

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**June 13, 2017**

**Present:** Chairman Gordon, Members Despres, Devlin, Merrell and McKenzie

**Absent:** Member Farmer, Alternate Sherman and Selectmen's Representative Weimann

**Staff:** JoAnne Carr, Director of Planning and Economic Development

**MEETING MINUTES APPROVAL**

On a motion by McKenzie, seconded by Devlin the minutes of the May 9, 2017 meeting were approved as amended. (5-0)

Amendment: At the recommendation of Member McKenzie, Member Sherman (Alternates) will be identified in the minutes as an Alternate. The board unanimously agreed.

**PRELIMINARY CONCEPTUAL**

Bruce Coll – Excavation (Cutter property)

Mr. Coll has been excavating and reclaiming a field at the Cutter property on Woodbury Hill Rd. for several years. At the recommendation of the Building Inspector he has come before the board to ask what is needed to bring his operation into compliance and finish the project. An Existing Conditions Plan and photos of the work done were presented to the board.

Mr. Coll showed on the plan the half way mark stating they are almost at that mark; the larger part of the project is already done. There was an approximate thirty-foot shelf of ledge that has been blasted and reclaimed. The intent is to connect the fields. There is no place to use the rock on-site. The procedure has been to blast, remove the rock and reclaim as they move along.

Member McKenzie asked if while making the fields mining is also being done with materials being hauled off-site and sold. Mr. Coll replied yes. Member McKenzie referred Mr. Coll to the excavation regulations stating that what he has presented would serve as the existing conditions. Information still needed is what it will look like when it is done (reclamation plan), how quickly will materials be removed, how much material will be moved and the haul routes, will it be phased / how many years will it take to play it out and stabilize it. Planner Carr asked Mr. Coll if he has had a permit in the past. Mr. Coll answered that he has and asked if he will need to come back to the board with an application and abutter notification. Ms. Carr confirmed that would be the process; it's a matter of updating the plan.

Pam Royce – Grand View

As an abutter to the property Member Gordon recused himself. Member Devlin assumed the chair.

A letter from Paula Geraghty was submitted to the board stating that she authorizes Attorney William J. Phillips and/or Nathan Chamberlain of Fieldstone Land Consultants to represent her regarding her property at 580 Mountain Rd. Ms. Geraghty took ownership of the property at the turn of the new year.

Attorney Phillips stated that they would like to discuss with the board potential amendments to an existing site plan relative to both as built, recent as built and as built between the year 2000 when it was approved and 2010 which is when most of the actions were taken relative to the outside building facility.



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In May of 2000 the Planning Board approved the change of use from residential to a visitor accommodation center and a corresponding site plan. This decision followed a ZBA decision approving a special exception to change the property from residential to an Inn and Spa with restaurant/function hall.

At the time Ms. Geraghty took ownership many functions, primarily weddings, were already planned. The two main buildings, function hall and mansion (inn), had deferred maintenance and needed substantial updating. The function hall was also having some drainage issues causing problems with the building itself. Other buildings on the property were in an even further state of disrepair. They began putting together a plan and contacted town officials. The plan was put into action adhering to what they believed to be the current site plan and the instructions of the town's representatives. At some point the line was crossed and now an updated site plan is in order bringing them to where we are presently.

Building Inspector Deschenes has requested an updated site plan both as to the recent work and future ideas. What they are not proposing is to change the preliminary use of the property which is a function/event center with guest accommodations currently in the mansion. They are not currently operating a restaurant or a full spa although they do offer spa related activities in conjunction with activities hosted. The Inn use is limited to an Inn associated with either the function center or for extended stays in the off season. On occasion, non-stay over meetings are held on-site.

The 2000 site plan referenced three outbuildings. The Thom Thumb cottage - approved for a 2 bedroom guest accommodation; currently used as a residence. They plan to return it to guest accommodations. The manager's residence is used as a residence and will become the residence of the Property Manager, Pam Royce. In the future, they may use part of this residence as guest accommodations. The 2000 site plan also included a shed located below the main function hall. The plan indicates "shed" "proposed future six-bedroom inn" appearing to expand the Inn function. The shed was unstable and they sought paperwork to demolish it and rebuild but due to some site issues and in discussion with Inspector Deschenes they moved it and changed the footprint slightly.

Attorney Phillips feels the main points at this stage are to have approval of as built where the "old barn/new barn" are, drainage that has already been implemented around the function center (above and behind it) taking water away over the grassy areas from the function hall and some of the parking area, grading and fill around the whole area especially the new barn.

Additional to Inspector Deschenes requests the Grand View is seeking to change the use of the replacement barn to off season storage and incidental ceremonial use for one hundred and sixty-five people. This use would not be in addition to another function. They are seeking approval for drainage work in the lower field that travels along Route 124 allowing for continued haying of the field, the protection of the leach field for 520 Mountain Rd. and approval for modified parking areas. The parking areas used over the last fifteen years are not those approved. There were things done under the previous owner, being Grand View, that make it impossible to put parking in the approved areas such as the placement of a septic system and approval for a lighting plan. There used to be a driveway that exited across from Milliken Rd. The 2000 plan says the asphalt would be removed but it never was. Ms. Geraghty is checking with the Fire Chief to see what he prefers for an emergency driveway. The 2000 plan also shows a turn-about which was never constructed. What was installed is an access way.

What is not included at this point is the work done at the back of the property and they are trying to find their way through that.

Nate Chamberlain displayed a preliminary site plan of the property for the board giving a visual to the points raised by Attorney Phillips.



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Member McKenzie expressed an interest in the amount of fill brought in and would like information regarding the extent of that along with stabilization and drainage improvements. Mr. Chamberlain agreed it was a substantial amount of fill. A small area of rip rap was put in and the area has been hydro-seeded and it is now green. The survey crew is scheduled to be in the field and a plan with topography will be prepared.

Member McKenzie asked if the ZBA approved a variance to operate an Inn is that what's being operated? Attorney Phillips replied that to his knowledge there is no definition for an Inn in the Land Use. Right now, it is being used for guest accommodations. To that extent it meets the definition of an Inn. Member McKenzie noted that the 2000 planning board minutes speak of the hours of operation, the Inn, a liquor license and a restaurant open to the public. It's a very different operation being discussed. Mr. Chamberlain feels that what is being proposed is a less intense use. There is no restaurant and the Inn is not a full-time Inn.

Mr. Tim Gordon is an abutter to the property and spoke to the issue of noise associated with their events. The way the venue is set-up the noise funnels towards the Gordon property. He asked if some landscape buffering could be considered or perhaps quiet hours after 10:00 p.m.

**CALL TO ORDER**

Chairman Gordon called the public hearing to order at 7:00 p.m. Notice of the public hearing PB 17-11 was posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen.

**PUBLIC HEARING - ACCEPTANCE**

1. PB 17-11 Pelletier, Wendy (for Bean Family Heirs), 46 Matchpoint Road, Map 237/Lots 11 & 37.1, Zone: Rural (with town water)

Technical Subdivision – The applicant proposes a lot line adjustment.

On a motion by Merrell, seconded by McKenzie the application proposing a lot line adjustment was accepted. (5-0)

The board unanimously approved the waiver requests.

**PUBLIC HEARING – NEW**

1. PB 17-11 Pelletier, Wendy (for Bean Family Heirs), 46 Matchpoint Road, Map 237/Lots 11 & 37.1, Zone: Rural (with town water)

Technical Subdivision – The applicant proposes a lot line adjustment.

Presentation: Wendy Pelletier, Cardinal Surveying and Land Planning

Appearances:

Ms. Pelletier explained that there is a parcel (lot 11) that wraps around the back and left side of lot 37.1. The applicant would like to adjust the side lot line of lot 11 which would increase the acreage of

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lot 37.1 by 0.75 acres. The house on lot 37.1 is currently under contract and it is the buyers request to square off the parcel.

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

**PUBLIC HEARING – CONTINUED**

No Action

**DECISIONS**

1. PB 17-11 Pelletier, Wendy (for Bean Family Heirs), 46 Matchpoint Road, Map 237/Lots 11 & 37.1, Zone: Rural (with town water)

Technical Subdivision – The applicant proposes a lot line adjustment.

On a motion by McKenzie, seconded by Despres the application proposing a lot line adjustment was approved as presented and per testimony given. The plan submitted is on file with this office with a plan date of May 11, 2017 and stamped by Wendy S. Pelletier, LLS. (5-0)

**OTHER BUSINESS**

- Voluntary Merger (grade school) - Map 238 / Lots 49, 48 and 48.1 – signed by the Chairman
- Paul Swingle – Preliminary Conceptual

At the May 2 Zoning Board of Adjustment meeting Mr. Swingle presented an application to the ZBA requesting a variance to permit the creation of a “non-building” lot (via a subdivision) with no street frontage in the rural zoning District. During the public hearing the Zoning Board questioned whether an easement to the parcel was required since there was no frontage. The hearing was continued to allow time for the applicant to research the question.

At the June 6 public hearing the applicant presented a draft easement which, if approved, would be recorded at the Registry. The board was in favor of granting the request but did ask if the Planning Board would require the exact location of the easement to be identified on the subdivision plan. Not knowing the answer the request was granted subject to Planning Board approval regarding the specific location of the easement on the plan.

The question was brought forward to the Planning Board. Would the exact location of the easement need to be identified on the plan, specifically a metes and bounds description? At the request of Member Merrell, Mr. Swingle showed the board, using the plan, the location of the easement.

Chairman Gordon stated that if the easement language accompanies the plan and the plan shows the dotted line there would be no issue. The board agreed.

- Park Theatre – letter from Attorney Silas Little

Chairman Gordon informed the board that he was in receipt of a letter from Attorney Little. The letter stated that the Condition Precedent stated in the Notice of Decision dated April 15, 2016 has been



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satisfied by the Agreement between The Park Theatre and We Serve Him, LLC (Country Bridal) dated June 1, 2017. The board was pleased to hear the outcome.

**COMMITTEE REPORTS:**

School Cost Apportionment: Member McKenzie is the Planning Board representative on the committee. A power point was shown to the board explaining how the apportionment formula works. What it boils down to is Rindge pays approximately \$14,000 per student and Jaffrey pays approximately \$9,200 per student and there are more Rindge students than Jaffrey students. The operating cost for the schools for fiscal year 2018 is almost \$23M. This cost is divided between the towns before any State aid is deducted. 50% of that cost is based on the number of students from each town and 50% is based on property value with Rindge having higher property values. F/Y 2018 Jaffrey would pay 53% of the cost and Rindge would pay 47%. Based on property values Rindge would pay 56% and Jaffrey would pay 44%. F/Y 2018 would be a \$2.25 per thousand increase for Jaffrey.

Rindge is proposing to take all State aid off the top of the operating expense and then keep the formula as it is and implementing it over a couple of years. They would still be paying more than Jaffrey because they have a higher property value.

The committee is going to recommend that the towns engage the same assessing firm and there has been conversation about attempting to move the reval cycle up a year if possible. The two towns are on the same five-year schedule. The Select Board members on the committee will be discussing with the Town Manager/Town Administrator and together figure out how to bid together.

As an idea, Planner Carr asked if the cost of hosting the town was considered and if the committee were willing to consider it Ms. Carr feels the town would be happy to gather the numbers. Member McKenzie asked Planner Carr to come up with some numbers for the committees next meeting on June 29.

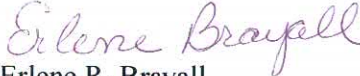
Complete Streets: Chairman Gordon stated they have categorized the streets in town and developed guidelines on how they should handle each type of street to maximize the use by different types of traffic (pedestrian, bicycles or vehicular). They have reached a point where they have a plan to present and the target date is July. He will work with Planner Carr to draft a brief presentation to go along with the plan. The idea will be to bring it to this committee to recommend its adoption by the Select Board.

Downtown Plan: Member McKenzie mentioned that the last update was in 2009. Is it time for an update and who would undertake the task? Planner Carr commented that the first look should be at the recommended action items in the Downtown Plan.

**ADJOURNMENT**

The meeting adjourned at 8:51 p.m.

Submitted:

  
Erlene R. Brayall  
Recording Secretary

Attest:

  
Tim Gordon  
Chairman, Jaffrey Planning Board