

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254

Organizational Meeting and Regular Meeting

March 26, 2014

Minutes

Present: Members: Josh Bartlett, Scott Bartlett; Russ Wakefield (Selectmen's Representative)
Alternate: Joanne Farnham
Excused: Members: Bob Goffredo, Rich Kumpf
Absent: Alternate: Kevin Quinlan
Staff Present: Town Planner, Bruce W. Woodruff; Administrative Assistant, Bonnie Whitney

I. Pledge of Allegiance

As senior member, Mr. Bartlett called the annual organizational meeting to order at 7:00 P.M., and appointed Joanne Farnham to sit on the board in place of Rich Kumpf.

II. 2014 Board Organization – Election of Officers and Review of Policies and By-Laws

Mr. Bartlett noted the need to elect their Officers and review their Policies and By-laws. Mr. Bartlett called for nominations for Chairman.

Motion: Mr. Wakefield moved to nominate Rich Kumpf as Chairman, seconded by Mr. S. Bartlett.

Motion: Mrs. Farnham moved to nominate Josh Bartlett as Chairman.

There were no other nominations. Members briefly discussed the two candidates nominated for Chair with it appearing that there would be two votes for each member nominated. After further discussion it was noted that there were only four members present this evening and those present were in agreement to table the election of Officers until the next meeting. Mr. Wakefield and Mr. S. Bartlett withdrew their motion. As senior member, Mr. J. Bartlett served as Acting Chairman for this meeting.

Mr. J. Bartlett noted that the Board was in receipt of a Letter of Resignation from Paul Punturieri. Mr. J. Bartlett read Mr. Punturieri's March 21st, 2014 email into the record. With deep regrets, the board accepted Mr. Punturieri's resignation from the board due to his recent election to the Board of Selectmen.

Mr. J. Bartlett noted a second Letter of Resignation from Robert Goffredo. Mr. J. Bartlett read Mr. Goffredo's March 18th, 2014 letter into the record.

Motion: Mr. S. Bartlett moved that the board regretfully accept the resignations of Paul Punturieri and Robert Goffredo as elected members of the Planning Board, seconded by Mrs. Farnham, carried unanimously.

Mr. J. Bartlett thanked the two resigning members for their service.

As a result of the resignations it was noted that statute allows for the appointment of one of the board's alternate members to fill a vacancy on the board until that vacancy is permanently filled at the next election.

Motion: Mr. Wakefield moved to appoint Kevin Quinlan and Joanne Farnham as full voting members of the Planning Board until the next election to be held in March of 2015, seconded by Mr. S. Bartlett, carried unanimously.

Mr. Woodruff stated that the Planning Board needed to appoint a Planning Board member to be the representative to the Master Plan Implementation Committee and to the Capital Improvements Program Committee. It is optional if they wish to appoint a Planning Board member to be the representative to the Conservation Commission. As there were only four members present this evening it was their decision to postpone any further discussion on this matter.

Motion: Mr. Wakefield moved to hold off on any appointments to the MPIC, CIPC or Con Com as a Planning Board representative until their next meeting, seconded by Mr. S. Bartlett, carried unanimously.

Board members had been provided with a copy of the policies approved in 2013. Mr. J. Bartlett noted that there had not been any discussion or suggested changes to the policies as written, asking if anyone had any comments. As there were none, by consensus, Mr. J. Bartlett asked that staff prepare a signature page for signing at their next meeting.

III. Approval of Minutes

Motion: Mr. S. Bartlett moved to approve the Planning Board Minutes of February 26, 2014, as corrected, seconded by Mrs. Farnham, carried unanimously.

IV. New Submissions

1. Betsey L. Patten Revocable Trust of 2007 (279-2)(46 Patten Hill Road)
Major Two Lot Subdivision

This was a request for a proposed major two lot subdivision of a 55.06 acre parcel into two lots, the new lot containing 30.0 acres and the residual lot containing 25.06 acres. Mr. J. Bartlett noted the request for waivers dated February 20, 2014, submitted by Advanced Land Surveying Consultants, PLLC, from Sections 4.3 (A) (5), (6), (7), (9), (10), (11), (13), 4.3 (E-H), 7.1 (A), 7.2(d)(1-18), 7.3(B-F), 7.4(C) and 8.1, 8.3, 8.4 and 8.5.

Motion: Mr. S. Bartlett moved to accept the application for the **Betsey L. Patten Revocable Trust of 2007 (279-2)**, grant the waivers for the purposes of acceptance only and to schedule a Public Hearing for this evening to be Public Hearing #1, seconded by Mr. Wakefield, carried unanimously.

2. Michael Sousa, Jr. and Michael D. & Karen Sousa (111-14 & 111-12)(308 Bean Road & 18 Sibley Road) Boundary Line Adjustment

This was a request for a proposed Boundary Line Adjustment (BLA) conveying 3.22 acres from TM 111, Lot 14 to adjacent TM 111, Lot 12 resulting in Lot 14 area becoming 2.0 acres and Lot 12 area becoming 10.62 acres. Mr. S. Bartlett noted the Requests for Waiver dated 6 March 2014 submitted by David M. Dolan Associates, PC, from Sections 4.3 (A) (3), (5), (10) and (12), relating to wetlands, topography and soils and slope information, and off site geographic facts within 200 feet of the property.

Motion: Mr. Wakefield moved to accept the application of **Michael Sousa, Jr. and Michael D. & Karen Sousa (111-14 & 111-12)**, grant the waivers for the purposes of acceptance only and to schedule a hearing for this evening to be Boundary Line Adjustment #1, seconded by Mr. S. Bartlett, carried unanimously.

V. Boundary Line Adjustments

1. Michael Sousa, Jr. and Michael D. & Karen Sousa (111-14 & 111-12)(308 Bean Road & 18 Sibley Road) Boundary Line Adjustment

Dave Dolan, of David M. Dolan Associates, PC presented the application for the BLA. Mike Sousa, Jr. was present in the audience for the hearing. Mr. Dolan briefly described the location of the lots and the development of the properties. Mr. Dolan noted the proposal is to convey 3.22 acres from TM 111, Lot 14 (Sousa, Jr.) to TM 111, Lot 12 (Sousa). Mr. Dolan stated that Lot 14 is currently 5.22 acres and was created in its present form by a subdivision approved by the Moultonborough Planning Board in May, 1999. The application for the 1999 subdivision approval included topography, soils and slopes information, test pit logs, and lot size calculations. That information was obtained in order to demonstrate compliance with the subdivision regulations. The proposal will reduce the size of Lot 14 to 2.0 acres and increase abutting Lot 12 to approximately 10.6 acres. Mr. Dolan noted the request for waivers as submitted with the application. Mr. Dolan answered any questions from the board.

Mr. J. Bartlett opened the hearing for public input. Abutter Connie McIntire questioned the location of the new property line in relation to the Red Hill Cemetery. Mr. Dolan identified the line.

There were no further questions or comments from the Board or the public. Mr. J. Bartlett closed the Public Hearing.

Motion: Mr. Wakefield moved to approve the waivers from requirement to depict the location dimension of property lines for the entire parcels; from the requirement to provide and/or depict information relating to wetlands, topography, soils and slopes information and off-site geographic facts within 200 ft. of the subject parcels; and further move to approve the Boundary Line Adjustment Plat for Map 111, Lot 12 & Map 111, Lot 14 At Sibley Road & Bean Road, Respectively, for Michael D. & Karen Sousa And Michael Sousa, Jr. which conveys an area of 3.22 acres from Tax Map 111, Lot 14 to adjacent parcel Tax Map 111, Lot 12; resulting in Lot 14 area becoming 2.00 acres and Lot 12 area becoming 10.62 acres, with the following conditions: 1. Add Owners' signatures to the plat. 2. The final plat is submitted to the Development Services Office in appropriate electronic format. 3. Submit executed deeds for recording with all recording costs at the time of recording the plat, seconded by Mr. S. Bartlett, carried unanimously.

VI. Hearings

1. Betsey L. Patten Revocable Trust of 2007 (279-2)(46 Patten Hill Road) Major Two Lot Subdivision

Carl Johnson of Advanced Land Surveying Consultants presented the application for a Two Lot Major Subdivision of an existing 55.06 acre lot located on Patten Hill Road and Deer Haven Road. Ms. Patten and abutter Ed Mezzanotte were present in the audience. Mr. Johnson noted the proposal is to subdivide the existing 55.06 acres into two lots, the new lot containing 30.0 acres and the residual lot containing 25.06 acres. Mr. Johnson briefly described the improvements on the lot that include Ms. Patten's home, septic and well. Mr. Johnson noted the unit density calculations are 11.62 units and 20.96 units for proposed Lot 1 and Lot 2 respectfully. Mr. Johnson referred to the Planners Staff memo stating that as suggested, he has added a note to the plan regarding the Fire Departments comment stating, as presented this is a minor subdivision and there are no significant fire protection concerns, however further subdivision of either lot would require re-evaluation for fire protection water resources. This comment

would put both lot owners on notice if they should further develop they would need to look at the upgrading of the road and fire protection. Mr. Johnson stated that there was no immediate intention of developing the new lot. Mr. Mezzanotte was the potential buyer for the lot. Mr. Johnson answered any questions from the board.

Mr. J. Bartlett asked for input from the Town Planner. Mr. Woodruff referred to his memo pointing out the need to revise the plan, adding the suggested notations. He also noted the Conservation Commission has no objections and that there was no comment from the Heritage Commission.

Mr. S. Bartlett confirmed that there was no immediate plan to develop either parcel. Mr. Johnson stated none at this time, but noted, if approved, he could apply for a building permit for the lot, but any further subdivision or additional dwellings would require another application to the board. Mr. Johnson stated based on the size of the lots, the proposed subdivision does not require state subdivision approval.

Mr. J. Bartlett opened the hearing for public input. Abutter Katie Richardson questioned the location of the new property line in relation to her family's property. Mr. Johnson identified the line.

There were no further questions or comments from the Board or the public. Mr. J. Bartlett closed the Public Hearing.

Motion: Mr. S. Bartlett moved to approve the waivers from the requirement to provide and/or depict information relating to wetlands, water features, ledge, topography, soils and slopes information, well radii, 2 ft. & 5ft. contours, the location of & data from test pits/perc tests, driveway location, location of a 4000 sq. ft. reserve area for septic, and off-site geographic facts, such as wetlands and structures, within 200 ft. of the subject parcels; and further move to approve the subdivision plat for Map 279, Lot 2 for the Betsey L. Patten Revocable Trust of 2007, which subdivides existing 55.06 acre Lot 2 into two lots, the new lot containing 30.0 acres and the residual lot containing 25.06 acres, with the following conditions: 1. Add Owners' signatures to the plat. 2. The surveyor should add the standard certification statement citing that a survey under his direction took place on a date certain, with a specific accuracy (error of closure). 3. Add a basis of bearing statement noting survey control to the notes. 4. The final plat is submitted to the Development Services Office in appropriate electronic format, seconded by Mrs. Farnham, carried unanimously.

VII. Informal Discussions

VIII. Unfinished Business

IX. Other Business/Correspondence

1. Mr. Wakefield spoke briefly about training opportunities that are available to the members. There are many training's held throughout the year at different venues for education. Mr. Woodruff noted that the annual NH OEP Spring Planning and Zoning Conference will be held this year on Saturday, May 3rd at the Mountain View Grand Resort and Spa in Whitefield, NH. He encouraged all to attend this training. Additional information will be sent out when available from OEP.

2. Mr. J. Bartlett commented that he had second thoughts regarding the Planning Board's Policies and By-Laws. He asked that members review them to see if they have any other thoughts on the policies. Mr. Woodruff commented the best way for board members to do the review of the by-laws procedures document is to go to the NH Office of Energy and Planning Handbook for Local Officials. The latest revision is dated November 2013. This is in essence the Planning Board's bible and it should be brought

to every meeting. There is a template for Suggested Rules of Procedure for Planning Boards contained in the handbook. They could compare the two and see if there are any suggested changes to be made. This will be taken up at their next meeting.

3. Mr. Woodruff stated the next meeting is on April 9th and there were no new applications submitted. He has suggested that they schedule two things to be placed on the agenda for that meeting. These are the review and discussion of Alternate Drafts for Master Plan Vision Statement & Vision Chapter as well as formal training relating to Plan Reading and Right to Know Law. He also noted that there are five Wednesdays in April, with April 30th being a work shop. He would like to propose additional training for that date as well, information to follow after their regular meeting on April 9th.

4. Members were provided with an article that was published in the New Hampshire Town and City about the Role of Alternate Land Use Board Members. He stated the document speaks for itself and he suggested that all members should read this article.

5. Mr. Woodruff noted members were provided with a blurb that will be in the spring newsletter regarding the Moultonborough Inlet Study Grant. He briefly read the article and updated the status of the grant application which was approved in February and should kick off sometime in September.

X. Committee Reports

XI. Adjournment: Mr. S. Bartlett made the motion to adjourn at 8:04 PM, seconded by Mr. Wakefield, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant