

**MINUTES  
NEW DURHAM PLANNING BOARD  
MINUTES  
19 NOVEMBER 2013**

Chair Craycraft called the meeting to order at 7:05 pm.

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

**Excused Absences:** Craig Groom, Terry Chabot

**Others Present:** Videographer Jim Ladd, David Bickford

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

**Capital Improvement Plan**

Vice-Chair Drummey stated he was not feeling well and asked if the CIP discussion could be held before the Site Plan Review Regulations edit discussion which is listed first on the agenda. Board members did not have a problem with this. Chair Craycraft noted Mr. Quigley was also on the CIP Committee. Board members reviewed the Capital Improvement Document for years 2014-2023. Vice-Chair Drummey and Mr. Quigley highlighted various points of the document. Vice-Chair Drummey noted the document should contain a list of the current balances in the Capital Reserve Fund accounts and asked Ms. Smith to request the Town Administrator add the information to the document. Mr. Swenson noted a discrepancy in Table 8A and the narrative regarding the Highway Department capital reserve calculation. Vice-Chair Drummey stated he believes this is a typo and asked Ms. Smith to have the Town Administrator correct it.

Vice-Chair Drummey stated the CIP Committee discussed the possibility of contracting out snow plowing. Vice-Chair Drummey noted the handout contained a comparison chart showing Highway Department Cost and Contractor Cost for Winter Maintenance. Mr. Raslavicus questioned the large difference in hours between the Highway Department and Contractor. Vice-Chair Drummey noted the Contractor Cost is for Winter Maintenance only while the Highway Department cost is for the winter season not just plowing. Vice-Chair Drummey noted the Committee did not have enough time to do a breakdown of just plowing. Mr. Raslavicus noted, he felt, the study is flawed as it is not comparing hours plowed to hours plowed. Vice-Chair Drummey agreed and stated a further breakdown would be required.

**Mr. Raslavicus made a motion to accept the recommendations of the CIP Committee for the Capital Improvement Program 2014-2023 with the two corrections previously discussed. Vice-Chair Drummey seconded the motion. The motion was approved with four affirmative votes (Drummey, Craycraft, Veisel, Raslavicus) and one abstention (Swenson).** Mr. Swenson noted he abstained as the Board of Selectmen will also need to review the document. Board members signed the document.

### **Municipal Services**

A possible agreement with the Town of Wolfeboro for municipal services to residents of Kings Highway was briefly discussed at the 5 November 2013 meeting. Ms. Veisel asked if New Durham had contracts with Wolfeboro, Farmington, or Middleton for anything other than Mutual Aid. Board members did not believe so. Mr. Swenson stated he believed this would be the jurisdiction of the Board of Selectmen. Mr. Raslavicus agreed. Mr. Raslavicus also suggested asking the residents of Kings Highway what they wanted.

At 7:45 pm Vice-Chair Drummey left and Chair Craycraft designated Mr. Quigley to sit in as a voting member.

### **Site Plan Review Regulations – Edit**

Ms. Smith passed out the draft Site Plan Review Regulations prepared by professional planner Elaine Planchet. Ms. Smith noted that Ms. Planchet informed her she was having some formatting issues with the document so there are some spacing errors. Board members briefly reviewed the document and agreed to take it home and review it. Chair Craycraft asked Ms. Smith to put the Site Plan Review Regulations edit on the agenda for the 3 December 2013 meeting. Chair Craycraft asked Ms. Smith to contact Ms. Planchet and request she incorporate the pre-application procedure into the draft Site Plan Review Regulations.

### **Master Plan**

There was no new information regarding the Master Plan. Chair Craycraft asked Ms. Smith to keep ‘Master Plan’ on the agenda for upcoming meetings in the event anything comes up.

### **Review of Minutes**

Board members reviewed the minutes of 5 November 2013. **Ms. Veisel made a motion to approve the minutes of 5 November 2013 as printed. Mr. Swenson seconded the motion. The motion was approved with four affirmative votes (Craycraft, Raslavicus, Swenson, Veisel) and one abstention (Quigley).**

### **Review of Mail**

Board members reviewed the mail.

### **Kodiak Woods**

Chair Craycraft asked Ms. Smith if she had received a response from the Town Attorney regarding the request for extension from Mr. Crossan regarding the Kodiak Woods subdivision. Ms. Smith stated she had not. Ms. Smith also noted she checked with the Town Administrator and he had not received anything either. Mr. Raslavicus noted Impact Fees and the length of cul-de-sacs have changed in the Zoning Ordinance since the Kodiak Woods subdivision began. Chair Craycraft suggested holding off on any discussion regarding Kodiak Woods until the opinion from the Town Attorney is received.

### **Redevelopment of Non-Conforming Shore Front Lots**

Mr. Raslavicus passed out a handout he prepared regarding Redevelopment of Non-Conforming Shore Front Lots for Board members to review. Mr. Raslavicus noted the Town's Zoning Ordinance lacked many definitions such as 'seasonal' and 'footprint' and some aspects of the Ordinance are not clear. Mr. Raslavicus gave several examples of the more clearly defined State Regulations. Discussion followed. Mr. Raslavicus asked Board members how they wished to proceed. Ms. Veisel stated she agreed that the issue needs to be looked into but she did not feel it was a high priority. Chair Craycraft noted some of the concerns brought up by Mr. Raslavicus may be able to be addressed in the Stormwater Management & Erosion Control Regulations.

### **Water Monkey Camp**

At the 5 November 2013 meeting Water Monkey Camp was discussed as a result of a letter from a concerned citizen. Ms. Veisel stated she checked the Water Monkey Camp website and she is also concerned. Board members agreed to discuss it at the 3 December 2013 meeting when the Code Enforcement Officer will be present.

### **Ridgelines**

There was no new information regarding Ridgelines. The proposed Ridgelines Regulation is on the agenda for the 3 December 2013 meeting so the Board can discuss enforceability of the regulation with the Code Enforcement Officer.

### **Voluntary Lot Mergers**

Board members asked Ms. Smith to change the document from the Town of Windham, which was reviewed at the 5 November 2013 meeting, to refer to the Town of New Durham and also to give a copy of the document to the Code Enforcement Officer. Board members suggested getting the CEO's opinion of the document at the 3 December 2013 meeting as he was delegated the authority to approve or deny voluntary mergers at the 18 December 2012 meeting.

### **Lighting/Dark Skies**

Chair Craycraft stated he had heard back from Emily Preston of NH Fish & Game. Chair Craycraft informed Board members that Ms. Preston stated in general lighting can have an adverse impact to nocturnally flying species and migrating species but she did not have a list of specific animals that are impacted. Ms. Smith stated she did forward the e-mail, which had a link to an international dark sky website, to Board members.

Board members agreed to delete Section III –F of the draft Lighting Requirements Document. Ms. Smith stated she will make the corrections to the document and also give a copy to the Code Enforcement Officer so he can review it for enforceability. Board members agreed to discuss Lighting/Dark Skies at the 3 December 2013 meeting when the CEO will be in attendance.

### **Zoning Ordinance Article XXIII**

Board members reviewed a chart prepared by Chair Craycraft which listed various reference maps and documents, many of which were outdated. Chair Craycraft listed corrections to many

of the maps/documents. Ms. Smith noted the most current Flood Insurance Rate Map used by the Town is dated 17 May 2005. Chair Craycraft noted the official zoning map of the Town needs to be updated. Chair Craycraft asked Ms. Smith to contact Strafford Regional Planning Commission to find out if updating the map is a service included with the dues the Town pays or if there would be an extra charge. Chair Craycraft also asked Ms. Smith to update the Flood Plain Ordinance to include the current Flood Insurance Map date.

**At 9:05 pm Mr. Swenson made a motion to adjourn. Ms. Veisel seconded the motion. The motion was unanimously approved.**

Respectfully submitted,

Amy Smith  
Recording Secretary