

**MINUTES**  
**NEW DURHAM PLANNING BOARD**  
**21 MAY 2013**

Chairperson Craycraft called the meeting to order at 7:07pm.

**Roll Call:** Bob Craycraft (Chair), Scott Drummey (Vice-Chair), Dot Veisel, Paul Raslavicus, David Swenson (Selectmen's Representative), Cameron Quigley (Alternate), recording secretary Amy Smith.

**Excused Absence:** Craig Groom

**Others Present:** Town Historian Cathy Orlowicz.

**Public Input:** There was no public input.

**Master Plan Discussion**

Chair Craycraft began the discussion by explaining the Master Plan, how often it should be reviewed, and its importance. Chair Craycraft also stated the Board will need to decide how much of the Master Plan update they plan on doing themselves and how much they plan on contracting out. Individual Board members, and the Town Historian, then gave a brief overview of their respective sections.

Mr. Drummey stated he has the 'Land Use' section, which is a very large section. Mr. Drummey stated there is a big focus on creating neighborhoods in the section. Mr. Drummey continued to state recent developments have been smaller subdivisions using existing roadways. Mr. Drummey added it is difficult to create neighborhoods due to the scattered nature of the current development trends.

Ms. Veisel stated she has the 'Community Well-Being' section. Ms. Veisel stated she is working on a draft but she is not prepared to share it yet. Ms. Veisel did state that the Town is a rapidly graying community and more activities should be geared toward senior citizens.

Mr. Raslavicus stated he has the 'Population & Growth Management' section. Mr. Raslavicus stated he started by looking at the census data for New Durham which he passed around for the other Board members to view. Mr. Raslavicus stated that there is repetition in the wording of the Master Plan which should be edited to be more concise. Mr. Raslavicus suggested reaching out to the Merry Meeting Lake Community and also suggested the Board consider a residential community of 5 plus acre lots.

Town Historian Cathy Orlowicz stated she agreed to work on the 'Historic & Cultural Resource' section. Ms. Orlowicz stated she is not prepared to present anything to the Board yet but wanted to get a flavor of the Board and what they are looking for. Ms. Orlowicz did suggest defining a 'historic' house or barn as opposed to a house or barn which is just old. Ms. Orlowicz stated the

State of New Hampshire does offer incentives for preserving old barns and this is defined in the State RSA's.

Mr. Swenson stated he has the 'Housing' and 'Town Facilities' section. Mr. Swenson stated the Board should encourage and welcome economic development. Mr. Swenson stated when updating the Master Plan the Board should not make it so restrictive that businesses do not want to come into Town.

Mr. Groom, who was not present, has the 'Transportation' section. Ms. Smith passed out a draft of that section that Mr. Groom had e-mailed to her.

Chair Craycraft stated he has the 'Natural Resources' section and noted he would like to get the input of the Conservation Commission. Chair Craycraft asked Ms. Smith if she would contact the Conservation Commission Chairman to see if it could be put the agenda for the next Conservation Commission meeting.

Mr. Craycraft stated it is important to get citizens engaged. The Board discussed ways to inform and engage the citizens. Board members asked Mr. Raslavicus if he could make the announcement regarding the update of the Master Plan at the Merry Meeting Lake Association Meeting in June. Mr. Raslavicus stated he would. Ms. Veisel suggested announcing it, and maybe passing out an informal questionnaire, at the 'Celebrate New Durham Day' in July. Ms. Orlowicz suggested having a group take on different sections and defining the length of time that will be involved. Ms. Orlowicz stated she thinks there will be more participation if people can pick a section that is specifically interesting to them and know the amount of commitment that will be involved. Ms. Veisel asked Ms. Orlowicz if she thought the Historical Committee would be interested in hosting a meeting where the 'Historic & Cultural Resources' section will be discussed. Ms. Orlowicz stated she felt they would be interested and this could be done at the August meeting. Ms. Orlowicz stated the Historical Committee's August meeting will be 08 August 2013 at 7:00 pm at the Library. Ms. Veisel will act as the facilitator.

Chair Craycraft stated he will bring up the idea of a joint Planning Board/Conservation Commission meeting to be held 30 July 2013 at the Commission's next meeting (28 May 2013) to discuss the 'Natural Resources' and 'Land Use Section'.

Board members agreed to discuss the overall structure of the Master Plan, Vision Statement, and the 'Community Well-Being' section at their 18 June 2013 meeting.

### **Review of Mail**

Board members reviewed the expenditure sheet dated 18 May 2013. Mr. Drummey asked Ms. Smith to get a copy of the revenue sheet from the Bookkeeper. Board members also asked Ms. Smith to check with the Bookkeeper regarding the Capital Reserve Fund for the Master Plan to find out how much money is available.

### **Review of Minutes**

Board members reviewed the minutes of 07 May 2013. Ms. Smith stated she received an e-mail from Mr. Groom suggesting, on Page 2, first paragraph under 'Elaine Planchet-Revised

Subdivision Regulations' identifying who Ms. Planchet is. Mr. Swenson suggested on Page 4, under 'Advertising Costs' second to last sentence correcting the typo so 'it' is changed to "if". Last sentence in that paragraph changing the word 'they' to 'most'. **Mr. Drummey made a motion to approve the minutes of 7 May 2013 as corrected. Mr. Raslavicus seconded the motion. The motion was unanimously approved.**

Board members reviewed the minutes of the site walk of 16 May 2013. **Mr. Raslavicus made a motion to approve the minutes of 16 May 2013 as written. Mr. Drummey seconded the motion. The motion was unanimously approved. (Ms. Veisel abstained from voting as she was not present at the site walk.)**

### **McKay Gravel Pit**

At the previous meeting Board members had received a letter from the Police Chief, revised impact statement, and revised plan showing a 75' buffer. Ms. Smith informed Board members Mr. McKay submitted the \$800.00 in inspection fees but not the bond money. Ms. Smith stated she spoke with Mr. McKay and he is waiting to submit the bond money until the Planning Board is satisfied all other conditions have been met. Mr. Raslavicus questioned if another public hearing needed to be held. Board members felt no new hearing would need to be held as the information submitted by Mr. McKay was information required by the Board at his hearing on 18 December 2012. Mr. Raslavicus stated there is still the current use issue. Board members discussed current use and looked at Mr. McKay's tax card. Board members asked Ms. Smith to check with the Bookkeeper to see if there is a current use map on file showing what part of Mr. McKay's property is in current use and which isn't. Mr. Drummey stated if there is a map on file the Board can review it but if there isn't how does the Board wish to proceed. Chair Craycraft suggested just asking Mr. McKay if any portion of the pit is in current use and informing him that when he comes before the Board for a renewal of his permit next time, the Board will require documentation.

### **Kodiak Woods**

Chair Craycraft stated the Kodiak Woods subdivision approval on 15 November 2011 specified that substantial development of Phase 1 had to take place within 24 months of that date. Chair Craycraft noted nothing has been done as of yet. Chair Craycraft asked Ms. Smith to check with the Code Enforcement Officer to see if he has a list or spreadsheet of approved subdivisions that need to show 'active and substantial development'.

### **Subdivision Regulations**

Ms. Smith passed out the revised Subdivision Regulations drafted by Elaine Planchet, who was contracted by the Board to edit the subdivision regulations, which incorporated the Board's comments of 7 May 2013. Chair Craycraft asked Board members to review them for next time. Ms. Smith will schedule the public hearing for 18 June 2013.

### **Site Plan Review Regulations**

Ms. Smith passed out a handout drafted by Mr. Raslavicus regarding suggestions to the Site Plan Review Regulations. Chair Craycraft asked Board members to review it for next time. Mr. Raslavicus suggested the Board review items 2-5 and then forward to Ms. Planchet for her review. Mr. Raslavicus suggested all of item 1 be sent to Ms. Planchet.

### **CIP Committee Appointment**

Ms. Smith stated the Town Administrator asked her to bring to the Board's attention that a Planning Board representative is needed for the CIP Committee. Discussion followed. **Mr. Drummey made a motion to appoint Mr. Quigley as the Planning Board's CIP representative. Ms. Veisel seconded the motion. The motion was unanimously approved.** Board members asked Mr. Swenson to request the Selectmen appoint Mr. Drummey as one of the at-large CIP Committee members.

Mr. Swenson informed Board members he would not be able to attend the 4 June 2013 meeting.

**At 10:00 pm Mr. Drummey made a motion to adjourn. Ms. Veisel seconded the motion. The motion was unanimously approved.**

Respectfully submitted,

Amy Smith  
Recording Secretary