

TOWN OF LYNDEBOROUGH

Planning Board Minutes

May 17, 2018

APPROVED

7:30 PM Call to Order & Roll Call

Members present: Chairman Tom Chrisenton, Larry Larouche, Mike Decubellis, Bob Rogers, Bret Mader and Paul Best

Not present: Alternate Julie Zebuhr and Selectmen's Rep. Fred Douglas

NEW BUSINESS:

**Chris and Sarah Brown, Lot 220-17, Pinnacle Road and Holt Road
Two Lot Subdivision**

The Board reviewed the Application Checklist. The test pit review was waived.

It was noted a driveway application was not submitted with the application. Mr. Brown will follow-up on the driveway permit.

It was discussed the setback on lots over 5 acres is 50 feet.

Mr. Decubellis asked if the subdivided lots are numbered correctly. The Board felt they were consistent with the subdivision lot numbering system.

VOTE Mr. Rogers made a motion, Mr. Larouche seconded to accept the application contingent upon receiving the approved driveway permits. Motion passed unanimously 5-0.

VOTE Mr. Rogers made a motion, Mr. Larouche seconded to approve the application contingent upon receiving the approved driveway permits. Motion passed unanimously 5-0.

Planning Board Member Paul Best arrived at 7:44 p.m.

WARRANT ARTICLE PLACEMENT:

VOTE: Mr. Rogers moved, Mr. Mader seconded to approve the placement of Zoning Ordinance of Article 2, Question 1, voted at 2018 Town Meeting as recommended by member Bob Rogers. Motion passed unanimously 6-0.

CORRESPONDENCE:

There was a letter in the Planning Board mailbox in regards to a Project Review by the New Hampshire Division of Historical Resources. The Project Titled 4 Seasons Aquaponic LLP Ground Mounted Solar Array at 487 Lyndeborough Center Road. The letter specified that “No historic properties affected”.

Four Excavation Permits were in the mailbox. They will be placed on next month’s agenda.

MINUTES:

VOTE: Mr. Rogers made a motion, Mr. Larouche seconded to approve the minutes from April 19, 2018. Motion passed unanimously.

FUTURE AGENDA:

Agenda for June 21, 2018

- RSA 155E (Dawn’s interoffice memo re: Excavation Permits)
- Under Old Business inquire about the status of Mr. Bell’s property with Granite State
- Contact Granite State regarding the buffer

PUBLIC HEARING:

8:00pm: Hearing to being on Rules of Procedures:

No public was present for the hearing.

VOTE: Mr. Rogers made a motion, Mr. Mader seconded to accept the proposed “Rules of Procedures”. Motion passed unanimously.

See attachment

VOTE: Mr. Rogers made a motion, Mr. Decubellis seconded to adjourn at 8:05 p.m. Motion passed unanimously.

Respectfully Submitted,

Kathleen Humphreys

Kathleen Humphreys
Planning Board Secretary

Submitted for approval on May 22, 2018.

TOWN OF LYNDEBOROUGH

Planning Board Rules of Procedure

Procedures:

1. Five copies of Plans are required, one each, for the Selectmen/Property File, Planning Board File, Building Inspector, Assessor or more if required. The clerk of the Planning Board will deliver to the Selectman's clerk within 5 days, after approval, the plans for the Selectmen/Property File, Building Inspector and Assessor. The PB clerk will file a plan chronologically by meeting date in the PB files.
2. All correspondence, mail and official requests should be at the PB at the start of every PB meeting, to be provided by the PB clerk.
3. The next PB meeting agenda must be set at the current PB meeting and posted by the PB clerk within 5 calendar days after the meeting. In addition, an agenda item "Request for Information" shall be added after "New Business". The chair or clerk shall send an email out to each member at least 10 days before the next meeting listing all requests for information.
4. All formal applications including any necessary abutter file lists shall be filed with the PB clerk within 5 days after the PB meeting. The notice to the newspaper, Citizens' Hall, Town Website and the abutter letters shall be sent out so that it can meet all notice requirements if it is to be heard at the next PB meeting. When received, all submitted documents will be date stamped.
5. Draft PB minutes must be filed and posted at Citizen's Hall and the town's website within 5 days after the meeting. The PB clerk will file the draft minutes chronologically by meeting date in the PB files. A copy shall be provided to the Selectmen's clerk.
6. The PB clerk must deliver the final PB minutes to the Selectman's clerk who will post them on the Town Website within 5 days after approval at the next regular meeting.
7. Any cancelled meetings must be posted on the Town Website, by the Selectman's clerk after notification by the PB clerk, as soon as possible within 10 days of the cancellation.
8. Forms and applications used and posted on the Town Website shall be the current specific form recorded in the current PB Subdivision regulations.