

**TOWN OF NEW DURHAM
PLANNING BOARD MEETING
October 3, 2023, 7:00 PM
New Durham Town Hall, New Durham, NH 03855**

PRESENT

Jeff Allard, Planning Board Chair
Bob Craycraft, Planning Board Vice Chair
Marc DeCoff, Board of Selectmen Representative
Scott Drummey, Planning Board Member
Anne Ross-Raymond, Planning Board Member

ALSO PRESENT

Susan Stillwell, Land Use Assistant
Jon LaMontagne, resident
Courtney Grugnale, Housing Navigator
Peter Rhoades, non-Resident

CALL TO ORDER

Chair Allard called the meeting to order at 7:00 PM. Introductions were made of the Board members present.

AGENDA REVIEW

No changes were made to the agenda.

PUBLIC INPUT

None.

NEW/OLD BUSINESS

Review of Rhoades Conceptual Consultation

Chair Allard stated the Board conducted a site walk and the Board reviewed the site walk notes. The Board discussed the general position of approving development on Class VI roads.

Chair Allard stated Mr. Rhoades presented an application for a variance to build on a Class VI road to the Zoning Board of Adjustment on September 12, 2023 and the Board concluded the application submitted was not materially different from the application submitted by Mr. Rhoades in November 2022. Mr. Rhoades stated he has filed an appeal on that decision to the State land board as he believes there will be 33% less impact than the first application. Ms. Ross-Raymond noted the Board of Selectmen could make a decision to allow building on a Class VI road by statute. She stated the Planning Board and the ZBA are generally bound by the ordinances, which prohibit building on a Class VI road. Chair Allard stated the Planning Board has historically, and consistently, opposed building on a Class VI road. Vice Chair Craycraft stated there have been zoning amendments since the Corey White case which the Board agreed they approved with hesitancy; the road in that case was never brought up to Class V standards.

He stated he doesn't believe there should be building on a Class VI road. Ms. Ross-Raymond stated she is hesitant to approve a similar case and the road work not be done; she stated each case also needs to stand on its own merit and she wouldn't recommend doing anything unless there was a credible third party analysis of the work and material needed, with a bond and inspection required. Mr. Drummey stated he is concerned the neighbors' issue set a precedent and he doesn't want to repeat it. It was noted that even if a road is brought up to Class V standards, a Town vote is still required to accept the road.

It was the consensus of the Board that they were opposed to such development. The Board agreed that an engineering decision is needed to determine the extent of road improvement needed to bring the road up to Class V standards, at a minimum. It was agreed that Fire department access is also an important issue. This is a long cul-de-sac.

It was the consensus of the Board that the Town should not allow development on Class VI roads. If the Board of Selectmen agrees to allow development, the road needs to be brought up to Class V standards and a bond created to ensure its proper construction. A liability waiver would be signed by all property owners.

MOTION: The Board Consensus is that the Town should NOT allow development on Class 6 roads. IF BOS does agree to allow development, the road needs to be brought up to Class 5 standards and a bond created to ensure its proper construction certified by the Town Engineer. A liability waiver would be signed by all property owners. Motion by Mr. DeCoff. Second by Mr. Drummey. Motion passed 5-0-0.

Conceptual Consultation for Jon LaMontagne – Camp Maranatha purchase a portion of Map 241, Lot 004

Mr. LaMontagne stated he is looking to obtain some land from a neighbor, the Johnsons, to gain water frontage. He explained they have been using the land for many years and the Johnsons are now looking to sell it; it would require a lot line adjustment to accommodate that acquisition. The Board reviewed and discussed the maps and plans. The Board proposed to Mr. LaMontagne that they accept the portion of Map 241, Lot 004 and add that to Tax Map 240, Lot 005. The Board also agreed that Mr. LaMontagne should maintain Map 241, Lots 001 and 002 as they are because they are non-conforming. The proposal will maintain existing lots to maintain conformity of one building on each lot and make Map 240, Lot 005 somewhat larger which will maintain conformity for Map 240, Lot 005.

Part-Time Planner - Courtney Grugnale – Proposal for hiring a Town Planner

Ms. Grugnale presented a proposal for hiring a Town Planner; a part-time person at 450 hours per year, at a rate of \$70/hour = \$31,500, about 38 hours a month. It was noted there is no grant money for this position, and it would be a town budget expense. Chair Allard stated he would write an article for *The Baysider* to present the proposal to the public. Mr. Drummey will give a presentation at the October 12, 2023, Board meeting.

First Meeting Date for New Durham Development Committee

Ms. Grugnale will send a poll to committee members for 3-4 meeting dates; there will be two meetings a month. The first meeting is set for Tuesday, October 24, 2023, 5:30 to 7:30 PM. Chair Allard outlined the agenda for the meeting.: Elect officers, introduce members, decide on sub-topics-work groups. He also outlined the topics anticipated for discussion including commercial development, municipal development, short-term rentals.

Policy/Procedures for Third-Party Review of Site Plans

The Board reviewed the handout and discussed incorporating the information presented into the Rules and Procedures.

**MOTION: To adopt these Procedures into the Planning Board Rules and Procedures.
Motion by Ms. Ross-Raymond. Second by Mr. DeCoff. Motion passed 5-0-0.**

Proposed FY 24 Planning Board Budget—contact Eric Ryder (W&S) regarding a contracted review of stormwater management ordinances using \$4000 in 2023 budget - Jeff Allard

Review of 2024 Proposed Calendar for Meetings and Application Due Dates

The Board reviewed the Zoning Ordinance changes as well as proposed dates for the 2024 meeting schedule.

APPROVAL OF MINUTES

Meeting of September 5, 2023, - Edits were made. **MOTION: To approve as amended.
Motion by Mr. DeCoff. Second by Ms. Ross-Raymond. Motion passed 5-0-0.**

Meeting of September 19, 2023, – Edits were made. **MOTION: To approve as amended.
Motion by Vice Chair Craycraft. Second by Mr. DeCoff. Motion passed 5-0-0.**

Budget Approval

The Board reviewed the proposal for engineering services for funds to be encumbered from this year's budget to next year.

MOTION: To have Chair Allard negotiate a contract with Weston and Sampson for Storm Water Management and to Encumber Budget Line #: 01-4191-10-330, Engineering Services for \$4000, before the end off the year. Motion by Mr. DeCoff. Second by Ms. Ross-Raymond. Motion passed 5-0-0.

MOTION: To approve the Proposed Budget for 2024. Motion by Ms. Ross-Raymond. Second by Vice Chair Craycraft. Motion passed 5-0-0.

Mail & Correspondence:

The Board reviewed the Wetlands Permit Application for DeMarino/Brault, Map 108, Lot 031.

FUTURE MEETINGS

Business Meeting – October 17, 2023

Business Meeting – November 7, 2023

ADJOURN

**MOTION: To adjourn the meeting. Motion by Mr. Drummey. Second by Mr. DeCoff.
Motion passed 5-0-0.**

The meeting was adjourned at 9:20 PM.

Respectfully Submitted,

Jennifer Riel

Jennifer Riel, Recording Secretary