APPROVED

Planning Board Minutes

October 13, 2020

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically. The public has access to contemporaneously listen and participate in this meeting through the video.

Members present: Art Urie, Chair; John Hodgson; David Powers; Randy Monti; Art Urie; John Kinney, Ex-Officio; Donna Duclos

Also present: Kurt Meier, Proctor Academy; Bill Stack, Steven J Smith and Associates as agent for Proctor Academy

Minutes of September 22, 2020

Kinney - Motion to approve as amended

Duclos - Second

Unanimous – Vote via roll call to approve

Public Hearing: Proctor Academy, with Bill Stack of SJS Associates as agent, for a Woodland Center. The property is Tax Map 18, Lot 840,096 in the Village District

Urie opened the public hearing at 7:17 p.m. Stack described the proposed building to include classrooms, bathrooms, a greenhouse (22’ x 30’), sewer, town water, steam heat, electric and data. Infrastructure will be done including electric, sewer and water. A shop and wood miser will be constructed at a later date; however, information was provided. Teach stated that there had been a question regarding an expiration date of a Planning Board approval – should one be granted – and she was unable to find a deadline for Planning Board approval. Teach explained that the expiration date would be for the building permit as it is a 2-year permit; however, should construction not be completed at that time, a one-year extension could be applied for. There being no further discussion, the public hearing was closed at 7:45 p.m. Powers made a motion to approve the Site Plan Review. Kinney seconded the motion and the board voted unanimously, via roll call, in favor of approving the Site Plan Review.

Organization of Board - Election

1. Vice-Chair: Duclos made a motion nominating John Hodgson. Teach seconded the motion and the board voted unanimously in favor of the motion via roll call vote.
2. Secretary: Hodgson made a motion nominating Donna Duclos. Powers seconded the motion and the board voted unanimously in favor of the motion via roll call vote.

Rules of Procedure

1. Urie previously distributed Rules of Procedure to board members for review and discussion at a subsequent meeting.

Report from Working Group on Planned Unit Development and Board action on report

Phelps, Monti, Hodgson, Powers, Duclos and Urie made up the committee. A working draft of a “Conservation Subdivision” was provided to the board. Kinney stated that the total lot size is not indicated in the document and asked if a minimum lot size for each dwelling had been considered. Urie responded that each lot or site has a defined envelope per the document and the setbacks are indicated in the document. Kinney stated the lot size should be determined based on the septic and well. Monti responded that these sizes will dictate the size of the lots; however, there is a possibility of having community water and septic systems. Powers stated that community septic would / should be considered first and then individual wells could be done after. Teach asked if this document would be ready for the March 2021 Town Meeting. Urie responded that the committee drew up the document and provided to the Planning Board for edit and preparation for voters. Monti responded that he would rather have the document correct than worked in rapidly to have for town meeting. Powers stated that it will be difficult for meetings with the public. Teach asked if it would be possible to meet at town hall for a public hearing. Duclos responded that it may be difficult to have public hearings at town hall. Powers and Urie stated that public input creates changes and is necessary. Kinney asked if a PDF document could be created for public review and comment with the public emailing any comments directly to the Planning Board in lieu of a meeting. Monti stated that the document could go to Lakes Region Planning Commission for review once it is finalized prior to public review. Duclos agreed with this. Teach agreed with this and also stated the document should be submitted to town counsel for review and she does not feel this would be ready for the March 2021 Town Meeting. Hodgson stated he is satisfied with the boards first reaction to the document. Powers stated that public feedback may give the board a different direction with which to go on this. Teach asked if visuals for the public could be created. Urie suggested naming an editor for the document and the group review line by line at the next meeting. Duclos suggested taking a break on the document and then picking it back up after board review or allotting time at each meeting specifically to review the document line by line. Kinney reviewed the next couple of meeting dates and the board decided on November 10, 2020 to start reviewing the document as a board. Urie asked Hodgson if he would be willing to be the “keeper of the document” and Hodgson agreed to this.

Additional Items for Consideration

1. Monti stated the Significant Alteration of the Terrain Permit (AOT) for Jon Champagne was submitted to the NH DES on September 14, and DES has 50 days to review it. The AOT permit is one of the seven requirements for Champagne to submit to the board. One item included in the AOT submission is a Storm Water Management Plan (SWMP), and Champagne sent a copy of this to the Planning Board. Monti indicated he has never prepared or reviewed an AOT Permit - nor a SWMP – so this is something new and interesting to him. The AOT Permit requires a Groundwater Monitoring Plan for the Champagne proposal because of the large amount of material the proposal entails. The seven requirements from Champagne were reviewed for Kinney as he was not a board member at the time of the Champagne hearing. Monti will keep the board apprised of the status of these requirements.
2. A public hearing notice was received from Danbury pertaining to PUD on New Canada Road which is a continuation of a prior proposal.
3. There will be a remote WHOVA meeting on October 31, 2020 from 9:00 a.m. until 3:00 p.m. with a $70 registration fee.
4. Teach advised the board that there were no deadlines indicated to B&S Diesel regarding the parking concern and the U-Haul Business.
5. The board needs to work on business opportunities as indicated in the Master Plan.

There being no further discussion, the meeting was adjourned at 9:20 p.m.

Submitted by,

Lisa Meier

Recording Secretary