

Planning Board
Town of Washington
June 1, 2010

0.0 Assembly

Members Present: Lynn Cook, Nan Schwartz, Tom Marshall, Jim Crandall and Ken Eastman

Alternates Present: Lionel Chute

Members and Alternates absent: Bill Cole

Visitors: None

Cook called the meeting to order at 6:30PM.

1.0 Minutes - Marshall motioned to approve the minutes of the May 4, 2010 meeting with no changes; Crandall seconded the motion, all voted in favor.

2.0 Driveway Permits -

2.1 Perla/Downing, Highland Haven Road, TM 16-39, fee paid, Ed Thayer approved and was requiring a 24" culvert. We got out the map to take a look at the location. It is a corner lot with wetlands on both sides of the proposed driveway location and a small stream between the two wet areas. Schwartz had been out to look at the site because she got a call from a Conservation Commission member who was concerned whether there was a permit for the activity on the lot. Schwartz had an issue with the fact that the driveway was not staked, as required. She determined that a DES Permit by Notification was needed and asked Michelle to send a letter to the owners. The PBN application was filled out, signed and should be in to DES and DES should turn it around within 10 days of receipt. Marshall commented that we shouldn't approve until all required things (such as the culvert) are in place. He was concerned that the contractor might not put the culvert in, as happened in the past. Schwartz said that they couldn't put the culvert in until we approve the permit. Cook and Marshall felt that we need to follow up on driveway permits to make sure people put the in the required culverts and meet other conditions that we put on the permit. Chute commented that we need a mechanism

for follow up to make sure things are done properly. Marshall suggested a 30-day time period for getting the driveway in on this permit and we can revoke the permit if it isn't done to the stated conditions. Cook said we should also check abutting lot 7-2, which has a new driveway on it; she is concerned because there was no 911 number for that property. We discovered that 7-2 (Tyler) had a driveway permit but no 911 number permit, so Schwartz will ask Michelle to send the property owner a letter and 911 number permit to fill out. Chute asked about whether he needs a permit for a driveway that he has for his orchard. He explained that it was an existing bar way but they did some filling to get large equipment in there to clear for the orchard. Marshall felt that it was previously existing and they hadn't crossed a ditch, requiring a culvert, or changed the edge of the road at all, so it wasn't required at this time. They will have to get a permit later if it will be used for a driveway access to a parking lot or if they put a building over there. Cook feels we need to ask people to get a 911 number for any property that applies for a permanent driveway. Everyone agreed. Marshall made a motion that we approve the Perla/Downing permit with the condition of installation of the culvert within a 30-day time limit and DES approval on the PBN. Eastman seconded, all voted in favor.

2.2 Eastman, Millen Pond Road, TM 11-42, driveway permit for a temporary reopening of driveway for logging, Ed gave a verbal OK on May 17th after Cook said the Board of Assessors had signed the Intent-to-Cut and he took a look at the site before any cutting was done. This was an existing temporary driveway for logging that was closed after the last time they used it in 2004. The previously required culvert was still in place. Schwartz had checked the site last week. Eastman recused himself from the vote, Cook motioned for Chute to sit in for Eastman, Marshall seconded, all voted in favor. Crandall made a motion to approve the permit with the condition that Ed signs it, Chute seconded, all voted in favor.

Chute stepped back down and Eastman took his place. We then had a discussion about the need for driveway permits with Intent-to-Cut permits. Marshall mentioned the past problems with Bibbo, who never got a driveway permit along with his Intent-to-Cut and destroyed 300 feet of old stonewall, which was never repaired. Eastman suggested that maybe the town needs a field gofer, someone who could go out to check these things and make sure all needed permits are in place. Cook asked if the PB wants to have a copy of all Intent-to-Cut process forms so we can make sure needed permits are applied for and in place. Chute suggested that the Selectmen could have Ed let people know that they need a driveway permit when he goes out to look at the Intent-to-Cut sites. Eastman suggested that maybe we could have a paper with all the various committees, boards and commissions on it and get copies to each on all permits. Schwartz said that not all committees would have an interest and many only meet once a month. Cook suggested we ask the Assessors to give us a copy of each Intent-to-Cut permit that requires a driveway for access. We all agreed to go this route.

3.0 Mergers - None.

4.0 Old Business

4.1 Subdivision regulations, road standards updates - Schwartz advised that we will have our second hearing on the proposed changes to the road standards section on July 6th at 6 PM, prior to our regular monthly meeting.

4.2 Subdivision Regulations update - Schwartz reminded everyone that our previous work on updating the Subdivision Regulations to bring them in line with the LUO was still not finished. She said she thought that the Preliminary Review section was what was holding things up and we need to look at simplifying it and get the whole thing done. She will email a copy of what has been done to date and we can have a substantive

discussion on it next month and try to work to finish it up.

4.3 Budget - We took a look at our budget and what has been paid out so far this year. Most of what has been spent was on the printing and materials for the Task Force's report and the printing and mailing of the summary. Some of the money was held over from last year's budget for this purpose.

Chute asked about the Master Plan update and when it was last done. Cook and Schwartz answered that the Master Plan was updated four years ago and the Natural Resource Inventory and Conservation Plan were adopted as part of the Master Plan three years ago. Schwartz said she thought that the Master Plan had to be updated every 5 to 10 years, Marshall agreed. Schwartz will look into what the law says. She said that when the Regulatory Audit was done they gave us a list of things that should be done and some of them have been worked on. She will bring the list to the next meeting.

5.0 New Business –

5.1 Crandall had some suggestions for the board on things he had learned from attending the NHOEP Spring Conference. He mentioned that in some larger towns it has been a problem that landowners will refuse to let town officials on their property to complete the permit process. He felt that we should make sure that all permit applications should state that the applicant is giving permission for access to the property to the board that oversees the permitting. He mentioned that the Right-to-Know law is very specific about meetings being posted (in two places) and minutes needing to be taken and available to the public afterwards. We talked about past problems with this and we are diligent about doing things properly. He also mentioned that the state classifies a minor subdivision as creating 3 or less lots and the town says 2 lots for a minor, 3 or more for a major subdivision. Cook said we can be more restrictive and everyone felt that what we have now is good. He felt that attending the conference was worthwhile and he had learned a lot.

5.2 Schwartz mentioned that she also attended the NHOEP Conference and had more information about work force housing to share.

5.3 Schwartz mentioned that Michelle had spent time and worked hard to clean out and organize our filing cabinet. She went through everything and archived the old files and neatened up the remaining files which are now quite organized. We really appreciate all the work she did (and does) on our behalf and owe her a big thank you!

6.0 Communications:

6.1 Town and City Magazine. – Filed

6.2 UVLSRPC Annual meeting and dinner invitation - Filed

6.3 LGC workshop brochure, Municipal Law - Filed

7.0 Adjournment- Marshall motioned to adjourn and Crandall seconded the motion, all voted in favor. The meeting was adjourned at 8:06PM. The next Planning Board Meeting will be held July 6, 2010.

Respectfully submitted,

Nan Schwartz