

**TOWN OF NEW BOSTON
NEW BOSTON PLANNING BOARD
Minutes of 2018**

2/13/18

1
2 The meeting was called to order at 6:30 p.m. by Vice Chairman Mark Suennen. Present
3 were regular Board members David Litwinovich, Ed Carroll and Selectmen Ex-Officio Joe Con-
4 stance. Also present were Planning Coordinator Shannon Silver, Planning Consultant Mark
5 Fougere and Planning Board Assistant Nadine Scholes.

6
7 Present in the audience for all or part of the meeting were Jonathan Lefebvre, Todd Biggs
8 and Marie Stranger.

9
10 Absent from the meeting was Planning Board Chairman Peter Hogan.

11
12 **MOUTAFIS, MARTHA (OWNER)**

13 **MERIDIAN LAND SERVICES, INC (APPLICANT)**

14 Submission of Application/Public Hearing/Minor Subdivision/2 Lots

15 Location: McCollum and Meadow Roads

16 Tax Map/Lot #14/97

17 Residential-Agricultural "R-A" District

18
19 Mark Suennen opened the public hearing.

20
21 Jon Lefebvre from Meridian Land Services, Inc., presented the proposed Subdivision
22 Plan for the owner Martha Moutafis. He explained that the parcel has frontage on both
23 McCollum and Meadow Roads. There is an existing house on the parcel and the lot is 10.52
24 acres. The proposed subdivision would create one new residential building lot consisting of
25 5.336 acres and the remainder of 5.186 acres with the existing home.

26
27 Jon Lefebvre explained that the parcel is subject to the Wetlands Conservation and Steep
28 Slopes Districts and currently zoned as Residential-Agricultural "R-A". Dimensional require-
29 ments include the 2 acre minimum lot size, 200' building square with 50' setback from the front
30 and 20' on the side and rear. He explained that initially the frontage was on Meadow Road but
31 with the steep slopes and the grade of the driveway, access was found to be best off of
32 McCollum Road. He noted that a drainage study was completed and an Individual Storm Water
33 Management Plan had been submitted with the subdivision application.

34
35 Joe Constance clarified that the new parcel would be approximately 5.3 acres and the re-
36 mainder would be approximately 5.2 acres. Jon Lefebvre agreed.

37
38 Mark Suennen asked what was the reasoning behind where the proposed driveway loca-
39 tion was chosen. It appeared to go straight through the steepest area on the lot. Jon Lefebvre
40 explained the location for the driveway had been chosen using the required site distance and
41 driveway grade, along with the proposed septic location with the least disturbance.

42
43 Joe Constance asked what the grade and length of the driveway would be. Jon Lefebvre
44 replied the grade would be 10% and 200' long. Mark Suennen stated that the plan had indicated

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3
4 the driveway would be gravel. The Planning Coordinator, Shannon Silver noted the Road Agent
5 had already been out to review the location and signed off on the driveway permit.

6
7 Jon Lefebvre noted there would be riprap swales along the sides of the driveway with a
8 basin that would treat the runoff water. He also noted that the runoff water from the roof would
9 be treated through a chamber system that would be located behind the house.

10
11 Joe Constance asked Mark Suennen if the slope grade behind the house could cause an
12 issue. Mark Suennen replied that the area disturbed would need to be stabilized and secured to
13 assure it would not create any problems.

14
15 Mark Suennen asked Jon Lefebvre what kinds of soils were found in the back of the pro-
16 posed location of the house. Jon Lefebvre replied the existing soils consisted of a fine sandy
17 loam. Jon Lefebvre explained the plan noted all disturbed areas are to be stabilized within 14
18 days of disturbance and 72 hours after final grading. Joe Constance asked if the area was also
19 rocky. Jon Lefebvre replied that there is some existing ledge.

20
21 Mark Suennen suggested that the waivers requested be reviewed after the Board accepted
22 the application as complete. He noted that all the required items for the subdivision application
23 had been submitted, including an Individual Stormwater Management Plan (ISWMP) for the
24 new lot being created.

25
26 David Litwinovich **MOVED** to accept the application as complete.

27 Joe Constance seconded and the motion **PASSED** unanimously.

28
29 Mark Suennen noted waivers had been submitted with the application for the traffic, fis-
30 cal, and environmental studies. He asked that Jon Lefebvre explain why the Board should con-
31 sider accepting the 3 requested waivers. Jon Lefebvre explained that this proposed subdivision
32 would create only one new residential building lot and no further subdivision is expected. There
33 would be a low impact on traffic, fiscal and environment with only creating the 1 new building
34 lot. Mark Suennen asked if the plan notes or deed would indicate that the parcel would be re-
35 stricted to no further subdivision. Jon Lefebvre replied that he would need to get permission
36 from the owner to add any notes to the plan but he expressed that this kind of restriction should
37 not be necessary because the critical areas and steep slopes would not make the parcel viable for
38 any further subdivision and/or development.

39
40 Mark Suennen noted that the traffic study waiver could be granted because there would
41 not be any impacts to traffic with adding one parcel on a Class V road. He continued that the
42 other 2 waivers requested for fiscal and environmental impact studies should be postponed until
43 after the site walk to review the area.

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3
4 The Board decided to schedule the site walk on Saturday, February 24th, at 8:00 a.m.
5 Mark Suennen mentioned that the front corners, the center line of the location for the driveway
6 access and the proposed house location are required to be marked/flagged prior to the site walk.

7
8 David Litwinovich **MOVED** to accept the wavier requested for
9 Section IX-F traffic impact study. Joe Constance seconded the
10 motion and it **PASSED** unanimously.

11
12 Mark Suennen mentioned that note #10 indicated the Individual Stormwater Management
13 Plans were submitted for Tax Map/Lot #14/97-1 and 14/97-2. He instructed that 14/97-2 would
14 need to be removed, as the subdivision would only create one lot. Jon Lefebvre explained that
15 originally the parcel was going to be subdivided into 3 lots but was found to not be viable for 3
16 lots and this note was missed when he revised plans.

17
18 Marie Stranger noted she was the realtor for the property and representing the owner,
19 Martha Moutafis. Mark Suennen asked Marie Stranger if the subdivided parcel would be listed
20 for sale once approved. She answered yes.

21
22 Todd Biggs introduced himself to the Board and stated his address as 235 McCollum
23 Road, abutter to the property being subdivided. He expressed concerns with the drainage coming
24 off the driveway onto the road. He explained that water already was running off the existing
25 properties and collected on the road right in the area shown for the proposed driveway. Jon
26 Lefebvre explained that the proposed plan would require a culvert to be installed and the drive-
27 way grade would keep the water from running off onto the road. There would not be any addi-
28 tional impact of water draining onto the road from the new lot. Todd Biggs noted that a culvert
29 had been installed under another driveway on the road and in the spring there is too much water
30 running off the hill that the road is a mud pit. Todd Biggs also mentioned that snow is currently
31 plowed onto the lot to be subdivided. Joe Constance believed this would not happen once there
32 is a home built on the lot. Jon Lefebvre explained that a wetlands surveyor had evaluated the
33 property and delineated the wet areas from the parcel and across the street.

34
35 Mark Suennen noted the driveway permit and the active and substantial improvements
36 would be discussed after the site walk was completed to review the area.

37
38 Mark Suennen asked the Coordinator, Shannon Silver, if there was anything the Board
39 should discuss before he closed the hearing. She answered no.

40
41 Mark Suennen explained to Jon Lefebvre that the Board highly recommended a fire-
42 fighting water supply be considered as a requirement on the newly subdivided lot. He continued
43 to explain that the Board could not require a fire fighting water supply be installed because there
44 was only one new building lot being created but suggested it by the Planning Board as a goal that

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3
4 every new home has an adequate fire fighting water supply. Jon Lefebvre noted he would have
5 to verify with the owner but explained she probably would not want to add something to the plan
6 if it was not a requirement.

7
8 Mark Suennen asked the Coordinator, Shannon Silver, when would the hearing be ad-
9 journed to? She stated February 27, 2018, at 6:30 p.m. and the site walk would be on February
10 24, 2018, at 8:00 a.m. Mark Suennen noted that there would not be another notice sent to the
11 applicant, owner or abutters for the adjourned February 27, 2018, hearing and any abutters inter-
12 ested in attending the site walk on February 24, 2018, would need to get permission from the
13 property owner.

14
15 Joe Constance **MOVED** to adjourn to February 27, 2018, at 6:30 p.m.
16 David Litwinovich seconded the motion and it **PASSED** unanimous-
17 ly.

18
19 **Continued Discussion, re: Master Plan, specifically Future Land Use.**

20
21 Mark Fougere noted he had provided the first draft of the summarized descriptions for the
22 areas the Board discussed for potential future zoning. He suggested the Board review and note if
23 there are any changes.

24
25 Mark Fougere said he reached out to the Planning Director from Amherst to discuss what
26 they had done for the potential future use of the Tracking Station and they have not reviewed the
27 area as of yet. The Coordinator, Shannon Silver, noted that Kaleb Jacob brought up this item at a
28 previous Planning Board meeting. Mark Suennen agreed and explained that he remembered
29 Kaleb Jacob mentioned that the Tracking Station had been reviewed by Mont Vernon.

30
31 Mark Suennen asked Mark Fougere if the summary would be the basis for the Master
32 Plan Future Land Use Chapter. Mark Fougere answered that the Board could add or remove
33 what he had drafted for the summary, he was unsure how much detail the Board would like to
34 have in this Chapter. Joe Constance suggested adding the reason why these areas were identified
35 for these future uses. Mark Fougere stated he could add the objective factors for that area under
36 each segment, the Board agreed.

37
38 Mark Fougere asked if the Board would like to keep the Tracking Station on the sum-
39 mary. It was discussed and decided to keep the Tracking Station on the summary so it was
40 known the Board had reviewed and discussed the future use of the land.

41
42 David Litwinovich referred to the downtown area being labeled as Mixed Use. He noted
43 that he was not against the idea but believed the language should be changed to anything other
44 than Mixed Use. Mark Suennen agreed that 'Mixed Use' was not favored in Town. Mark

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Continued Discussion, re: Master Plan, cont.

Fougere suggested using Variety Use versus Mixed Use, the Board agreed with using Variety Use for the downtown area. Mark Fougere asked if the downtown area was called or known as something else in Town? The Coordinator, Shannon Silver, noted that residents knew this area as the Village area. Mark Fougere stated that he would update the language in the summary from 'downtown' to 'village'.

Discussion, re: Request for Proposals, Town Engineering Consulting Services.

The Coordinator, Shannon Silver, noted the Board had the drafts for Request for Proposals (RFP) summary for the Town Engineer and she advised a longer form was provided that she would recommend be available for the specific requirements for the submission of proposals. She explained the shorter summarized form could be used for general advertising purposes and could explain there is a longer form available on the New Boston website. She continued to explain that Mark Suennen had reviewed and made some changes to the drafted long form prior to meeting; she distributed the updated draft that Mark Suennen had provided. She asked Mark Suennen to summarize the required items in the updated long form to the Board.

Mark Suennen noted that he had been on the committee during the last review for hiring a Town Engineer. He explained the proposals received had been wildly different because the only form advertised for the position was the shorter one. He said he would agree with the Coordinator's recommendation for a long form to specify the requirements for the submittal of proposals. Joe Constance believed this would also help clarify to contractors/builders what the Town Engineer is responsible for because there had been some confusion as to exactly what the Town Engineer should be doing.

Mark Suennen highlighted the key points in the long form. He noted there would be a deadline for submittal and the specific requirements for proposals sent. He noted he had added a section for instructions to proposers, which included the minimum qualifications, the format to use for submission, total number of pages not to exceed 22 pages, all bids submitted should be valid for 120 days and the most important item to include in the submitted proposals, would be the fee schedule, which should include the fees (if different from one another) for the following; Project Engineer, Project Manager and Construction Inspector. In the past, the fee schedules had been too general.

David Litwinovich asked if it was known how many proposals would be submitted. Mark Suennen noted that there had been six proposals submitted the last time the RFP was advertised. Mark Suennen stated he would expect at least 4 proposals this time around. David Litwinovich asked if Northpoint was expected to submit this time around. Mark Suennen answered that he expected Northpoint, along with few others to submit proposals.

The Coordinator asked if the Board would like to review the revised RFP and continue discussion at the next meeting on February 27, 2018. The Board agreed to review and would

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Discussion, re: Request for Proposals, Town Engineering Consulting Services, cont.

release the advertisement if all members agreed to do so. The Coordinator mentioned that the Board should also decide on the interviewing process and who should be involved with that process. Mark Suennen noted the last time the proposals were reviewed by the Road Agent, the Town Administrator and himself.

Ed Carroll asked if the deadline to submit the proposals should be pushed out since the Board would not release the advertisement until the next meeting. Mark Suennen noted the deadline could be pushed out to allow 4 weeks for submittal from the date the advertisement is approved by the Board to release.

Mark Suennen asked who should be on the selection committee. Joe Constance believed the Road Agent and Mark Suennen should definitely be involved. The Coordinator suggested she should be involved in the process since she works directly with the Town Engineer in most cases. The Board agreed the Coordinator should be involved in the selection process. The Board decided the Town Administrator would not be required on the committee if he rather not be involved until the final decision is to be made. Joe Constance recommended Rodney Towne to be considered for the selection committee. He said that he had been on the Road Committee for many years and he could be a valuable addition to the committee. The Coordinator also suggested Mark Fougere could assist, if available, with reviewing the proposals. Mark Suennen stated that he would be in favor to include Mark Fougere, as long as there were no known conflicts of interest with any of the companies that submitted.

Mark Suennen noted the selection committee would include himself, the Coordinator, Shannon Silver, the Road Agent, Dick Perusse, Rodney Towne (if interested) and Mark Fougere, only if there were no conflicts of interests with the company.

David Litwinovich noted he was in favor of the people suggested for the selection committee.

Mark Suennen noted the Request for Proposals would be reviewed for release at the next Planning Board meeting on February 27, 2018.

Miscellaneous business that may come before the Board and/or Planning Board discussions.

1. Distribution and approval of the May 23, 2017, meeting minutes, with or without changes. (distributed by email)

The Coordinator noted that item 1 and 2 had been with Valerie Diaz to complete and she had just finished both items.

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1 **Miscellaneous business, cont.**

2
3 David Litwinovich **MOVED** to approve the May 23, 2017, meeting
4 minutes, with changes. Joe Constance seconded the motion and it
5 **PASSED** unanimously.
6

- 7 2. Distribution and approval of the June 13, 2017, meeting minutes, with or without chang-
8 es. (distributed by email)
9

10 Joe Constance **MOVED** to approve the June 13, 2017, meeting
11 minutes, with changes. David Litwinovich seconded the motion
12 and it **PASSED** unanimously.
13

- 14 3. Approval of the January 9, 2018, meeting minutes, with or without changes. (distributed
15 by email)
16

17 David Litwinovich **MOVED** to approve the January 9, 2018, meet-
18 ing minutes, with changes. Joe Constance seconded the motion and
19 it **PASSED** unanimously.
20

- 21 4. Distribution of the January 23, 2018, meeting minutes, for approval at the
22 February 27, 2018 meeting, with or without changes. (distributed by email)
23

24 Ed Carroll asked if there were any other outstanding meeting minutes. The Coordinator
25 answered no.
26

- 27 5. Copy of updated 2018 Planning Board Goals Spreadsheet, for the Board's review.
28

29 Mark Suennen noted that the Senior Housing Ordinance had been completed by the Plan-
30 ning Board and would be on the voting ballot in March. This item could be removed from the
31 goal list but only if it passed.
32

- 33 6. Notice for the 24th Annual Spring Planning & Zoning Conference, on Saturday, April 28,
34 2018, for the Board's information.
35

36 The Coordinator, Shannon Silver, noted she had contacted the bank holding the Letter of
37 Credit for the Twin Bridge maintenance bond, and she was able to have them extend the expira-
38 tion date for another 6 months. The bond would now expire August 2, 2018. She believed this
39 time frame would be adequate to look into the cause of the road cracking, if not, it could be ex-
40 tended again. She also mentioned she spoke with Bob Huettner and explained to him that he
41 would need to hire someone, approved by the Town Engineer, to review the cause of the crack-
42 ing of the road. She noted that Bob Huettner indicated they have already contacted ConTest
43 Consultants.
44

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1 **Miscellaneous business, cont.**

2 Joe Constance noted that the Coordinator, Shannon Silver, requested to be involved with
3 the interview process for the Building and Code Enforcement Officer. Her department works
4 with the building department on a daily bases and she wants to assure the candidates being inter-
5 viewed understood that enforcement would be a major and necessary aspect of this position. Joe
6 Constance stated he recommended the Coordinator be involved with the process of hiring the
7 Building and Code Enforcement Officer.
8

9 David Litwinovich said he did not see the Willard's petition on the ballot at the delibera-
10 tive session. Mark Suennen noted that because it was a petitioned article, it would not be includ-
11 ed for the deliberation. David Litwinovich asked if the Selectman had proposed the new warrant
12 for the tax break. Joe Constance replied that the Selectman had made some modifications but
13 yes it would be on the ballot.
14

15 David Litwinovich explained that his voluntary position at the Beacon had now become a
16 paid position. He told the Board he would be conscientious of the position and being a Board
17 member. Mark Suennen asked David Litwinovich to state on record that he would address any
18 conflicts of interest that arose with being a Planning Board member and writing for the Beacon.
19 David Litwinovich stated that he would be sure to address any conflicts of interest.
20

21

22 David Litwinovich **MOVED** to adjourn the meeting at 7:35 p.m. Joe
23 Constance seconded the motion and it **PASSED** unanimously.
24

25

26 Respectfully submitted,
27 Nadine Scholes, Planning Board Assistant

Minutes Approved: 03/28/18