

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

6/12/18

1  
2 The meeting was called to order at 6:45 p.m. by Chairman Peter Hogan. Present were  
3 regular Board members Ed Carroll and David Litwinovich, and Selectman Ex-Officio Rodney  
4 Towne.

5  
6 Also present were Planning Coordinator Shannon Silver, Planning Board Assistant Na-  
7 dine Scholes and Planning Consultant Mark Fougere.

8  
9 Absent was Vice Chairman Mark Suennen.

10  
11 Present in the audience for all or part of the meeting were Charles Peak, Earl Sandford  
12 and Amy Sanders.

13  
14 **TOWNES FAMILY TRUST**

**Adjourned from May 22, 2018**

15 Submission of Application/Public Hearing/Major Subdivision/2 Lots

16 Location: South Hill & Lyndeborough Roads

17 Tax Map/Lot #10/73

18 Residential-Agricultural "R-A" District

19  
20 Peter Hogan asked who attended and if there were any concerns found during the site  
21 walk that had been conducted on May 5, 2018. Rodney Towne replied that he, Mark Suennen,  
22 David Litwinovich and Ed Carroll attended the site walk. He noted that the driveway access to  
23 the remainder lot off of Lyndeborough Road was reviewed versus the original proposed access  
24 on South Hill Road.

25  
26 David Litwinovich **MOVED** to accept the application as com-  
27 plete. Ed Carroll seconded the motion and it **PASSED** unani-  
28 mously.

29  
30 Peter Hogan noted that the Board would need to review the requested waivers.

31  
32 Rodney Towne asked about the pre-merger line shown on the plan as line A-B. The  
33 Planning Coordinator, Shannon Silver, noted that the Board had previously asked Dennis  
34 McKenney to remove the pre-merger line shown on the plan because it would only cause confu-  
35 sion in the future. She continued to explain that Dennis McKenney believed the line shown had  
36 significant informational value because it was referenced in the deed, so he had revised the lan-  
37 guage noted along the line to state, 'LINE A-B IS NOT A BOUNDARY LINE; SHOWN FOR  
38 INFORMATION AND HISTORIC PURPOSES ONLY!!! A to B approximate former location  
39 of pre-merger deed line'.

40  
41 The Planning Coordinator, Shannon Silver, noted that the 200' building square was added  
42 to the plan with a Suitable Building Envelope (SBE) within the 200' square. She noted that she  
43 had Dennis McKenney strike through the waivers he had noted on the plan because the Board  
44 had not granted any waivers and some were not applicable. He will need to update the waivers

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**1 TOWNES FAMILY TRUST, cont.**

2 noted once the Board reviews and grants the waivers. She noted that the Board would need to  
3 review all the waivers again because some had been granted when the Board had accepted the  
4 application as a minor subdivision.  
5

6 David Litwinovich asked the Planning Coordinator, Shannon Silver, to clarify the situa-  
7 tion with the driveways. She noted that the Board requested that a driveway application be sub-  
8 mitted to use the existing access off South Hill Road to the house and the remainder will use an  
9 existing gravel pit entry off of Lyndeborough Road, that the Board had approved when it was  
10 proposed for the gravel pit. David Litwinovich confirmed that the driveway access would not be  
11 off of South Hill Road for the remainder as originally submitted. The Planning Coordinator said  
12 that was correct but noted that the applicant could have requested a waiver for the driveway be-  
13 cause there was no intent for development at this time.  
14

15 Rodney Towne asked if the pre-merger boundary line should be removed or would the  
16 Board accept it being shown on the plan. He opined that he does not see the need for a boundary  
17 line that did not exist but Dennis McKenney seemed adamant on having it shown on the plan.  
18 Rodney Towne asked Charles Peak if he knew why Dennis McKenney wanted to keep the pre-  
19 merger line on the plan. Charles Peak was not sure. David Litwinovich asked Mark Fougere  
20 what was his opinion on keeping the pre-merger line shown on the plan. Mark Fougere believed  
21 it would be confusing because it did not exist, and suggested it should be removed. He noted  
22 that the pre-merger line could be referenced in the plan notes. Rodney Towne noted that Dennis  
23 McKenney had requested a waiver to allow the line to be shown on plan for the benefit of future  
24 surveying. Mark Fougere said that if a surveyor searched the registry, the history would show  
25 how the lot transferred into what it is today. The Planning Coordinator stated that a note on the  
26 plan would need to be removed because it was one lot of record, that stated 'area west of pre-  
27 merger boundary 83.6 +/- acres, see note 10' and Note 10 states 'Area of Map 10 Lot 73 is  
28 120.25 +/- acres'. She noted that she had requested Dennis McKenney to revise Note 10 to indi-  
29 cate how many acres will be left after the 3.3 acres was removed from the 126.08 acre lot, which  
30 would be around 122.78 acres. Peter Hogan asked if the Board agreed that the waiver be denied  
31 and the line would need to be removed. The consensus of the Board was to deny the requested  
32 waiver for Checklist Item 14, boundary line and perimeter line, however, the Board agreed to  
33 grant the waiver requested to not need to show the entire perimeter of the lot.  
34

35 The Planning Coordinator, Shannon Silver, noted that the plan showed a SBE within the  
36 200' building square, so the Board could waive the need for the Individual Stormwater Manage-  
37 ment Plan, plus there was no intent of development at this time. Fire fighting water supply  
38 would not be applicable with this application. The Board would need to review the waivers re-  
39 quested for the traffic, fiscal and environmental studies, stormwater, perimeter, and the require-  
40 ment for granite monuments on the front property lines. Rodney Towne noted that another par-  
41 cel on South Hill Road was required to mark the front property lines with granite monuments,  
42 and he felt that should stay consistent. The Board agreed.  
43  
44

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1 **TOWNES FAMILY TRUST, cont.**

2 Peter Hogan asked the Board which waivers would be granted and which should be de-  
3 nied. David Litwinovich said that he would be favor of granting the waivers for the traffic, fiscal  
4 and environmental studies and the perimeter of the entire lot, but he would oppose granting the  
5 items noted as Checklist Item 13 for the granite monuments at the front corners and Item 14 to  
6 show the pre-merger boundary line. Ed Carroll asked if the owners would be limited on what  
7 could be developed on the remainder, the Board said no. He continued that he would not be in  
8 favor of granting the waiver for the erosion control. Peter Hogan noted the remainder lot would  
9 need to be subdivided again, if they decided to build more than one residential home. Ed Carroll  
10 said that he would be in favor to grant the waiver if they would need to subdivide the lot again.  
11 The Planning Coordinator, Shannon Silver, noted that if the lot was subdivided further in the fu-  
12 ture that could trigger the need for the Individual Stormwater Management Plan for any addi-  
13 tional building lots, these waivers being requested would only apply to this subdivision applica-  
14 tion.

15  
16 David Litwinovich **MOVED** to grant the waivers for the fire  
17 fighting water supply, stormwater, environmental, fiscal and traffic  
18 studies, based on the application only creating one additional resi-  
19 dential lot, with no intent for development. Rodney Towne se-  
20 cunded the motion and it **PASSED** unanimously.

21  
22 Peter Hogan read the waiver requested, to allow recorded plan 28,663-128 to serve as the  
23 basis for the remaining metes and bounds of Map 10 Lot 73.

24  
25 David Litwinovich **MOVED** to grant the waiver for the entire pe-  
26 rimeter surveyed. Rodney Towne seconded the motion and it  
27 **PASSED** unanimously.

28  
29 Peter Hogan read the waiver requested for the need of granite bounds at the front corners  
30 of Lot 10/73-1.

31  
32 Rodney Towne **MOVED** to deny the waiver requested for the re-  
33 quirement of granite bounds at the front corners. David Litwino-  
34 vich seconded the motion and it **PASSED** unanimously.

35  
36 Peter Hogan read the waiver requested for the Board to allow a pre-merger boundary line  
37 to be shown on plan for the benefit of future surveying.

38  
39 David Litwinovich **MOVED** to deny the waiver requested to allow  
40 the boundary line labeled 'A-B' and the Board request that line be  
41 removed. Rodney Towne seconded the motion and it **PASSED**  
42 unanimously.

43  
44 Peter Hogan asked what else would be needed from the Board to grant approval.

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**TOWNES FAMILY TRUST, cont.**

The Planning Coordinator, Shannon Silver, noted that Dennis McKenney would need to revise the plan and the monuments would need to be set and noted on the plan.

Peter Hogan noted that the Board could approve the subdivision with conditions. He asked how long would be needed to complete the items noted as the conditions for approval. The Planning Coordinator, Shannon Silver, explained that the date would need to be when the monuments could be set and noted on the plan, the plan updated and the mylar brought to the Planning office to record at the registry. Charles Peak said 30 days. The Planning Coordinator noted the deadline for the conditions precedent would be July 12, 2018. She explained to Charles Peak that if Dennis McKenney needed more time to complete the conditions he could request an extension on the deadline. She continued that Dennis McKenney should contact her before he prints the mylar to confirm that all required plan revisions had been done.

David Litwinovich **MOVED** to conditionally approve the Major Subdivision/2 Lots for Townes Family Trust, Tax Map/Lot #10/73, South Hill and Lyndeborough Roads. Rodney Towne seconded the motion and it **PASSED** unanimously.

**CHESTNUT HILL CHAPEL, INC (OWNER)  
SANDFORD SURVEYING & ENGINEERING, INC. (APPLICANT)  
Submission of Application/Public Hearing/Minor Subdivision/2 Lots**

Location: Chestnut Hill Road  
Tax Map/Lot #15/48  
Residential-Agricultural "R-A" District

Earl Sandford presented the proposed subdivision for Tax Map/Lot #15/48. He explained that currently the lot is 6.516 acres and would be subdividing 2.064 acres along with the existing house, leaving 4.453 acres remaining. The purpose of the subdivision would be to cut off and sell the house, while keeping the pasture field on the remainder lot. He stated that the field is in current use as farmland by the Church, which was across the street. He believed the proposed subdivision was straightforward and requested that the Board approve tonight if possible.

Peter Hogan asked Earl Sandford to point out the new lot line. Earl Sandford showed the new lot line and also pointed out that there was an existing R.O.W. access easement on the lot to access an existing house on Tax Map/Lot #15/50, and another residential lot in Bedford. Peter Hogan asked if there was an existing access easement. Earl Sandford said yes and pointed out the easement on the plan. He noted the lot access is regulated by the State because Chestnut Hill was a State Road and options were limited. Peter Hogan asked if the new lot line could be moved so the access to the other lots was not on the lot with the house. Earl Sandford replied that the 200' building square would not fit within the lot if the new lot line was moved, options were limited and the location for the lot line was controlled by the 200' building square.

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1 **CHESTNUT HILL CHAPEL, INC, cont.**

2 Peter Hogan questioned how was it allowed to stack homes outback of a lot. The Plan-  
3 ning Coordinator, Shannon Silver, noted that there was an easement, which existed prior to this  
4 subdivision. Earl Sandford noted the backlot was legitimate, with 50' of road frontage but the  
5 State had regulated the driveways and would not allow another driveway next to the existing  
6 shared driveway for another 2 lots outback and he felt that it would have been more difficult to  
7 use that shared driveway as a third access. Rodney Towne asked Earl Sandford if he remem-  
8 bered how long ago 15/48-1 was subdivided. Earl Sandford believed it was in 2004, and noted it  
9 was subdivided to create a building lot for the Pastor's son. The Planning Coordinator noted that  
10 subdivision happened back in 2001.

11  
12 Peter Hogan mentioned that the remainder had enough acreage left that it could be subdi-  
13 vided and/or developed in the future. Earl Sandford replied that the remainder could be subdi-  
14 vided but there is no intent of development because the current use was a valuable asset to the  
15 Chapel and they would protect it as long as they owned that lot or would even consider putting it  
16 into conservation in the future.

17  
18 David Litwinovich **MOVED** to accept the application as com-  
19 plete. Rodney Towne seconded the motion and it **PASSED**  
20 unanimously.

21  
22 The Planning Coordinator, Shannon Silver, noted that the current access easement  
23 agreement would need to be revised because the 416 sq. ft. area would need to be added to bene-  
24 fit the new lot. Earl Sandford stated that he would revise the existing easement language.

25  
26 David Litwinovich noted that the application was under a time restraint and asked if the  
27 Board should conduct a site walk. Rodney Towne thought the subdivision to be straightforward  
28 and would not feel a need to conduct a site walk, the Board agreed. Earl Sandford noted that the  
29 State had already approved the subdivision.

30  
31 Peter Hogan noted that waivers for traffic, fiscal and environmental studies were request-  
32 ed.

33  
34 Rodney Towne **MOVED** to grant the waivers requested for the  
35 traffic, environmental and fiscal impact studies. Ed Carroll se-  
36 conded the motion and it **PASSED** unanimously.

37  
38 Ed Carroll asked what could be done with the remainder lot without the need to come  
39 back to the Planning Board. The Planning Coordinator, Shannon Silver, noted that they could  
40 build one house on the lot. Ed Carroll noted that as long as it is limited to only building one  
41 house, he would be in favor of the subdivision.

42  
43 David Litwinovich said that due to the straightforward nature of the application he would  
44 stand down on his self imposed requirement of always conducting a site walk.

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1 **CHESTNUT HILL CHAPEL, INC, cont.**

2  
3 Peter Hogan asked the Planning Coordinator if there were any outstanding items. She re-  
4 plied no. Peter Hogan asked Earl Sandford how long would be needed to complete the condi-  
5 tions precedent. Earl Sandford replied 90 days. The Planning Coordinator noted that the dead-  
6 line for the conditions precedent would be September 12, 2018.

7  
8 David Litwinovich **MOVED** to approve the Minor Subdivision/2  
9 Lots for Chestnut Hill Chapel, Inc., Chestnut Hill Road, subject to  
10 the noted conditions precedent. Ed Carroll seconded the motion  
11 and it **PASSED** unanimously.

12  
13 **Continued Discussion, re: Revisions and/or Additions to Master Plan Draft**

14  
15 Mark Fougere noted that the Board had expressed concerns that the Master Plan could be  
16 too long, he thought that the Community Facilities Chapter was the longest and could be thinned  
17 out. He explained that some Town departments had issues that would need to be addressed in  
18 the next 10 years, while other departments could be thinned out.

19  
20 Rodney Towne suggested that the Police Department section should be sent back to the  
21 Police Chief. He noted that the Board of Selectman had a discussion and did not believe it was  
22 clear as to what the facility proposal would be. Mark Fougere noted that the Police departments  
23 biggest concern was lack of storage. Rodney Towne noted that the Board of Selectman had dis-  
24 cussed with the Police Chief that an addition would be needed in the near future and the Police  
25 Chief expressed that he would not be in favor of moving the Police department into a safety type  
26 complex if that were proposed, he liked the current location of the Police station and thought it  
27 was adequate for the future with some changes/additions to the current building, which was not  
28 mentioned in the Police Facility Chapter. Mark Fougere said he would present the suggested  
29 changes to the Police Chief but it would be up to the Police Chief what is included in the Police  
30 Chapter.

31  
32 Peter Hogan thought the statement under cisterns should be removed in regards to a water  
33 supply being required for subdivisions creating five or more lots. The Planning Coordinator,  
34 Shannon Silver, noted that requirement was still in the current Subdivision Regulations. Peter  
35 Hogan noted that the Subdivision Regulations would need to be revised. Peter Hogan suggested  
36 that a water supply should be required with all major subdivisions. The Planning Coordinator  
37 asked how would that work with the subdivisions being treated as a major because of the remain-  
38 ing acres. The Board recently had 2 applications that were considered major because of the re-  
39 maining acres. Peter Hogan believed the Board could waive the requirement for water supply for  
40 the major applications that were minor in nature. Peter Hogan asked Mark Fougere if he was  
41 familiar with this situation. Mark Fougere noted that the statement regarding five lots requiring a  
42 water supply could be deleted but he suggested keeping the first sentence. Peter Hogan asked if  
43 it was legal under current NH law for the Board to require someone to install sprinklers in a new  
44 home. Mark Fougere and the Planning Coordinator answered not at this time, someone can

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**Continued Discussion, re: Revisions and/or Additions to Master Plan Draft, cont.**

volunteer to put sprinklers in their home, and the Board can accept that. The Planning Coordinator continued that the current process was to send people to the Fire Wards to get permission to install sprinklers versus a cistern, then the Board could decide if they want to accept that or not. Peter Hogan asked if someone were to build a large house with a garage could the Fire Department require that house to have sprinklers installed. The Planning Coordinator replied not at this time. It was only a requirement in the current Subdivision Regulations. She continued that would be something that could be instituted in the Building Code. Mark Fougere noted that could not happen because of the State Statues. Rodney Towne mentioned the Board had dealt with this about 8 years ago when the State legislature said the Town could not require sprinklers in every new home built. Mark Fougere agreed. Ed Carroll asked if something should be added to the Master Plan on how to adjust the potential needs for Fire Fighting Water Supply going into the future, or best to leave that out of the Master Plan.

The Planning Coordinator, Shannon Silver, noted that the Fire Wards were supposed to let her know when they were ready to come back to discuss the findings after they did some research on regulations, in conjunction with the updated cistern map with the driest areas. She explained that she had spoke to the Fire Chief, Dan MacDonald about 2 months ago and he said they were not ready yet, they were still doing some research. Ed Carroll asked if the Fire Wards could be asked to come back in September, if the Board agreed. The Planning Coordinator said yes, of course.

Peter Hogan said that what is on page 26, under the Fire Station, only is justifying the need for the new fire station. He did not believe this belonged in the Master Plan. Ed Carroll noted that there was also something about the new salt shed, which he believed did not belong in the Master Plan either. Mark Fougere asked which part should be removed. Peter Hogan thought the whole Fire Station section could be removed, keeping the description of the current Fire Station. Rodney Towne noted that the next big change in the Fire Department would be becoming a full time Fire Department, which he believed was not a long time away. He continued that New Boston was far past the need of a full time staffed Fire Department from any other Town in the State. Ed Carroll asked why was this the case. Rodney Towne replied that it was the great response of the volunteers; he said there are no other Towns of this size, with the same amount of calls that are all volunteers. Peter Hogan said the amount of volunteers in New Boston is impressive. Rodney Towne said that there had been discussion that most likely there would be a situation to trigger that to change. Could be tomorrow or years from now. Ed Carroll asked if the Board of Selectman could decide on that change or would that need to be something to go to Town Vote. Rodney Towne replied that he believed it would need to be proposed by the Fire Wards to the Finance Committee and then go on the ballot. Peter Hogan thought the potential need for full time fire staff should be mentioned under the Fire section in the Master Plan.

David Litwinovich thought the Master Plan was a great document at its current 41 pages. He edited it down to 25 pages, removing a bunch of information that he believed was not

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**Continued Discussion, re: Revisions and/or Additions to Master Plan Draft, cont.**

important to include in the Master Plan. Peter Hogan asked David Litwinovich if he had his edited 25 page document. David Litwinovich answered yes.

Mark Fougere said the Board could remove any information that is not wanted in the Master Plan, half of the departments do not have any active projects, i.e. Library. Mark Fougere requested that David Litwinovich send his edited Master Plan version so he could review it and could do a second draft with track changes shown for the Board to review and discuss at the next meeting.

Ed Carroll thought the statement under Regional Housing Needs Assessment should be removed or summarized differently. He had questions regarding many things that are in the Master Plan from 2010. Mark Fougere said that if the information is not relevant now, it should be removed because it was so old. Ed Carroll also mentioned that the Highway Departments salt shed had passed at Town Vote 2018 and should be removed from the Master Plan. David Litwinovich said that might not be true because the salt shed was a CIP project and would have to be voted each year until all the money was collected for the project. Rodney Towne noted that it was an active CIP project but it was not funded by a CRF, it would be approved by 2019 if second amount passed at Town Vote. It passed in 2018 for half the project cost and would be on the ballot again in 2019 or until it passes. David Litwinovich agreed with Ed Carroll on removing the need for the new salt shed from the Master Plan and noted there were other projects that were already in process that could be removed.

Ed Carroll noted that Frankestown Turnpike does not exist within New Boston, that should be changed to 2<sup>nd</sup> NH Turnpike.

David Litwinovich suggested that each Board member could provide their updates and discuss the changes at the next meeting.

Mark Fougere said each Board member can print out or email him their changes and he could put all the changes on one document with track changes shown. It was decided that each Board member would print out the 41-page Master Plan document, make their edits and bring to discuss at the next meeting.

David Litwinovich noted that Ed Carroll had mentioned the Housing Chapter had some changes. Ed Carroll explained diversification to him, meant more options of multi-family dwellings. The Planning Coordinator, Shannon Silver noted that the consensus of the Board at the meeting on May 22, 2018, was to update the statement to say ‘to allow for a range of housing types, including ownership and rentals, and choices within the Town’s Land Use Regulations, with a full range of demographic.’ Peter Hogan suggested that Ed Carroll could write something out for the Board to discuss if he wanted to see more under this Chapter. Rodney Towne thought the Housing Goal should be removed all together. Ed Carroll thought most of the goals in the Master Plan were unrealistic.



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1 **Continued Discussion, re: Revisions and/or Additions to Master Plan Draft, cont.**

2  
3 David Litwinovich said that the Master Plan update had been a long process and the  
4 Goals section was cut down to 5 pages from 19 pages. He opined that in the 2006 Master Plan  
5 there had been too many unrealistic specified goals and when the Board started the review for  
6 this update, the goals section was cut down and the goals were revised to be more broad but he  
7 would like to see the Master Plan even shorter.

8  
9 The Planning Coordinator, Shannon Silver, asked David Litwinovich if he could email  
10 his 25 page version of the Master Plan by the end of the week. He replied yes.

11  
12 **Miscellaneous Business and correspondence for the meeting of June 12, 2018, including,**  
13 **but not limited to:**

- 14  
15 1. Distribution of the April 24, 2018, meeting minutes, for approval, at the June 26, 2018,  
16 meeting, with or without changes. (distributed by email)

17  
18 The Planning Coordinator, Shannon Silver, noted that the minutes of the April 24, 2018,  
19 meeting had been sent out to the Board and the plan was to get the remaining minutes caught up  
20 by the next meeting or at least distributed to the Board.

- 21  
22 2. Endorsement of a Subdivision Plan, for Martha L. Savoy and Clayton L. Savoy, Tax  
23 Map/Lot #10/70, Lyndeborough Road, by the Planning Board Chairman & Secretary.  
24  
25 3. Endorsement of a Notice of Decision Cover Sheet, for Martha L. Savoy and Clayton L.  
26 Savoy, Tax Map/Lot #10/70, Lyndeborough Road, by the Planning Board Chairman.  
27  
28 4. Discussion, re: Planning Board member to sit on the Zoning Board of Adjustments, as an  
29 alternate.

30  
31 The Planning Coordinator, Shannon Silver, noted that she had some issues getting a  
32 quorum for the Zoning Board of Adjustments meetings, so much so, that one of the meetings had  
33 to be cancelled after notices and the Public Hearing notices went out because one of the members  
34 had a conflicting event. The ZBA is in need of members. She noted that an application had been  
35 received and was submitted to the Board of Selectman for recommendation for a full time mem-  
36 ber but there are alternate seats available. The Planning Coordinator noted that the Statue states  
37 there can be one Planning Board member on the Zoning Board as an alternate. This person  
38 would only be needed if there is a quorum issue, it would prevent having to cancel the hearing.  
39 She said if a Planning Board member was interested they could let her know, she did not need  
40 any commitment now. Peter Hogan asked who was on the ZBA now. The Planning Coordinator  
41 replied that currently the ZBA members are David Craig, Ken Clinton, Doug Martin and Greg  
42 Mattison, the new member was a contractor that works with Greg Mattison. Peter Hogan noted  
43 that he might consider the position.  
44

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1 **Miscellaneous Business and correspondence, cont.**

- 2  
3 5. Application for Appointment, received June 6, 2018, from Amy Sanders, for the Board's  
4 review and discussion. (Amy Sanders to be present)

5  
6 The Planning Coordinator, Shannon Silver, explained that Amy Sanders was in attend-  
7 ance and had submitted an application for an alternate member.

8  
9 Amy Sanders stated that Joe Constance, who was her neighbor, had approached her about  
10 applying to the Planning Board. She noted that she was a Civil Engineer, Licensed in NH, and  
11 had been doing site design for 18-19 years. She would like to serve her community and expand  
12 her knowledge to be a better engineer. David Litwinovich asked Amy Sanders the type of site  
13 design she did. She replied that she does both subdivision and commercial development. She  
14 also noted that she does the site inspections for Stormwater Management Plans. She has worked  
15 in New Boston and many other surrounding communities. The Board members believed that  
16 Amy Sanders would be an asset to have as a member.

17  
18 David Litwinovich **MOVED** to submit Amy Sanders applica-  
19 tion to the Board of Selectman for recommendation. Ed Carroll  
20 seconded the motion and it **PASSED** unanimously.

21  
22 The Planning Coordinator, Shannon Silver, explained that she would get a hold of Amy  
23 Sanders once the Board of Selectmen provided their decision. She continued that once she was  
24 approved as a member, she would need to get sworn at the Town Clerks office.

- 25  
26 6a. Letter copy, dated May 24, 2018, from Sylvia von Aulock, Executive Director, Southern  
27 New Hampshire Planning Commission, to the Town of Weare Planning Board Chairman,  
28 Craig A. Francisco, re: Whitetail Commercial Development plan review comments, for  
29 the Board's information.

- 30  
31 6b. Email copy, dated May 25, 2018, from Sylvia von Aulock, Executive Director, Southern  
32 New Hampshire Planning Commission, to the Town of Weare Planning Board Chairman,  
33 Craig A. Francisco, re: Whitetail Commercial Development plan review comments, for  
34 the Board's information.

- 35  
36 6c. Memo copy, dated June 7, 2018, from Sylvia von Aulock, Executive Director, Southern  
37 New Hampshire Planning Commission, to the Town of Weare, Planning Board, re:  
38 Whitetail Commercial Development plan review additional comments, for the Board's  
39 information.

- 40  
41 6d. Copy of the Town of Weare, Planning Board, April 26, 2018 and May 24, 2018 drafted  
42 meeting minutes, re: Whitetail Commercial Development plan review, for the Board's in-  
43 formation.

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1 **Miscellaneous Business and correspondence, cont.**

2 The Planning Coordinator, Shannon Silver, noted that she was going to have Mark Suen-  
3 nen or someone from the Sub-Committee update the Board with what was discussed at the  
4 Weare Planning Board. She noted that Mark Suennen, the members of the Sub-Committee, and  
5 Sylvia von Aulock from Southern New Hampshire Planning Commission had attended the  
6 Weare Planning Board hearing on May 24, 2018. She noted the Board would need to be updated  
7 at the next meeting because she was unsure of what decisions had been made between the appli-  
8 cant and the Board. David Litwinovich mentioned that the hearing was adjourned to June 28,  
9 2018, and the New Boston Planning Board met again before that Weare Planning Board hearing,  
10 so if there were any concerns to discuss, those could be reviewed prior to their next meeting.  
11 David Litwinovich felt that SNHPC had done well getting involved with the application. The  
12 Planning Coordinator, Shannon Silver noted that she had called SNHPC after the last Planning  
13 Board meeting, to find out if they had been notified of Regional Impact. They had received the  
14 notice and told her they would be reviewing the application. Mark Fougere noted that Sylvia  
15 von Aulock's review of the application was very detailed.

- 16  
17 7. Copy of article, entitled Demystifying Impact Fees, published in New Hampshire Town  
18 and City, New Hampshire Municipal Association, June 2013 edition, for the Board's in-  
19 formation.

20  
21 Mark Fougere noted that he had provided this document to the Board for information  
22 purposes for the discussion regarding Impact Fees scheduled for later this year. David Litwino-  
23 vich suggested that the Impact Fee Ordinance should be reviewed sooner in the year. Mark  
24 Fougere said that he could get the Impact Fee Ordinance example to the Board in August.

25  
26 The Planning Coordinator, Shannon Silver, noted that the Board should discuss the sum-  
27 mer schedule and having only one meeting in July and August. The consensus of the Board was  
28 to have one meeting in July and August on the second Tuesday for each of those months.

29  
30 Ed Carroll noted that he was still waiting for another update from CEDS and would re-  
31 port any new information he received from them at the next meeting.

32  
33 Ed Carroll asked if it was decided whether or not to invite the Fire Wards back in Sep-  
34 tember to continue the discussion with the Board. The Planning Coordinator, Shannon Silver  
35 replied that she would contact them to advise that the Board would like to schedule the continued  
36 discussion in September regarding Fire Fighting Water Supply.

37  
38 David Litwinovich **MOVED** to adjourn the meeting at 8:36 p.m.

39 Ed Carroll seconded the motion and it **PASSED** unanimously.

40  
41 Respectfully submitted,  
42 Nadine Scholes, Planning Board Assistant

Minutes Approved: 8/14/18