

TOWN OF NEW BOSTON
NEW BOSTON PLANNING BOARD
Minutes of 2016
April 26, 2016

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2 The meeting was called to order at 6:36 p.m. by Planning Board Vice Chairman Mark
3 Suennen. Present were regular members David Litwinovich and Ed Carroll and ex-officio Joe
4 Constance. Also present were Planning Consultant Mark Fougere, Planning Coordinator
5 Shannon Silver and Planning Assistant/Recording Clerk Valerie Diaz.

6
7 Present in the audience was Town Administrator Peter Flynn.
8

9 **Continued discussion, re: Master Plan update**

10
11 Mark Fougere showed the Board a 2011 open space map of Town. He noted that the map
12 was only missing three parcels and could easily be updated by the Southern New Hampshire
13 Planning Commission, (SNHPC). Joe Constance stated that a 38-acre parcel off Lull Road had
14 been added into open space earlier today. He suggested that Mark Fougere speak with Laura
15 Bernard to identify the exact location.

16 Mark Fougere advised that he met with the David Preece and Sylvia Von Aulock of
17 SNHPC. He indicated that SNHPC was willing to help with maps needed for the Master Plan
18 update as well as help with gathering transportation information, i.e., analyzing specific roads
19 and/or intersections.

20 Ed Carroll asked if SNHPC had provided more detail as to what would be included in the
21 \$4K quote for the conversion to GIS format. Mark Fougere answered that the \$4K quote
22 included converting every parcel in Town into a digital format. He also believed that the Town's
23 steep slopes, open space, critical areas and zoning maps would also be converted into the GIS
24 format. Joe Constance asked for Mark Fougere to confirm that the conversion of the layered
25 maps into GIS format was included in the quote. He commented that he would push for funding
26 for the project if money became available later in the year. He noted that the GIS format would
27 helpful to various committees and departments and not just the Planning Department, i.e., the
28 Forestry Committee. Mark Fougere stated that he would contact SNHPC to confirm that the
29 layered maps would be included in the \$4K quote.

30 Peter Flynn stated that he had attended a presentation by Cartographics and was
31 impressed by the level of detail and precision the GIS system provided. He noted that the current
32 tax maps the town used did not line up accurately. Mark Fougere stated that the GIS system was
33 used in Henniker and it provided all the parcels in town, various layered information and it was
34 linked to assessing. Peter Flynn added that abutters could be identified easily by clicking a
35 button. The Coordinator advised that currently the Planning Assistant had to identify the
36 abutters and check them using the Avitar system, which was time consuming. Ed Carroll asked
37 if the GIS system provided a cost benefit to the Town. The Coordinator answered that the
38 implementation of a GIS system would reduce the time spent on certain tasks. She also pointed
39 out that the system would be used by the Assessing, Fire and Police Departments. Joe Constance
40 added that it would also be useful to various boards and commissions.

41 Mark Suennen asked if the Town had internal capacity and/or financial capacity to
42 maintain the system. Peter Flynn advised that a small fee was charged for maintenance of the
43 system. The Coordinator noted that the system would most likely be updated on an annual basis
44 to update tax maps. Peter Flynn pointed out that the Town would no longer need to spend
45 \$1,200 annually to Todd Land Use Consultants to update the tax maps.

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2 **Continued discussion, re: Master Plan update, Cont.**
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4 The Coordinator suggested that presentations be scheduled with both SNHPC and
5 Cartographics to hear about the services they would provide. Mark Fougere stated that he would
6 only advise moving forward with the SNHPC proposal if the maps would be scalable, useable
7 and easily transferrable to another company like Cartographic.

8 Mark Fougere referred to a traffic data chart that he had provided to the Board. He
9 explained that the information had gathered by utilizing the SNHPC online database. He
10 indicated that the chart included data from 2004 and projected traffic through 2025. He noted
11 that the traffic on the chart had decreased since 2004, specifically; traffic in-town was down
12 27%. Mark Suennen noted that numbers from 2011 and 2012 were skewed statewide due to the
13 impact the economy had on travel demand. He continued that the volume of traffic had started to
14 increase over the last eighteen months.

15 Mark Fougere stated that he would devote as much time as he could to the Master Plan.
16 He advised that he had contacted to the Historical Society, Conservation Commission, Open
17 Space and the Forestry Committee for their input on chapters that were relevant to their
18 committees; he asked for a response to be provided within 90 days.

19 Peter Flynn referred back to the discussion regarding Cartographics and advised that he
20 had received support from the Conservation Commission by way of \$17K to put towards the cost
21 of implementing the GIS system two years ago. Joe Constance noted that the Forestry
22 Committee might be interested in funding a portion of the project. The Coordinator suggested
23 organizing a presentation and inviting all the interested departments, commissions and
24 committees to attend. Peter Flynn stated that he would contact Tim Fountain at Cartographics to
25 schedule a presentation.
26

27 **MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF**
28 **APRIL 26, 2016.**
29

- 30 1. Approval of the February 23, 2016, meeting minutes with or without changes.
31 (distributed by email)
32

33 David Litwinovich **MOVED** to approve the February 23, 2016, meeting minutes as
34 written. Ed Carroll seconded the motion and it **PASSED** unanimously.
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- 36 2. Distribution of the March 22, 2016, meeting minutes, for approval at the May 10, 2016,
37 meeting, with or without changes. (distributed by email)
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39 The Vice Chairman acknowledged receipt of the above-referenced matter; no discussion
40 occurred.
41

- 42 3. Letter received April 7, 2016, from Tim LeClair, TTL Land Development, LLC, to the
43 Planning Board, re: Request extension of conditions subsequent for Tax Map/Lot #9/21-
44 5, Wilson Hill Road, (Field Stone Drive), from May 1, 2016, to May 1, 2017, for the
45 Board's action.

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**MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING
OF APRIL 26, 2016, Cont.**

Joe Constance **MOVED** to extend the conditions subsequent deadline of May 1, 2016, to May 1, 2017, for Tim LeClair, TTL Land Development, LLC, Tax Map/Lot #9/21-5, Wilson Hill Road. David Litwinovich seconded the motion and it **PASSED** unanimously.

4. Notice of OEP's 22nd Annual Spring Planning & Zoning Conference, June 4, 2016, at the Courtyard Marriot Grappone Conference Center, 70 Constitution Drive, Concord, NH. Registration deadline is May 27, 2016. (Please advise if you need the Planning Office to assist you with registration.)

The Coordinator stated that interested members should contact the Planning Assistant for assistance with registration.

5. Letter copy received April 6, 2016, from Ed Hunter, New Boston Building Inspector/Code Enforcement Officer, to Jennifer Brigham, Higher Level Motor Sports, re: Planning Board Compliance, for the Board's information.

Mark Suennen asked for confirmation that Jennifer Brigham was a tenant in the building in which she operated her business. The Coordinator answered yes and explained that Chris Bolton owned the building. She continued that Ms. Brigham was asked to update the site plan with regard to portion of the building that she was renting. She noted that there was an issue between Ms. Brigham and Mr. Bolton. She indicated that the Building Inspector/Code Enforcement Officer, (BI/CEO), had met with Mr. Bolton in an effort to resolve building and electrical issues.

6. Letter copy received April 7, 2016, from Ed Hunter, New Boston Building Inspector/Code Enforcement Officer, to Ernie Thibeault, Thibeault Properties & Investments, re: Gravel Excavation Tax Map/Lot #6/45, for the Board's information.

Joe Constance stated that the BI/CEO could send another notice to Mr. Thibeault regarding the above-captioned gravel pit, however, he believed that the Board should start thinking about taking the bond and completing the reclamation work.

Ed Carroll asked if the bond would cover the cost to complete the required reclamation. Mark Suennen stated that the bond should cover the work. He then asked Mark Fougere if the Town was required to complete the reclamation that was included on the approved plan. Mark Fougere answered that the Town should complete as much of the work as they could with the funds available from the bond.

The Coordinator pointed out that the Board never permitted Mr. Thibeault to operate the above-captioned gravel pit. She explained that the Board had given Mr. Thibeault two years from the initial Earth Removal permit submission deadline to complete the requirements for the permit; Mr. Thibeault never fulfilled the requirements. She pointed out that bonding was not

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**MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF
APRIL 26, 2016, Cont.**

required for the pit, as a permit was never issued. She believed this was a matter that should be reviewed by legal counsel, as she was uncertain the Board could take and use the insurance bond.

Joe Constance **MOVED** to ask the Town Administrator to contact legal counsel for direction regarding the action the Planning Board could take to commence the reclamation of the above-captioned abandoned and non-permitted pit. David Litwinovich seconded the motion and it **PASSED** unanimously.

7. Letter copy received April 14, 2016, from New Hampshire Division of Historical Resources, to New Boston Highway Department, Dick Perusse, re: Request for Project Review by the New Hampshire Division of Historical Resources, for the Board's information.

The Vice Chairman acknowledged receipt of the above-referenced matter; no discussion occurred.

8. Email received April 25, 2016, from Shiv Shrestha to Valerie Diaz, Planning Assistant, re: Request for extension of conditions subsequent deadline for Forest View II, Phase I, from May 15, 2016, to May 15, 2017, and request for extension of conditions subsequent deadline for Forest View II, Phase II and III, from November 15, 2016, to November 15, 2018, for the Board's action.

The Planning Assistant advised that she had spoken with Mr. Shrestha and that he believed Phase I would be completed by July 2016. She had suggested that he make a request for a full one-year extension in the event that the work took more time to complete. She stated that she had asked for Mr. Shrestha's plans with regard to Phase II and Phase III and he had advised that it could take up to three years to complete; she suggested that he also request an extension for Phase II and Phase III at this time. Mark Suennen stated that requests were reasonable and made sense.

David Litwinovich **MOVED** to extend the conditions subsequent deadline for Forest View II, Phase I, from May 15, 2016, to May 15, 2017, and to extend the conditions subsequent deadline for Forest View II, Phase II and III, from November 15, 2016, to November 15, 2018. Joe Constance seconded the motion and it **PASSED** unanimously.

9. Email received April 25, 2016, from Aaron Firman of Thibeault Corporation of New England, re: Conditional Use Permit conditions subsequent deadline for Tax Map/Lot # 6/40-2, will expire on May 10, 2016, for the Board's information.

The Vice Chairman acknowledged receipt of the above-referenced matter; no discussion occurred.

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10. Update on All Board’s Meeting

Mark Suennen stated that he and Joe Constance had attend an All Board’s meeting last week. He advised that there were residents in Town that were interested in implementing a growth management plan in an effort to keep the school population down in order to keep the school taxes down. He noted that he did not necessarily follow the logic. Ed Carroll commented that his logic was easy and that he just wanted to spread the taxes around. He pointed out that development was currently the Town’s biggest industry and he believed impact fees should be assessed.

Joe Constance stated that there was a willingness to develop plans to enhance commercial development in Town. He noted that there were certain limitations that were pointed out, i.e., lack of town water and sewer to support large industrial type businesses.

Mark Fougere stated that he would look into the school enrollment trends.

Joe Constance **MOVED** to adjourn at 7:33 p.m. David Litwinovich seconded the motion and it **PASSED** unanimously.

Respectfully submitted,

Minutes Approved: 05/24/16

Valerie Diaz, Planning Assistant/Recording Clerk