

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2011 Meetings**

May 24, 2011

1

1 The meeting was called to order at 6:30 p.m. by Chairman Stu Lewin. Present were  
2 regular members Mark Suennen, Don Duhaime and Peter Hogan, Alternate Member David  
3 Litwinovich, and Ex-officio Christine Quirk. Also present were Planning Coordinator Nic  
4 Strong, Planning Assistant Shannon Silver and Recording Clerk Valerie Diaz.

5  
6 Present in the audience for all or part of the meeting were Brandy Mitroff, Ken Lombard,  
7 Vinnie Iacozzi, Margaret McGann and Sean McGann.

8  
9 **Discussion, re: Cul-de-sacs**

10  
11 Present in the audience was Brandy Mitroff.

12 The Chairman suspended the discussion on cul-de-sacs to address another matter relative  
13 to site walks. He asked the Board for their opinions on mandating an applicant to be present  
14 during scheduled site walks. He stated that it was helpful to have an applicant present during site  
15 walks to avoid confusion.

16 The Chairman asked the Coordinator for confirmation that this matter would not fall  
17 under Zoning. The Coordinator confirmed that it was not a Zoning or Subdivision Regulation  
18 matter but rather in the Rules of Procedure. The Chairman asked if the Coordinator could  
19 research if other towns in the state required applicants to be present during site walks.

20 The Chairman asked what needed to be marked with regard to driveways prior to  
21 scheduled site walks. The Coordinator answered that for site walks in general, not just for  
22 driveways, the requirements were that lot corners, road or driveway centerlines, wetland  
23 crossings and wetlands needed to be marked for site walks.

24 The Chairman noted that he had committed to updating the Rules of Procedure and would  
25 add this matter to the update.

26 Mark Suennen added that by requiring an applicant and/or representative of the owner to  
27 be present at site walks, potential individuals from the public seeking permission to attend the  
28 site walks could be granted that permission.

29  
30 The Chairman began the discussion of cul-de-sacs. He stated that this matter needed to  
31 be addressed this year although he was uncertain of how to move forward. He noted that  
32 previous suggestions had been made that the Board be less generous with waivers; that the Board  
33 increase the permitted length of cul-de-sacs; eliminate the maximum length regulation; or, create  
34 specific concessions that the Board and developer need to agree on, for example, requiring  
35 concrete road crossing culverts and larger turnaround radii. He stated that the matter did not  
36 need to be resolved this evening and reiterated his desire to do something proactive to address  
37 this matter.

38 The Chairman stated that an additional option had been presented at a previous meeting  
39 regarding cul-de-sacs that would require the length of cul-de-sacs to be placed in Zoning. He  
40 noted that this option would be voted on by the Town and if it was placed in Zoning it would no  
41 longer be under the Planning Board's jurisdiction.

42 The Chairman asked for comments from the Board. Mark Suennen reminded the Board  
43 that they had previously agreed that a developer seeking a cul-de-sac length waiver would be

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1 **DISCUSSION RE: CUL-DE-SACS, cont.**

2  
3 required to install underground utilities. The Chairman added that an additional concession that  
4 had been discussed was the requirement for vegetation free cut zones. He noted that  
5 enforcement of this requirement had been questioned.

6 Mark Suennen questioned what the Chairman was hoping to accomplish by changing the  
7 current way the Board addressed cul-de-sac length waivers. The Chairman answered that he  
8 intended for the Board to make an active decision. He continued that if the Board decided to  
9 retain the authority to grant cul-de-sac length waivers it was his opinion that something should  
10 be added to the regulations that attempted to mitigate the department manager's concerns.

11 Christine Quirk commented that she would like to add a requirement for cisterns *and*  
12 sprinklers for subdivisions where cul-de-sac length waivers were granted. The Chairman added  
13 that an additional requirement could be for emergency access roads like those that have been  
14 constructed in the Town of Bedford. Christine Quirk commented that the emergency access road  
15 could also act as a fire break.

16 Don Duhaime stated that when the 1,000' cul-de-sac road length maximum had been  
17 determined it had been done so by following the Town official's criteria. He commented that  
18 since the 1,000' cul-de-sac road length maximum had been set the Board had stepped all over the  
19 Town officials and he believed that the Board needed to either take the Town officials' opinions  
20 into account or not ask for them. He went on to say that if the Police Department had concerns  
21 then the Board should address them. He cited the subdivision of Twin Bridge Land  
22 Management, LLC, and commented that the Town received nothing in the form of concessions  
23 for the granting of the cul-de-sac road length waiver.

24 Don Duhaime noted that during previous discussions it had been suggested that density  
25 be reduced for subdivisions seeking cul-de-sac road length waivers. Mark Suennen suggested  
26 that the Board require a percentage to be determined for every 10' of road beyond the cul-de-sac  
27 road length requirement.

28 Peter Hogan arrived at the meeting and the Chairman briefly reviewed the current  
29 discussion.

30 Peter Hogan agreed with the requirement that no cross culverts be permitted below a  
31 certain depth for subdivisions seeking cul-de-sac road length waivers. The Chairman noted that  
32 that the previous requirement suggestion had come from the Road Committee and noted that they  
33 had also suggested that the turnaround areas of cul-de-sacs be larger in diameter to making  
34 plowing easier. Peter Hogan commented that if the Road Committee was having issues with the  
35 current diameters of cul-de-sac turnaround areas it was their own fault as they were the entity  
36 that created the cul-de-sac designs. Brandy Mitroff advised that during the winter she had  
37 attended a "ride-along" with a Highway Department employee in a Town snow plow on Kettle  
38 Lane off Salisbury Road. She indicated that the plow had difficulty maneuvering around the cul-  
39 de-sac due to the small radius size and pointed out that a large amount of snow would  
40 accumulate in the middle of the cul-de-sac turnaround. Peter Hogan explained to Brandy Mitroff  
41 that the issue with the small radius could be resolved with the submission of a design. He noted  
42 that the Board would mostly likely be able to fix any issues presented by the Highway  
43 Department and Road Committee as they worked with specific criteria.

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1 **DISCUSSION RE: CUL-DE-SACS, cont.**

2  
3 The Chairman advised Peter Hogan that the Board had also discussed the suggestion of  
4 reducing density. Peter Hogan commented that in the past the Board had required density be  
5 reduced for cul-de-sac road length waivers. The Chairman indicated that if the Board chose to  
6 require reduced density for cul-de-sac road length waivers he wanted a formula to exist in the  
7 regulations. Peter Hogan commented that the Board needed to be careful with creating specific  
8 criteria as things like reduced density could be used bargaining tools.

9 The Chairman asked for any further questions or comments from the Board. David  
10 Litwinovich asked if the Board of Selectmen had heard complaints from the public with regard  
11 to cul-de-sac road length waivers. Christine Quirk answered that she did not know of any. Peter  
12 Hogan explained that the Police Department had expressed concerns with cul-de-sacs longer than  
13 1,000' because of potential hostage situations. He also noted that the Fire Department took issue  
14 with cul-de-sacs longer than 1,000' because of life safety issues.

15 Mark Suennen believed that the Board should keep the 1,000' cul-de-sac maximum  
16 length and create mandated concessions. He added that the Board could also choose to decide on  
17 the concessions on a case-by-case basis.

18 The Chairman stated that notes would be generated from the discussion and the matter  
19 would be reviewed and further discussed for a decision by the end of the year.

20 Mark Suennen asked if the Board could agree that the cul-de-sac length road maximum  
21 not exceed 1,000'. The consensus of the Board was to not change the cul-de-sac road length  
22 maximum.

23  
24 **Discussion, re: Draft CIP Policy & Procedures Manual**

25  
26 Present in the audience were Brandy Mitroff, Ken Lombard and Vinnie Iacozzi.

27 The Chairman noted that the CIP Policy & Procedures Manual was not a regulation but  
28 rather a document that would codify the policies and procedures of the CIP.

29 The Chairman asked Brandy Mitroff, CIP Chair, to comment on the draft CIP Policy &  
30 Procedures Manual. Brandy Mitroff commented that "Budget Committee" and "Finance  
31 Committee" had been used interchangeably throughout the document. She noted that the two  
32 committees were dramatically different and noted that New Boston only utilized a Finance  
33 Committee. The Coordinator advised that the sections of the document that included "Budget  
34 Committee" did so because they were directly referencing state statute. She explained that state  
35 statute did not include any reference to Finance Committees and as such she would like to look  
36 into the matter further to see if replacing the term was doable in each location in the document.

37 Brandy Mitroff referred the Board to the section entitled "Department Project  
38 Submissions and Briefing". She advised that the Finance Committee and CIP Committee met  
39 with the Department Heads annually and as such were familiar with how they made their  
40 decisions. She continued that the aforementioned section contained a sentence that indicated the  
41 Department Managers needed to describe how projects contributed to the Town's Master Plan  
42 and it was her opinion that the Department Managers would not understand what that meant.  
43 She recommended that the wording in the document be down-to-earth and consistent. The

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1 **DISCUSSION RE: CIP POLICY AND PROCEDURES, cont.**

2  
3 Chairman stated that the Board was attempting to correct inconsistencies that had taken place in  
4 the past. Brandy Mitroff stated that the CIP Policy & Procedures Manual was intended to be  
5 helpful to the Department Managers. The Chairman clarified that the intention of the document  
6 was to be helpful as well as to memorialize the practices and procedures that would be followed.  
7 He noted that everything the CIP had done was tactical in nature and there was no longer term  
8 strategic thinking or vision for the bigger issues that were associated with the Master Plan. He  
9 continued that this document was one way to get people to start thinking strategically. Brandy  
10 Mitroff commented that the CIP had been an extremely valuable document as it currently existed  
11 and allowed the Department Managers and Town to plan for a lot of projects that, in her opinion,  
12 could not be articulated into the Master Plan. The Chairman agreed with the CIP's value,  
13 however, believed that there was room to address more long term projects.

14 Brandy Mitroff referred the Board to the last paragraph of section of the document  
15 entitled "Department Project Submissions and Briefing". She asked if the Coordinator could  
16 incorporate additional language that required the Department Manager to confirm that the yearly  
17 CRF amounts would cover future purchases or refurbishments of equipment.

18 Brandy Mitroff stated that the Board of Selectmen, Finance Committee and CIP  
19 Committee had all agreed that it was a good idea to have the current year CIP Schedule match  
20 the amounts listed on the Warrant Articles. The Chairman questioned why there were striking  
21 differences between the CIP Schedule and the Warrant Articles. Brandy Mitroff answered that  
22 during the last two years there had been issues with quotes for the renovations for the Recreation  
23 Department building. She explained that they had received bad quotes and as such the CIP  
24 Committee had decided to leave the CIP Schedule open until the end of December in the hopes  
25 of obtaining a better quote. She continued that the final quote received did not match the amount  
26 of money that had been voted on and approved by voters and subsequently another Warrant  
27 Article was needed for the difference. She noted that emergency situations could also create  
28 issues within the CIP Schedule.

29 The Chairman asked if Brandy Mitroff had any further comments; she did not have any  
30 further comments.

31 Mark Suennen referred the Board to the section of the document entitled "Improving  
32 Communication and Coordination". He suggested that the "School Board" be added to the list of  
33 entities contained within the first sentence. The Coordinator explained that the language  
34 contained in the above-referenced section came from the CIP chapter of the OEP "Planning  
35 Board in NH Handbook". Mark Suennen questioned whether the Board wanted to make the  
36 document specific to New Boston. The Coordinator advised that if the Board desired to make  
37 the document specific to New Boston the first paragraph of the document should be amended to  
38 reflect that. Mark Suennen suggested adding language that indicated that the document was "a  
39 paraphrase of the OEP "Planning Board in NH for New Boston". The Chairman agreed that the  
40 document should be created to be specific to New Boston.

41 Mark Suennen referred the Board to the last sentence under the section of the document  
42 entitled "Building a Foundation for Growth Management" and suggested that it be removed as it  
43 was not appropriate for what New Boston was trying to convey. The Chairman agreed with

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1 **DISCUSSION RE: CIP POLICY AND PROCEDURES, cont.**

2  
3 Mark Suennen's suggestion.

4 Mark Suennen referred the Board to the section of the document entitled "Definition of  
5 CIP Projects in New Boston", 1, A, and asked if the cost greater than \$20,000.00, was intended  
6 to be capital costs only. Brandy Mitroff confirmed that the costs were relative to only capital  
7 costs. Mark Suennen suggested adding the language, "...capital costs greater than \$20,000...".

8 Mark Suennen referred the Board to the section of the document entitled "Definition of  
9 CIP Projects in New Boston", 3, and asked what the "time frame" was being referenced. The  
10 Coordinator answered that it referenced the 6 year schedule. Mark Suennen pointed out that the  
11 way the sentence was worded did not seem to allow anything to be submitted as a new project.  
12 Brandy Mitroff suggested adding language that would indicate that new projects would be  
13 accepted beginning in the seventh year. Mark Suennen suggested that the section be edited to  
14 make it clear that emergency projects had a process that differed from adding new projects to the  
15 schedule.

16 Mark Suennen referred the Board to the section of the document entitled "Committee  
17 Organization and Structure" and questioned why appointments of CIP members began in August  
18 and was not "rolling". The Coordinator noted that this matter needed to be discussed by the  
19 Board since there was currently a very loose process to get on the CIP Committee. Mark  
20 Suennen explained that by rolling appointments the Board could appoint members at any time an  
21 individual expressed an interest and they would not have to wait until August. Brandy Mitroff  
22 explained that the Finance Committee appointed members within the Committee and questioned  
23 how an appointment of a CIP member from that committee would be handled. She stated that  
24 the CIP Committee had never operated with term limits and by creating term limits it would be  
25 consistent with other committees. The Chairman stated that the document required that  
26 applications for membership on the CIP Committee be renewed on an annual basis. Peter Hogan  
27 asked what the benefit was for implementing the new application/term limits process. He added  
28 that the proposed process may leave the CIP Committee under-staffed. The Coordinator  
29 explained that in the interest of being consistent with other sub-committees of the Planning  
30 Board the proposed process was added to the document. Mark Suennen suggested that  
31 individuals from the Finance Committee and Board of Selectmen not be required to go through  
32 an appointment process as they were appointed to their other positions and offered that the three  
33 at large members be required to go through the appointment process. The Chairman  
34 acknowledged the recommendation. Brandy Mitroff suggested giving term limits for  
35 appointments. Mark Suennen suggested that the term run from Town Meeting to Town Meeting.

36 Mark Suennen referred the Board to the section of the document entitled "Further CIP  
37 Committee Meetings" and suggested that a date certain be included for submission of the CIP  
38 Narrative Report, for example, the Friday before the Board's last meeting in November. Brandy  
39 Mitroff asked the Board for flexibility with regard to this issue as she was the person responsible  
40 for writing the narrative and was also responsible for the production of the New Boston Bulletin  
41 during the same time. The Chairman commented that a date should be set and maybe Mark  
42 Suennen's suggested date was not the best one. Mark Suennen amended his suggestion and  
43 offered that the date certain for submission be the Friday before the Planning Board meeting, two

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1 **DISCUSSION RE: CIP POLICY AND PROCEDURES, cont.**

2  
3 meetings before it is actually due.

4 The Chairman gave his notes on this matter to the Coordinator for review. He asked for  
5 further questions or comments; there were no questions or comments.

6  
7 **VISTA ROAD, LLC**

8 Public Hearing/Major Subdivision/2 Lots

9 Location: Byam Road and River Road (Route 13)

10 Tax Map/Lot #6/40-2

11 Residential-Agricultural "R-A" District

12  
13 Present in the audience were Brandy Mitroff, Ken Lombard, Vinnie Iacozzi, Margaret  
14 McGann and Sean McGann.

15 The Chairman read the public hearing notice. He stated that the application was accepted  
16 as complete at the March 8, 2011, special meeting and the deadline for Board action was May  
17 12, 2011. He noted that the applicant had requested adjournments on March 22, 2011, April 26,  
18 2011 and May 10, 2011. He explained that if the application was not approved at this meeting  
19 the applicant would need to agree to extend the Board's deadline for action. He advised that  
20 revised plans had been submitted at the last meeting along with State Subdivision Approval and  
21 proposed deed language. He added that waivers had been granted for the Traffic and Fiscal  
22 Impact Studies and the Environmental Impact Study waiver requested needed to be acted on. He  
23 stated that the Board needed to discuss the CUP and active and substantial development.

24 Vinnie Iacozzi submitted a completed application for the CUP as well as the payment for  
25 the fees. He also submitted a completed set of revised plans. He stated that he believed all items  
26 on the checklist had been submitted.

27 Vinnie Iacozzi apologized to the Board for not having the site marked at the site walk.  
28 He explained that he had become ill after the last meeting and he never followed up with an  
29 email requesting his office to mark the site. He indicated that everything was now clearly  
30 marked and offered to go out with the Board on another site walk.

31 The Chairman asked Vinnie Iacozzi to explain what the red and white tape that was along  
32 the existing driveway represented. Vinnie Iacozzi stated that the tape represented the new  
33 driveway and that it would follow the existing driveway until it branched off near the existing  
34 house. He also pointed out the location of the new 2 ½' x 2 ½' box culvert. The Chairman  
35 asked for the length of the shared portion of the driveway. Vinnie Iacozzi answered that the  
36 driveways shared between 150' and 175'.

37 The Chairman asked if the wetlands were delineated. Vinnie Iacozzi answered yes.

38 The Chairman asked if the easement language in final deed form had been submitted.  
39 Vinnie Iacozzi answered that he did not believe it had been completed.

40 The Chairman stated that he wanted to schedule an additional site walk; it was scheduled  
41 for May 31, 2011, at 6:30 p.m.

42 The Chairman stated that the waiver request for the Environmental Impact Study would  
43 be tabled until after the site walk. Vinnie Iacozzi asked if there were any big questions relative

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1 **VISTA ROAD, LLC, cont.**

2  
3 to the waiver request. Peter Hogan asked if the regulations allowed for 50' of shared driveway  
4 before they were required to run on their own property. Mark Suennen read from the Driveway  
5 Regulations and clarified that the Town allowed for 100' of shared driveway. Vinnie Iacozzi  
6 commented that he believed the driveway would meet the regulations. Peter Hogan asked that  
7 Vinnie Iacozzi check the length.

8 The Chairman asked the Board if they believed active and substantial development or  
9 substantial completion improvements needed to be noted. Mark Suennen recommended that  
10 active and substantial completion could be defined as the cut for the second driveway and that  
11 substantial completion could be defined as the installation of the culvert.

12 Peter Hogan asked for confirmation that the proposed driveway may not be constructed.  
13 Vinnie Iacozzi answered yes.

14  
15 Mark Suennen **MOVED** to adjourn the public hearing of Vista Road, LLC, Byam Road  
16 and River Road (Route 13), Tax Map/Lot #6/40-2, Residential-Agricultural "R-A"  
17 District to June 14, 2011, at 7:30 p.m., and to extend the deadline for Board action to the  
18 same date. Peter Hogan seconded the motion and it **PASSED** unanimously.

19  
20 **MCGANN, MARGARET**

21 Submission of Application/Public Hearing/NRSPR/Gift –Antique Shop Home Business

22 Location: 1 Old Coach Road

23 Tax Map/Lot #19/3

24 Residential-Agricultural "R-A" District

25  
26 Present in the audience were Margaret McGann, Sean McGann and Brandy Mitroff.

27 The Chairman read the public hearing notice. He stated that the application had been  
28 completed and received on May 9, 2011, and there were no outstanding fees.

29 Sean McGann stated that his mother, Margaret, had originally opened her antique shop in  
30 1978 at 1 Old Coach Road and operated the business out of the existing barn until 1993. He  
31 continued that the business had been moved to the Milford Oval and had continued to operate  
32 from 1993 to present. He explained that the rent for the shop in Milford had doubled and it was  
33 no longer feasible to operate the business at that location. He continued that his mother was  
34 hoping to move the business back to the barn at 1 Old Coach Road without having to change the  
35 structure of the barn.

36 Mark Suennen asked if the barn had been used for anything other than personal use since  
37 1993. Sean McGann indicated that it had not.

38 Sean McGann pointed out the location of the existing home, screen house, septic system,  
39 lower driveway, barn, potting shed, what is believed to be the original driveway, primary well,  
40 and secondary well. He stated that the new plans contained parking delineation as well as  
41 direction of travel. Peter Hogan asked if the parking area allowed enough room to turn around to  
42 assist with driving out onto to Old Coach Road rather than backing out onto Old Coach Road.  
43 Sean McGann answered that the lower lot had three spaces that only allowed for a vehicle to

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1 **MCGANN, MARGARET, cont.**

2  
3 back out onto Old Coach Road. He added that the lower lot was used for residential parking.

4 Sean McGann stated that an in-law apartment had been built on the property in 1986 and  
5 was used as rental property. He noted that there was enough room for two parking spaces;  
6 however, the property was never rented out to more than one person. He went on to say that the  
7 parking for the business could be configured so as to provide some kind of turnaround area that  
8 would allow cars to turn around and drive onto Old Coach Road. He stated that the spaces  
9 would be 15' deep and the turnaround area was setback 13' from the road and was approximately  
10 30' in length. The Chairman asked if the applicant intended on having two parking spaces for  
11 the business. Sean McGann answered that they had proposed three spaces on the plan but noted  
12 the area could be reconfigured. The Chairman expressed his concern over the parking area citing  
13 that the location had a high amount of traffic on Saturday mornings due to the dump being  
14 located on Old Coach Road. Peter Hogan agreed with the Chairman's concern and reiterated that  
15 he would prefer that vehicles drive out rather than back out. Sean McGann stated that the  
16 parking area allowed for vehicles to become parallel with the road before driving out onto it.  
17 The Coordinator pointed out that to qualify for a minor site plan without a waiver only two  
18 parking spaces were allowed for a business. Sean McGann stated that two parking spaces would  
19 be better as it provided more space to turn around.

20 Sean McGann pointed out the location of a pine tree and utility pole on the plan and  
21 informed the Board that he intended to trim the pine tree up 6' to prevent the boughs from  
22 hanging down in the winter. He continued that Old Coach Road was a prescriptive road and he  
23 was planning on asking PSNH to relocate the existing utility pole at the corner of the driveway to  
24 create a better sight line. He noted that there were no easements with regard to the utility pole  
25 which PSNH were required to have on a prescriptive road, so he may be successful with his  
26 request.

27 Peter Hogan asked for the proposed hours of operation. Sean McGann answered that the  
28 hours of operation would be Tuesday through Friday, 11:00 a.m. to 5:00 p.m., Saturday, 10:00  
29 a.m. to 6:00 p.m. and Sunday, 12:00 p.m. to 4:00 p.m. The Chairman asked what the previous  
30 hours of operation had been. Peter Hogan read from an old article about the business that Sean  
31 McGann had submitted and answered Wednesday through Saturday, 10:00 a.m. to 4:00 p.m.

32 Mark Suennen asked if the 480 s.f. of the barn to be used for the business existed entirely  
33 on the first floor. Sean McGann answered that the first floor would be 480 s.f. and half of the  
34 top floor would also be used for the business. He noted that the potting shed would not be used  
35 for the business.

36 Sean McGann pointed out the location of an existing motion detecting light system and  
37 flood light. He noted that lighting would be added to illuminate a sign but would not shine onto  
38 Old Coach Road.

39 Sean McGann stated that the signs illustrated on the plan were drawn to scale and met the  
40 current Sign Ordinance Regulations.

41 The Chairman asked if the proposed carport was to be constructed. Sean McGann  
42 answered that he was not moving forward with the proposed carport at this time and noted that it  
43 would not be used for the business if he chose to move forward with it. He explained that the



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1 **MCGANN, MARGARET, cont.**

2  
3 proposed carport would be 16' deep and house a small car, one cord of wood and possibly a lawn  
4 mower. Margaret McGann noted that the carport would potentially allow for her to free up a  
5 parking space.

6 The Chairman stated that there was an issue with the Town not being able to locate two  
7 of the driveway permits for the property. He asked that the applicant simply fill out the driveway  
8 application form and submit same to create a record for the Town. He noted that fees would not  
9 be applicable. The Coordinator added that she would add that the driveways were pre-existing/  
10 grandfathered to the forms.

11 The Chairman asked if all improvements that were on the plan had been done to the  
12 property for the site walk that had been scheduled for May 31, 2011, at 7:30 p.m. Sean McGann  
13 answered that the signs had not been installed. Peter Hogan explained that being in compliance  
14 with the site plan meant that everything that was shown on the plan existed at the property, that  
15 is, signs, lighting and driveway. He stated that the Board would take a preliminary site walk and  
16 be able to grant approval of the site plan and a compliance site walk would be scheduled at a  
17 later date. The Chairman asked the applicant to mark the driveway.

18 Sean McGann asked if it was necessary to grade the driveway prior to approval of the site  
19 plan. Mark Suennen stated that there was a two step process for the site plan. He explained that  
20 the first step to the process was an approval of the site plan that meant the Board agreed with the  
21 plan and the applicant had approval to move forward with the listed improvements. He  
22 continued that step two of the process involved the Board visiting the property after construction  
23 to ensure that all the improvements listed on the plan had been implemented. He noted once the  
24 Board agreed that compliance had been met the business could be opened.

25 Sean McGann asked if the lighting needed to be installed for the preliminary site walk.  
26 The Coordinator answered that the lighting needed to be installed for compliance.

27 The Chairman advised that the site walk was scheduled for May 31, 2011, at 7:30 p.m.  
28 +/-.

29  
30 Peter Hogan **MOVED** to adjourn the Public Hearing/NRSPR/Gift –Antique Shop Home  
31 Business, Location: 1 Old Coach Road, Tax Map/Lot #19/3, Residential-Agricultural “R-  
32 A” District, to June 14, 2011, at 8:30 p.m. Mark Suennen seconded the motion and it  
33 **PASSED** unanimously.

34  
35 **MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF**  
36 **May 24, 2010**

37  
38 1. Approval of April 26, 2011, minutes, distributed by email.

39  
40 Peter Hogan **MOVED** to approve the minutes of April 26, 2011, as written. Mark  
41 Suennen seconded the motion and it **PASSED** unanimously.

42  
43 2. Execution by Planning Board Chairman of Irrevocable Letter of Credit #201, for S&R

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1 **MISCELLANEOUS BUSINESS, cont.**

2  
3 Holding Company, LLC, Forest View II, Tax Map/Lot #12/19, 96 & 93-34, Phase One.

4  
5 The Chairman indicated that he would execute the above-referenced document at the  
6 close of the meeting.

- 7  
8 3. Execution by Planning Board Chairman of Notice of Decision Cover Sheet, for Forest  
9 View II, Tax Map/Lot #12/19, 96 & 93-34, McCurdy & Susan Roads.

10  
11 The Chairman indicated that he would execute the above-referenced document at the  
12 close of the meeting.

- 13  
14 4. Driveway Permit Application for S & R Holding Company, LLC, formerly, (Frederick  
15 Lorden Revocable Trust), Tax Map/Lot #12/19-39, McCurdy Road, for the Board's  
16 action.

- 17  
18 5. Driveway Permit Application for S & R Holding Company, LLC, formerly, (Frederick  
19 Lorden Revocable Trust), Tax Map/Lot #12/19-40, McCurdy Road, for the Board's  
20 action.

- 21  
22 6. Driveway Permit Application for S & R Holding Company, LLC, formerly, (Frederick  
23 Lorden Revocable Trust), Tax Map/Lot #12/19-41, McCurdy Road, for the Board's  
24 action.

25  
26 The Chairman addressed items 4, 5 and 6 together as they were related.

27  
28 Peter Hogan **MOVED** to approve Driveway Permits 10/17, 10/18, and 10/19 for  
29 Frederick Lorden Trust, McCurdy Road, Tax Map/Lot #12/19-39, 12/19-40 and 12/19-  
30 41, with the Planning Board's standard requirements: This permit requires two inches  
31 (2") of winter binder (pavement) to be applied to the driveway to a minimal distance of  
32 twenty-five feet (25') from the centerline of the road; the driveway intersection with the  
33 road shall be joined by curves of ten foot (10') radii minimum; and, the driveway shall  
34 intersect with the road at an angle of 60 - 90 degrees. Mark Suennen seconded the  
35 motion and it **PASSED** unanimously.

- 36  
37 7a. Copy of Irrevocable Standby Letter of Credit for Douglas Hill Construction, LLC.  
38 Expiration date has been extended from June 15, 2011, for the Board's discussion.

- 39  
40 7b. Copy of letter, dated March 24, 2011, from Shannon Silver, Planning Board Assistant to  
41 Douglas Hill Construction, LLC, re: Conditions Subsequent Deadline, Tax Map/Lot  
42 #5/16, Christian Farm Drive.

43

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2011 Meetings**

May 24, 2011

11

1 **MISCELLANEOUS BUSINESS, cont.**

2  
3 The Chairman addressed items 7a and 7b together as they were related. He noted that  
4 the bank had extended the Letter of Credit by a couple of months but it was not to the date the  
5 Board had extended the conditions subsequent deadline date to. The Coordinator indicated that  
6 the Planning Office was seeking approval from the Board to send a letter to the applicant  
7 requesting that a letter of credit be extended to the date of the plan rather than bumping it out  
8 every two months as it became a nightmare to track with the bank.

9 It was the consensus of the Board that the Planning Office send a letter to the applicant  
10 requesting that the letter of credit expiration date reflect the extended conditions subsequent  
11 deadline of May 1, 2012.

- 12  
13 8. Schedule compliance check for Vista Road, LLC (Owner) and Anderson & Krieger, LLP,  
14 for New Cingular Wireless, PCS, LLC, (AT&T), (Applicant), installation of a personal  
15 wireless service facility on Thompson Lane, formerly know as Wilson Hill Road, Tax  
16 Map/Lot #6/33.

17  
18 The Coordinator indicated that the applicant had planted trees as requested by the Board  
19 and wanted an administrative site check to be scheduled. An administrative site check was  
20 scheduled for May 31, 2011, at 7:00 p.m.

- 21  
22 9. Driveway Permit Application (Road Entry) for Twin Bridge Land Management, Tax  
23 Map/Lot #2/62-12, Twin Bridge Road, for execution by the Planning Board Chairman.

24  
25 The Chairman executed the above-referenced Driveway Permit Application.

- 26  
27 10. Distribution of the May 10, 2011, minutes, for approval at the meeting of June 14, 2011.

28  
29 The Chairman acknowledged receipt of the above-referenced matter; no discussion  
30 occurred.

- 31  
32 11. Daily road inspection report, dated April 19, 2011, from Northpoint Engineering, LLC,  
33 re: SIB Trust, for the Board's information.

34  
35 The Chairman acknowledged receipt of the above-referenced matter; no discussion  
36 occurred.

- 37  
38 12. Execution by the Planning Board Chairman of Temporary Right Of Way, for S&R  
39 Holding Company, LLC, Forest View II, Tax Map/Lot #12/19, 96 & 93-34, Phase One.

40  
41 The Chairman indicated that he would execute the above-referenced document at the  
42 close of the meeting.

43

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2011 Meetings**

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12

1 **MISCELLANEOUS BUSINESS, cont.**

2

3 13. Execution by the Planning Board Chairman of Drainage/Slope Easement Deed, for S&R  
4 Holding Company, LLC, Forest View II, Tax Map/Lot #12/19, 96 & 93-34, Phase One.

5

6 The Chairman indicated that he would execute the above-referenced document at the  
7 close of the meeting.

8

9 Peter Hogan **MOVED** to adjourn the meeting at 8:41 p.m. Mark Suennen seconded the  
10 motion and it **PASSED** unanimously.

11

12 Respectfully Submitted,  
13 Valerie Diaz, Recording Clerk

Minutes Approved:  
Approved 08/09/11