karcz did not think that applicants or attorneys should be able to submit materials the night before the meeting because the public needs a chance to be able to see everything. Mr. Barham mentioned that there is a two week deadline for additional materials. Ms. Rowden concluded that she would talk to Ms. Wolfe about amending the calendar. She reminded everyone that these deadlines are for the applicant – not necessarily the abutters.

Ms. Wolfe asked the Board if an applicant of a minor site plan application needs to ask for waivers for items that are not applicable to the situation. Mr. Barham responded that waivers are for major applications and that minor site plan applications should not need to ask for any waivers. Ms. Rowen disagreed and said that applicants can ask for waivers from requirements on a minor site plan. It was concluded that the applicant would need to come in for a preliminary meeting anyway, and that the Board will make sure that the applicant "crossed the T's and dotted the I's" then.

## **VI. INCOMING CORRESPONDENCE**

The Planning Board received a copy of a letter for the BOS from the Rockingham Planning Commission concerning membership dues for 2016. There was some discussion about how the Commission charges the Town.

Mr. Karcz made a motion to adjourn the meeting at 7:34 pm. The motion was seconded by Mr. Downing with unanimous favorable vote.

**Next regular meeting:** April 20, 2016

Respectfully Submitted,

Casey Wolfe  
Land Use Administrative Assistant

**Action Items:**

Ms. Rowden and Ms. Wolfe will talk about the Board's calendar.

Mr. Meade will go out and talk to Mr. Suprenant.

Mr. O'Brien needs to see the BOS.

Ms. Wolfe will contact Mr. Merrill to remind him to send in his permit renewal application.