

## PLANNING BOARD MEETING MINUTES MAY 17, 2023, 7:00 PM AT DUNBARTON TOWN OFFICES

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

### **Roll Call Attendance**

Ron Slocum, Ex-Officio Justin Nault, Vice Chair George Holt, Chair Chuck Frost, Ken Swayze, Secretary Alison Vallieres, Jeff Crosby, Alternates Don Stairs and Jonathan Lefebvre

### **Business**

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

1. **Approval of Minutes:** **Jeff Crosby moved to approve the minutes of the April 5, 2023 regular meeting; Ken Swayze seconded the motion. Majority in favor; Justin Nault abstained as he was not in attendance.**
2. **Correspondence** – none
3. **Selectmen's Report** – Mr. Nault announced there would be a ribbon-cutting ceremony for the second floor of the Town Hall on June 10<sup>th</sup> from 5:00 to 7:00 p.m. Hamburgers and hot dogs will be available, at no charge, with the Selectmen as the grillers. The ribbon cutting will be at 5:30 p.m. There will be music upstairs during the open house.
4. **Building, Planning & Zoning Department Report** – a) George Holt asked if Dave Nault had received his building permit. Donna explained that Mr. Nault filed a permit application on behalf of his daughter in April. The application packet was complete; however, a few items had to be addressed before the permit could be issued. A variance to build on the lot with no road frontage was issued in 2006. Legislation was passed in 2011 that put a two-year time limit for action on a variance; if not pursued within that window, the variance lapses. It was confirmed that this does not apply to variances issued prior to the passage of that legislation. The width of the shared driveway had to be reviewed by the fire department; Chief Wiggin submitted documentation of adequate width for the shared driveway. Based on a letter in the file for the lot, the Conservation Commission was to review any plans to build on the lot due to the proximity to the wetlands conservation district. Mr. Nault attended the Commission's meeting on May 10<sup>th</sup>; a site visit was done on May 11<sup>th</sup>. Upon receipt of the Commission's correspondence agreeing that the location was outside the wetland setback, the building inspector approved and issued the building permit on May 12<sup>th</sup>. Mr. Nault did begin construction of the foundation prior to the issuance of the permit, fully aware that he was 'building at risk' and faced the chance of having to remove any construction if found to be within the wetland setback, etc.. b) The building inspector had issued a notice of violation to the owner of 51 Morse Road, having four rental units in a two-family duplex. The owner appealed the matter to the Zoning Board. The ZBA denied the appeal on May 8<sup>th</sup>. Daily penalties of \$275 are being assessed until the property is brought into compliance, with the total currently at approximately \$20,000. The building inspector did an inspection on May 15<sup>th</sup>, and the owner has a few issues to resolve before full compliance is achieved. c) There are a couple of subdivision plans that have yet to be finalized and recorded. The Lamarques on Stark Lane are dealing with an issue regarding DOT driveway permits. Monuments have to be set on both projects

as well. **d)** Notice has been received that a hearing of merits for the Guiney v Town of Dunbarton matter is scheduled for May 30<sup>th</sup>. **e)** Donna reported that the department has issued quite a few permits for new homes in the three newest subdivisions. Ken Swayze asked Jeff Crosby about the condition of the new roads after their first winter. Jeff spoke about some concerns he has about culverts and some of the ditch lines at the Countryside project. He will be monitoring the areas and addressing the concerns before the final paving and finish work are done later this year.

### **Old Business** - None

### **New Business**

**Request for bond reduction** – Advance Siteworks, LLC for Zachary Drive project – A request to reduce the performance bond for the extension of Zachary Drive as part of the Grapevine, LLC subdivision was received on April 5, 2023. Donna contacted Michael Vignale of KV Partners, LLC, the Town’s contract engineer for the project, for a site visit and review of the schedule of values for the remaining work as submitted by the company’s owner. Mr. Vignale did a site visit on April 12<sup>th</sup> and on April 17<sup>th</sup> submitted a letter of recommendation that the bond be reduced to the requested amount of \$44,100.00. Jeff Crosby said he was in agreement with the schedule and figures presented. The original amount of the bond is \$428,050.00. **Ken Swayze moved to reduce the performance bond to \$44,100.00 as recommended by the engineer; Jeff Crosby seconded the motion. All were in favor.**

### **Other Business**

**Land Development Regulations** – The chair told board members that he, Donna, and Matt Monahan had a Zoom meeting last week to review the revisions of the draft to date. He would now like to divide the draft into sections, with each board member taking a section to review individually. He said he feels this would be a more efficient way to conduct the review, rather than with the full board going section by section. Donna printed each section of the LDR draft so members could select an area of interest. Members were asked to consider the text as how it would pertain to Dunbarton, completeness, clarity/ease of understanding, etc. when reviewing their section. All were encouraged to compare their section to the current subdivision and site plan regulations, ensuring that nothing has been missed in the revision. Jonathan Lefebvre asked if the updated regulations take into consideration the goals and objectives of the Master Plan. Donna will look at the documents for consistency. The individual sections will be discussed at the next meeting once members have completed their reviews. **Section 1**: Chuck Frost; **Section 2**: Don Stairs; **Section 3**: Alison Vallieres; **Section 4**: Donna White; **Section 5**: Ken Swayze; **Section 6**: Jonathan Lefebvre; **Section 7**: Don Stairs; **Section 8.1-8.7**: Chuck Frost; **Section 8.8-8.14**: George Holt; **Section 8.15**: Chuck Frost; **Section 8.16-8.27**: Justin Nault; **Section 9**: Brian Arsenault; **Section 10**: Ron Slocum; **Section 11**: Ken Swayze; **Section 12**: Donna White; **Appendix**: Jeff Crosby.

**Ken Swayze moved to adjourn the meeting at 8:16 p.m.; seconded by George Holt. All were in favor.**

Respectfully submitted,  
Donna White