

PLANNING BOARD MEETING MINUTES  
FEBRUARY 21, 2024 7:00 PM AT DUNBARTON TOWN OFFICES

The chair called the meeting to order at 7:00 p.m.

### **Roll Call Attendance**

Ex-Officio Justin Nault, Vice-Chair George Holt, Chair Chuck Frost, Secretary Alison Vallieres, Ken Swayze, Jeff Crosby, and Alternate Jonathan Lefebvre.

### **Business**

The chair confirmed with the secretary that this meeting was posted in two places and on the Town's website.

1. Approval of Minutes: **Ken Swayze moved to approve the minutes of the January 17, 2024 regular meeting; George Holt seconded the motion. The majority was in favor; Justin Nault and Jonathan Lefebvre abstained as they were not in attendance.**
2. Correspondence – None
3. Selectmen's Report – Selectman Nault said the Board has been busy preparing for the upcoming Town Meeting.
4. Building, Planning & Zoning Department Report – One new application was received for the March agenda. Chuck Frost said it was for a two-lot subdivision of a lot on Mansion Road that was discussed a few months ago because of a note on a plan about no further subdivision. Based on discussion and legal counsel responses, the new owner wants to go forward.

**Old Business** - None

### **New Business**

Application #2024-PB-001, Frederick V & Lisa J Cross Family Trust – Three-lot Subdivision, Map F4-01-06, Guinea Road in the Low-Density Residential District. Jacques Belanger of Belanger Land Surveying represented the applicants who were also present. Chuck Frost and Ken Swayze recused themselves from this matter as they are direct abutters to the property. George Holt was appointed as Acting Chairman for this hearing. Jeff Crosby stated that he has done work for the applicants in the past and has had some conversation with them about doing the road improvements that will be needed for this subdivision. The consensus of the members was that it would be best for Jeff to step down from the case because of the potential business relationship. Jonathan Lefebvre was appointed as a Voting Member for this matter.

George Holt stated that there are a number of outstanding issues with this application; however, he thinks it is substantially complete. Jonathan Lefebvre said he reviewed the plan from the checklist standpoint and upgrading the road is the biggest item to be addressed. George pointed out that the application packet contained a narrative acknowledging the need to upgrade the road and that wetland permits are needed. He said he thought it might be premature to design details before the acceptance of the application. Mr. Holt mentioned this lot was established in a previous subdivision that created a number of new lots, and there was no fire pond or suppression provided at that time. He said this needs to be discussed as these new lots would put the number of lots over the threshold for such provisions. Mr. Holt said he feels it is okay to move forward with the acceptance of the application. Justin Nault said he agreed. Alison Vallieres said the upgrade of the road is the

biggest concern. George Holt pointed out that Guinea Road is a ‘scenic’ road, therefore the Conservation Commission and Board of Selectmen will be involved. **Jonathan Lefebvre made a motion to accept the application as complete for the purpose of discussion; motion seconded by Justin Nault. All were in favor.**

Jacques Belanger explained that this is a 16.66-acre lot created by a previous subdivision where the previous owner upgraded a portion of the road to get the required 300’ of frontage. He said upgrading the road will be the biggest item with this subdivision request. Mr. Belanger said there will be two wetland impacts. One will be for a driveway crossing and the other will be for the road improvement. He said they did not want to apply for those permits until they were further into the discussion on the subdivision. Mr. Belanger said there is a buildable area on both lots. He pointed out the paved section and temporary turnaround, asking how the road improvement will be handled. George Holt said there would need to be a combined meeting of the Selectboard, Planning Board, and Conservation Commission to discuss the situation and determine the requirements. He said it would probably be recommended that the pavement be continued. Jonathan Lefebvre said it is called out in the subdivision regulations, and he read Section IX, C – 10. George Holt said the joint meeting needs to be scheduled, and that the Conservation Commission anticipates holding a public hearing at their next meeting, March 13<sup>th</sup>, to discuss the matter. Justin Nault mentioned that it could also be done at the BOS meeting on the prior Thursday. There was discussion on when to hold the meeting, the intention of the meeting being to discuss the upgrade of the distance needed to create the required frontage for the new lots, the turnaround, and the terrain in that area. The road agent’s input will be needed. Jacques Belanger said there has been some discussion with the applicants about doing one lot at a time. There was brief discussion about how that would be handled on the plan and in an approval. It was the consensus of the group that it would be best to do it as one project.

Mr. Holt opened the meeting to the public.

The abutters were called as follows:

Tim Ferwerda, Soils Scientist – not present

J E Belanger Land Surveying – presenter

Nancy C Frost Revocable Trust – not present

Kenneth Swayze – present – no comment at this time.

J & J Stone Trust – not present

Lloyd & Sarah Miles Peterson – present – no comment at this time.

Cindy Lou Stone – not present

Charles Frost, Jr. – present. Mr. Frost said he thought it might have been better if the applicants had discussed the road upgrade with the road agent before coming to the meeting. He said he would like to ask that the new turnaround not be right up against the property line with his lot. He said a 10’ buffer would be good to avoid snow being plowed onto his property. Mr. Frost said he also had thought about the need for fire suppression, and this might be an opportunity to create a fire pond. He said he believes there is the possibility of two lots being subdivided from the Stone property, and that would add additional homes on the road. Mr. Frost said he has no problem with the subdivision itself.

Frederick & Lisa Cross Family Trust – applicants; no comment

Mr. Holt asked if there was anyone else from the public wishing to speak.

Jeff Crosby asked how the road technically goes from Class VI to Class V, other than the improvements. There was discussion on the process of accepting the road as a town-maintained road. Legal counsel may need to be consulted. Mr. Crosby asked about the discussion of requiring fire suppression. George Holt said the previous subdivisions created seven lots; therefore, these lots would exceed the number of lots that trigger that requirement. Mr. Crosby said he felt that would be stretching it to make this applicant do it for two lots.

Jacques Belanger said he agreed. It was suggested that input be requested from the fire department.

Hearing no further discussion, Mr. Holt closed the hearing and brought it back to the Board.

Jonathan Lefebvre said he feels it works on paper, road upgrades are needed to make sure it works, and there are wetland crossings that have not been seen yet. George Holt said those are all things to look at during the joint meeting, including drainage and construction details. There was discussion about the minimum standards that the Selectboard has set, other situations where improvements were required, and the need for a site walk. Jacques Belanger said he did not think they should come back to the March meeting, as they would not have enough time to address items discussed at the March 13<sup>th</sup> combined meeting. It was agreed to table the application to the meeting of April 17<sup>th</sup> when the applicants would come back with more-detailed plans.

It was stated that it would be best to have the fire department, road agent, Conservation Commission, Board of Selectmen, and the Planning Board together at the Conservation Commission's meeting on March 13<sup>th</sup>. Justin Nault asked about setting a date for a site walk. George said that could be decided at the Conservation Commission meeting.

Chuck Frost, Ken Swayze, and Jeff Crosby returned to the table. Chuck Frost took over as Chair.

### **Other Business**

Driveway regulations – The chair said that members have been provided with an updated draft of the proposed regulations. He said it appears that progress has been made. Jeff Crosby said the fire chief offered some input and revisions were made accordingly. He said the highway department's interest is mostly where the driveway meets the road. Jeff said it was his understanding from talking with Donna, that this board would review the proposed regulations and if in agreement with them, they would send their recommendation to the Board of Selectmen for adoption. Ken Swayze noted that the regulations could be revised at any time, as they do not have to be approved by the voters. He said he felt this was a good start. There was discussion about site distances, perhaps specifying these regulations address only Town roads, and culvert material and size. There was discussion about the process of adopting these regulations. It was clarified that the Planning Board would move to send their recommendation for adoption to the Selectboard, who would then hold a public hearing. The regulations are intended to be a town-adopted ordinance, not part of the Zoning Ordinance or subdivision regulations. **Jonathan Lefebvre made a motion to send the proposed driveway regulations to the Board of Selectmen for review and adoption. Ken Swayze seconded the motion. All were in favor.**

Regulations sub-committee – Members of the sub-committee agreed to resume their review of the subdivision regulations on Wednesday, March 6th at 6:30 p.m.

**Ken Swayze moved to adjourn the meeting at 7:56 p.m.; seconded by George Holt. All were in favor.**

Respectfully submitted,  
(From recording and notes taken by Alison Vallieres)  
Donna White