

PLANNING BOARD MEETING MINUTES
JUNE 21, 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 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 May 17, 2023 regular meeting; Justin Nault seconded the motion. All in favor.**
2. Correspondence – Donna reported the following: **a)** Abutter notification from the Town of Bow for a five-lot subdivision on Brown Hill Road; abuts Town of Dunbarton parcel on Gile Hill Road. The hearing was continued to August 4, 2023. **b)** Notice from the Town of Boscawen for a cell tower project; hearing is scheduled for July 5, 2023.
3. Selectmen's Report – Mr. Nault said he did not have anything to report from the BOS. Chuck Frost mentioned the recent grand re-opening of the second floor of the Town Hall.
4. Building, Planning & Zoning Department Report – **a)** A hearing on the merits of the Guiney v Town of Dunbarton matter was held on May 30th. Town counsel had until June 16th to submit its response, then it is in the hands of the judge for a decision on how to proceed. **b)** The owner of the 51 Morse Road duplex brought the property into compliance with the elimination of the two lower units. New leases have been signed by the tenants; copies, along with the tenants' contact information, have been submitted to the code enforcement office. Accrued penalties totaled \$20,900 and legal costs to date total approximately \$7,500. Based on legal responses, the selectmen agreed to assess mitigation fees of \$10,000 to offset the Town's enforcement costs. A letter was sent to the owner on June 19th. **c)** Two applications have been received for the next ZBA meeting. One is an appeal of administrative decision by an abutter of a property that was issued a building permit, and the other is a request for a variance to allow a duplex on a 6.7-acre parcel where 7 acres is required.

Public Hearing on 2024-2029 Capital Improvements Program

The chair opened the hearing at approximately 7:15p.m. Mr. Frost said this has been an ongoing project to update the CIP over the last few months, asking Donna to give an overview of the document to those in attendance.

Donna explained that this document is meant to be used as a budgeting tool for the Town when it comes to capital projects. The document was last updated in 2015, with a supplemental

chart done in 2016; therefore, this has been a major revision/update. Donna went through the different chapters, highlighting details on demographics, the application process used, how applications/projects were prioritized, desired timeframe and method of financing for each project, bonded indebtedness, capital reserve fund balances, road management and highway budgets, and RSAs relevant to capital improvements. Donna then went through the Municipal Improvements Schedule (MIS), first explaining the section on requested projects submitted by Town departments where each project is listed with the assigned priority, method of financing, and proposed timeframe for the purchase/project. Donna then explained the annual deposits to capital reserve funds as recommended by the CIP committee as a way to avoid large spikes in the capital budget. The final section of the MIS outlines the on-hand revenues to be applied toward the purchases listed at the top of the MIS. The final piece to the document was the School Projected Annual Capital Budgets sheet. This sheet shows the school's annual capital budget of \$240,000, with a portion each year applied to their outstanding bond and the balance deposited to their capital reserve fund. Several board members had questions on the various sections of the document. There was one member of the public in attendance; she had no questions. Hearing no more questions, the chair closed the public hearing at 7:45p.m. **Chuck Frost made a motion to approve the 2024-2029 Capital Improvements Program update as presented and recommended by the CIP Committee. Ken Swayze seconded the motion. There was no discussion. The majority were in favor of the motion; Ron Slocum was opposed.** Approving board members signed the Certificate of Adoption. Donna will get the document to the Town Clerk for recording.

Old Business - None

New Business – None

Other Business

Land Development Regulations – Board members submitted comments on their sections of the draft regulations.

The group began the review with Section 1, reviewed by Chuck Frost. There was discussion on the criteria of Section 1.8 for Minor Site Plans. Questions were raised about the difference between minor and major site plans being based on square footage as opposed to the proposed use. It was agreed this section requires further research and discussion. Section 1.9 Major Site Plans includes Commercial Farm; this needs to be addressed.

The group went on to Section 2, reviewed by Don Stairs. Don had a question on Section 2.8 about the expiration of a site plan. George Holt suggested that the relevant RSA be checked, and this language be consistent. The wording of the section will be clarified and brought back to the next meeting.

Sections 3 and 4 were deferred to the next meeting.

The group went over Section 5, reviewed by Ken Swayze. There was discussion on Section 5.2 Drawing Requirements. 1.) It was agreed the wording could simply read up to 1"=50' rather than as in the draft (1"=10', 1"=20', and 1"-30', 1"-40' or 1"=50'). 3.) Ken

suggested that a wider binder margin be left. There was discussion on the purpose of the margin; most felt it could be left at ½” as in the draft. Section 5.3 Required Plan Information: 6) Ken questioned why it includes slopes in excess of 15% and 25% for soil and wetland delineation. After brief discussion, it was agreed to remove the 15%. Section 5.5 Supporting Documentation for Major Site Plan: 3) Ken asked if the drainage study for major projects over 20,000 sq. ft. should be pre- and post-construction. 5) There was discussion about what an ‘Environmental Report’ would consist of and who would do it. George Holt said 3 and 5 could refer to Section 8.8 which outlines those requirements. 7) Report from the Conservation Commission for projects over 20,000 sq. ft. of impervious surface area... Revise to read ‘consultation with the Conservation Commission and letter of their recommendations is required’. Section 5.6 Legal Documents for Site Plans. When a site plan review process creates easements, the relative deed(s) need to be recorded, not just shown on a plat. Revise the wording to reflect this.

The group agreed to stop at this point in the review and continue at the July meeting.

George Holt moved to adjourn the meeting at 8:40 p.m.; seconded by Justin Nault. All were in favor.

Respectfully submitted,
Donna White