

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**June 8, 2010**

**Present:** Chairman Merrell, Members Deschenes, Doane, Grodin, Kresge, Selectmen's Representative MacIsaac, McCarthy and Moore

**Absent:**

**Staff:** Recording Secretary Lemire, Building Inspector Baron, Jo Anne Carr, Director of Planning and Economic Development,

**MEETING MINUTES APPROVAL**

On a motion by MacIsaac, seconded by Kresge, the May 11, 2010 minutes were approved as amended. (7-0)

On a motion by Doane, seconded by Grodin, the May 25, 2010 minutes were approved as presented. (7-0)

On a motion by MacIsaac, seconded by Grodin, the May 25, 2010 site visit minutes were approved as amended. (7-0)

**PRELIMINARY HEARING**

Randy Bragdon (SVE Inc.), Fox Run Ln.

At the request of the Building Inspector Mr. Bragdon is before the board to discuss the possibility of constructing a driveway to an outbuilding located on the Harrington property at 35 Fox Run Ln. The issue with constructing the driveway is the steep grade. Member McCarthy asked if Fox Run was a private drive. Mr. Bragdon confirmed that it is a private drive off of Gilmore Pond Rd.

Mr. Bragdon explained that a driveway down to the outbuilding already exists but it swings through another piece of property. Mr. Harrington would like to keep the access but he does not want to use the other property to get there. In reviewing the Jaffrey regulations it was learned that the driveway needs to be built in accordance with DOT standards. DOT standards are relaxed and allow steep slopes provided there are no other options. Mr. Bragdon showed that he tried to use the least slope that he could without building six or ten foot retaining walls which would impact more of the property. Much of the area is within 250 feet of Gilmore Pond and therefore under the Shoreland Protection Act. The maximum slope is 15% at the first corner and the turning radius is fine for emergency vehicles. Mr. Bragdon does not feel 15% is an issue for a private drive if the owner can work it. At the present time an emergency vehicle could not get to the outbuilding in the event of a fire.

Member Deschenes asked if the building was utilized by guests during the summer. Mr. Bragdon indicated that it was.

Selectmen's Representative MacIsaac asked what a typical cross section would look like. Mr. Bragdon replied that it would be a 15 foot gravel drive with a swale to pick up any run-off. He pointed out that he is not planning on re-grading the lot and anticipates little change in the run-off. Selectmen's Representative MacIsaac asked if the outbuilding was the only building on the lot. Mr. Bragdon although not positive, believed that to be true.

Mr. Bragdon stated that he feels the town regulations regarding driveways are vague and suggested that the board may want to review them.

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**June 8, 2010**

Member Grodin suggested that Mr. Bragdon meet with the DPW for their opinion prior to moving forward with his plan. The board would also like to be informed of the opinion. Member McCarthy added that the Fire Department would have valuable input as well.

**CALL TO ORDER**

Chairman Merrell called the public hearing to order at 7:30 p.m. The rules of procedure were read aloud. Notice of hearings PB 10-07 and PB 10-08 were posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen.

**APPLICATION ACCEPTANCE**

1. PB 10-07; Jaffrey Professional Realty Co., 123 Main St., Map 238/ Lots 105, Zone: Residence A (with town water)

Site Plan - The applicant proposes to amend a previously approved site plan. (Expansion of a non-conforming use to include a new building)

For the record Member Grodin and Chairman Merrell stated that they are patients of Dr. Acker and Dr. Broome but do not feel it requires them to recuse themselves.

Chairman Merrell asked Jo Anne Carr, Director of Planning and Economic Development to speak to her supplemental comments regarding the application. Ms. Carr pointed out that while reviewing the latest revision of the plan submitted the day prior to this meeting it appears that grading is proposed within the Wetlands Conservation district. Her comments stated "While the building meets the setback (at 76') the necessary grading and excavation work will fall within 50-75 feet to the edge of wetlands which may require a special exception."

After reading the comments Chairman Merrell asked for a vote on whether or not to proceed to public hearing.

Member Kresge wanted to discuss the issue - if it is within the wetland buffer zone would it require a special exception? Building Inspector Baron stated that the foundation is going to be on grade.

Member Doane stated that he did not have an issue if they applied a condition to say that hay bales would be used during construction. Chairman Merrell amended the condition recommending that they would use best management practices during construction. Mr. Nathan Chamberlain stated that it is noted on the plan that they will install temporary erosion control measures in accordance with NHDES requirements however he is willing to embellish the plan with a silt fence, hay bales and a loam and seed note.

On a motion by Doane, seconded by Deschenes the application proposing to amend a previously approved site plan (expansion of a non-conforming use to include a new building) was accepted.  
(7-0)

2. PB 10-08; Jaffrey Professional Realty Co., 123 Main St., Map 238/ Lots 105, Zone: Residence A (with town water)

Condominium Sub-division – The applicant proposes a subdivision for the purpose of condominium conveyance.

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**June 8, 2010**

On a motion by Doane, seconded by Deschenes the application proposing a subdivision for the purpose of condominium conveyance was accepted. (7-0)

**PUBLIC HEARING – NEW**

1. PB 10-07; Jaffrey Professional Realty Co., 123 Main St., Map 238/ Lots 105, Zone: Residence A (with town water)

Site Plan - The applicant proposes to amend a previously approved site plan. (Expansion of a non-conforming use to include a new building)

On a motion by Doane, seconded by Kresge the board determined that the application was not one of regional impact. (7-0).

Presentation: Nathan Chamberlain, Engineer

Appearance:

Dr.'s Acker and Broome are proposing to expand their businesses which will include a new office building. The parcel is approximately 3.5 acres and is located at 123 Main St. A special exception to expand a non-conforming use was granted by the Zoning Board of Adjustment on June 8, 2010. The existing building is approximately 4,660 square feet. The proposed new building will be 3,000 square feet and it will be located on the edge of the parking lot to the left.

The foundation will be buried on the back side and there will be a 3:1 slope. A swale will be constructed to control the storm water. To alleviate the issues of grading within the wetlands buffer there will be a silt fence and some hay bales in the swale. The parking lot will be re-stripped with angled parking and one way traffic flow. Although town regulations call for 20 parking spaces the plan will allow for 43. Employee parking and snow storage are identified on the plan and additional lighting will be limited to one lamp post and possibly lighting on the building. There is presently a landscaped bed that will have to be disturbed during the construction phase. The plantings will be preserved and re-used. As for utilities, it is the preference of the DPW Director Randy Heglin to drop a man hole on the existing service; which is an existing six inch service.

Chairman Merrell mentioned that the driveway for the neighboring ambulance garage is over Dr. Acker and Dr. Broome's property. Will the re-grading impact that driveway? Mr. Chamberlain confirmed that there is a gravel driveway however because of the proposed swale he does not believe there will be any impact.

Member Kresge asked if there would be a separate water line coming into the building. Mr. Chamberlain stated that the DPW did not want them to "T" off of the existing service even though it's a two inch service. They will be metered separately.

**There being no further questions Chairman Merrell closed the public hearing.**

2. PB 10-08; Jaffrey Professional Realty Co., 123 Main St., Map 238/ Lots 105, Zone: Residence A (with town water)

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**June 8, 2010**

Condominium Sub-division – The applicant proposes a subdivision for the purpose of condominium conveyance.

Presentation: Attorney Jeff Crocker

Appearance:

The applicants would like to divide ownership of the buildings with the existing building being owned by Dr. Broome and the new building owned by Dr. Acker. There will be a twelve foot area around the building that will be limited common area. The remainder of the property will be common area with joint responsibility to maintain as a two unit condominium association. The subdivision application is required because this is a division of land.

Member Grodin asked if there are condominium documents to address such issues as snow removal. Attorney Crocker stated that there will be a condominium association. Now that a condominium plan has been done he will be able to prepare the condominium documents consistent with the declaration and by-laws that will govern the rules of the association. A copy of the document can be provided to the board upon completion. Member Grodin suggested attaching that as a condition subsequent if the application is approved.

Attorney Crocker stated that a surveyor's stamp will be added to the plan once the final plan is provided.

**There being no further questions Chairman Merrell closed the public hearing.**

**PUBLIC HEARING – CONTINUED**

None

**DECISIONS**

1. PB 10-07; Jaffrey Professional Realty Co., 123 Main St., Map 238/ Lots 105, Zone: Residence A (with town water)

Site Plan - The applicant proposes to amend a previously approved site plan. (Expansion of a non-conforming use to include a new building)

On a motion by Grodin, seconded by Doane the application proposing to amend a previously approved site plan (expansion of a non-conforming use to include a new building) was approved. (7-0)

2. PB 10-08; Jaffrey Professional Realty Co., 123 Main St., Map 238/ Lots 105, Zone: Residence A (with town water)

Condominium Sub-division – The applicant proposes a subdivision for the purpose of condominium conveyance.

On a motion by Grodin, seconded by Kresge the application proposing a subdivision for the purpose of condominium conveyance was approved. (7-0)

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**June 8, 2010**

Condition:

1. Subsequent – a copy of the condominium documents will be provided to the board.

**OTHER BUSINESS**

- CIP update – Member Deschenes

The first meeting is scheduled for June 16. At this point the committee will be made up of four members; two planning board members and two budget committee members in addition to Director of Planning and Economic Development, JoAnne Carr. They would like to have two additional members from the public. Ms. Carr will add that notation to the upcoming CIP public notice.

- Open Space Committee – Member Kresge

The committee is taking a brief hiatus while they begin to draft the plan. Member Grodin asked if there were other towns with open space committees. Member Kresge acknowledged Dublin, Peterborough, Swanzey, Antrim and Troy is just forming one.

- Chairman Merrell announced that the Van Dyke Supreme Court hearing was going to take place on Thursday, June 10. It can be watched via web cast.
- DOT Specs and driveways - Chairman Merrell

Given the conversation during the Fox Run preliminary with Engineer Randy Bragdon, Chairman Merrell feels the board should give some thought regarding the town's regulations. Mr. Bragdon was a bit confused by the looseness of the regulations and felt it would be beneficial for the board to review and clarify them. Member Grodin suggested appointing a sub-committee to review and possibly re-write the driveway/private road regulations. Members Moore and McCarthy volunteered. Ms. Carr offered to provide the sub-committee some sample standards for driveways and roads.

**ADJOURNMENT**

The meeting adjourned at 8:16 p.m.

Submitted:

Attest:

Erlene Lemire  
Recording Secretary

Edward Merrell  
Chairman, Jaffrey Planning Board