

New Durham Planning Board

August 20, 2019

Approved

NEW DURHAM PLANNING BOARD

New Durham Town Hall

August 20, 2019, 7:00p.m.

Present

Jeff Allard, Chair

Scott Drummey, Member

Dorothy Veisel, Board of Selectmen Representative

David Wessel, Member

Jennifer Thompson, Alternate Member

Excused Absence

Bob Craycraft, Vice Chair

Also Present

Laura Zuzgo, Administrative Assistant

Rod Thompson, abutter/Farmington resident

Terry Jarvis, Capital Improvement Committee

Mark Sullivan, Capital Improvement Committee

David Bickford, resident

Ashley Rowe, Norway Plains Associates, Inc.

Call to Order

Chair Allard called the meeting to order at 7:00pm. Chair Allard appointed Ms. Thompson to sit on the Board for this meeting in Mr. Craycraft's absence.

Agenda Review

No changes were made to the Agenda.

Public Hearing – Request for Approval of Subdivision, Map 267, Lot 021

The Board reviewed the application for completeness. Ms. Zuzgo confirmed all fees were paid; the public hearing notice was posted in the newspaper but there was an error in the original posting, however, it was reposted and the abutters were re-notified.

Mr. Wessel made a motion to accept the application as complete for subdivision of land submitted by Norway Plains Associates, Inc. representing Dan Woodman for a two lot subdivision, Map 267, Lot 021 on Ten Rod Road. Mr. Drummey seconded the motion. Motion passed, 5-0-0.

Chair Allard opened the public hearing at 7:11pm.

Ashley Rowe, of Norway Plains Associates, Inc., representing the applicants, explained the proposed plans to take 2.3 acres of the existing 80 acre lot and stated they would like input from the Planning Board regarding how much natural feature location/information the Board would like to see on the remaining land to avoid unnecessary survey work. He explained the entire frontage and back corner have been surveyed and noted the size of

the lot is in accordance with the CDC soil maps. There are some steep slopes as well as wetlands; also an existing driveway with an existing wetlands crossing. The total frontage for the 2.3 acre parcel would be 496' with a remaining 681' of frontage on the parent lot. Chair Allard asked for clarification whether this is just an application for subdivision or also a conditional use permit. It was clarified this is only for a subdivision of the land to a buildable lot. It was noted the soil type needs to be known; Mr. Rowe explained the type is not listed in the ordinance. It was also noted the entire parcel has steep slopes 8-15% but the 2.3 acre parcel for the area of development is completely flat. It was noted this lot is in current use and the Board reviewed and discussed the definition of subdivision per the ordinance and determined this would be defined as a major subdivision and the conservation overlay would be applicable. Mr. Rowe requested a waiver from Section 10.B.2; a written request will be submitted for review at the next meeting. After reviewing the maps, the Board agreed the water protection overlay does apply and reviewed the setbacks applicable. Ms. Zuzgo suggested a waiver be requested from surveying the entire property as well.

Chair Allard asked if there was any input from any abutters.

Rod Thompson, Farmington resident/abutter, stated he just wants to be sure the survey is correct.

Chair Allard continued the Public Hearing to the next meeting, September 3, 2019.

Capital Improvement Planning Committee Presentation

The Board received and reviewed the annual report submitted by the Capital Improvement Planning Committee.

Terry Jarvis, Chairman of the Capital Improvement Planning Committee, stated the committee met seven times this year and outlined the criteria the committee has used to look at items expected to have life spans of 10 or more years and more than \$10,000. She explained the scoring criteria used for rating the priority and importance of items, with more than 70 items being submitted for review this year. Ms. Jarvis explained the CIPC is strictly an advisory committee and they submit their recommendations to the Board of Selectmen and Budget Committee. She stated the Board of Selectmen recently approved the RFP for the space needs study and anticipates the results of that study being a focus of the committee next year. Ms. Jarvis stated the committee did recommend 71 items but did not recommend at the amounts requested with a total amount of \$1,233,131 requested and \$689,846 recommended by the CIPC. Ms. Jarvis explained the projected funding needed going forward and stated by 2027 they would be looking at \$981,000+ to maintain what they have, not including inflation in the calculation.. She stated it's beneficial for all to know the direction they are headed with the expenses of maintaining the current costs as well as taking on additional projects. Chair Allard asked how much exactly is recommended and what the fiduciary responsibility of the CIP is. Mr. Sullivan explained the goal of the committee is to prioritize the requests and make recommendations to the Board of Selectmen and Budget Committee who make the decisions for funding. Ms. Jarvis explained they don't recommend all requests but look at

the circumstances and situations surrounding the items as to whether they will recommend the request. Chair Allard noted some of the requests were recommended in lower amounts. Ms. Jarvis explained sometimes they need more information before deciding whether the full amount requested should be recommended. Chair Allard asked if all proposed projects were fully funded at the level of \$860,000, how would the tax rate be affected. Ms. Jarvis replied they only have rough calculations but that may be in the range of \$30. The Board discussed the role of the CIPC and the responsibility for determining the size and budgets of departments, which Ms. Jarvis explained falls under the responsibility of the Board of Selectmen. She also explained the discussion process with the committee and departments during their budget requests and presentations.

Review & Approval of Minutes

Meeting of July 23, 2019 – Postponed as there is not a quorum of members present at the meeting.

Meeting of August 8, 2019– Edits were made. **Mr. Drummey made a motion to approve the minutes as amended. Ms. Thompson seconded the motion. Motion passed, 3-0-2.** Chair Allard and Ms. Veisel abstained.

Mail & Correspondence

The Board reviewed mail received by the Board, including an application for a dock. Chair Allard suggested having the Conservation Commission review the application.

New/Old/Other Business

Review Abutter fee change and certified mail process

Ms. Zuzgo explained the application notification fee was increased to \$10 to cover certified mail postage fees.

Mr. Drummey made a motion to increase the abutter and professional notification fee from \$5 to \$10, including the cost of certified mail. Ms. Veisel seconded the motion. Motion passed, 5-0-0.

Review Ordinance changes for Land Use map

Chair Allard stated the next workshop is September 17 and the Board discussed the proposed changes to the Zoning Ordinance of the definitions and terminology for the Land Use Suitability map.

Discuss Form for applicant receiving Conditional Use Permit

Ms. Zuzgo stated she began drafting a form for the Conditional Use Permit and noted it was reviewed with Town Administrator Kinmond. She stated the point to get across to applicants is that the conditional use permit, including the yearly inspection, will run with the land. The Board discussed the appropriate legal wording as well as the ordinances regarding conditional use permits. The Board concluded this needed to go to Legal Counsel for review. The Board also discussed how the Board is supposed to follow up with maintenance plan manuals and inspections.

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Ms. Zuzgo stated the Building Inspector has requested to come to a workshop and go over aspects of the ordinances that he is unsure how to interpret or feels should be changed.

Next Meeting

September 3, 2019, 7:00pm, New Durham Town Hall

Adjourn

Mr. Drummey made a motion to adjourn. Mr. Wessel seconded the motion. Motion passed, 5-0-0.

The meeting was adjourned at 9:27pm.

Respectfully Submitted,

Jennifer Riel, Recording Secretary