

PLANNING BOARD MEETING MINUTES
APRIL 5, 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, Alison Vallieres, Vice Chair George Holt, Chair Chuck Frost, Secretary Ken Swayze, Alternate Don Stairs, Jeff Crosby

Business

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

1. **Approval of Minutes:**

Ken Swayze moved to accept the minutes of the March 15, 2023 regular meeting; George Holt seconded the motion. Majority in favor; Jeff Crosby abstained as he was not in attendance.

To move things along, the chair suggested hearing the subdivision application that was continued from the last meeting, holding the remainder of the Board's business for later in the meeting. All were in agreement.

Old Business - None

New Business

Application 2023-PB-001 – Wayne Mills – Two-lot Subdivision, Map F3-01-04, 50 Stark Highway North in the Village/Medium-Density Residential District. Alison Vallieres and Chuck Frost recused themselves from this matter as associates of the applicant. George Holt stepped in as Acting Chair. Donna introduced the application as follows: a) intent is to subdivide 41.09-acre lot into two lots of 3.15 acres and 37.93 acres; b) ZBA granted a variance for frontage of 93.96' on the new lot; c) checklist items have been met; d) State DOT driveway permit has been issued for the new lot; southerly side of the existing "Y" driveway will be abandoned; e) copies have been given to PD, FD, and Highway; no comments or concerns received; and f) abutter notification was done on February 27, 2023.

Don Stairs was appointed as a Voting Member due to the recusals of two members. **Jeff Crosby made a motion to accept the application as presented; seconded by Ken Swayze. All were in favor.**

Jacques Belanger represented the applicant. He explained that Mr. Mills wants to break off a new lot for his daughter to build a home on. They went to the ZBA for a variance of the required frontage, as the applicant wanted to leave a large tract with the existing house. Mr. Belanger reported that NH DOT has issued a driveway permit for the new lot. The driveway permit requires the southerly section of the existing "Y" driveway be eliminated. State subdivision approval will be needed. Mr. Belanger spoke about the terrain of the parcel, which has a 300' drop at the rear of the property. George Holt asked to clarify that the entrance to the new lot is at the "Y". Mr. Belanger pointed out the gravel driveway that is south of the existing paved "Y" as the entrance for the new lot. Jeff Crosby noted that the ZBA approval did not change the density. George Holt asked if there were any wetlands. Mr. Belanger said there is one area to cross in order to get to the back of the property; it does not affect the new lot.

Mr. Holt opened the hearing to the public. Donna read the abutters list; no abutters were present. Chuck Frost asked if the northerly section of the existing “Y” driveway would be changed when the southerly section is removed. Mr. Belanger spoke about the steepness of that section, saying it would not be changing. He said the new driveway will still curve around to the house. Ron Slocum asked if there would be an easement for the common driveway. Mr. Belanger said the new driveway will be shared by the new lot and the existing access up to the barn.

Hearing no further discussion, the chair brought the hearing back to the Board. Mr. Holt asked members if they felt a site walk was needed. There was no interest in doing a site walk. Ron Slocum asked if the new lot line creates a problem with the setback of the existing house. Mr. Belanger said it does not; the house still meets the setback.

Ken Swayze made a motion to approve the application as presented subject to the Board’s standard form:

1. Submittal of a final, technically accurate, and graphically correct plan-set in full compliance with all current subdivision regulations and incorporating any and all additional requirements established during deliberations with the Board (per status reports, Planning Board meetings & minutes of April 5, 2023, and other acknowledgments).
2. Approval and receipt of all other required local, state, and federal permits. As a result of such other permit approvals, there shall be no change(s) to the base plan(s) without re-consultation with the Board.
3. Payment of all fees and costs associated with the Dunbarton Planning Board application process.
4. That all specified work and improvements at the site, as specified by the Land Subdivision Regulations, is completed prior to the signing and filing of the mylar (e.g.: survey monumentation must be in compliance.).
5. Preparation, submittal, and filing of all deeds, legal instruments, and/or documents required or intended to be filed at the Merrimack Country Registry of Deeds, in such content and form acceptable to the Town.
6. Shared driveway/easement agreement to be submitted.

Motion seconded by Jeff Crosby. Majority were in favor; Don Stairs abstained.

Chuck Frost and Alison Vallieres returned to the table.

Business - continued

2. Dunbarton resident Jonathan Lefebvre, interested in joining the Planning Board, was introduced by George Holt. Jon expressed his interest in being involved within the community, his knowledge as a surveyor, and willingness to serve as an Alternate Member. It was agreed to have Mr. Lefebvre appointed to the Board as an Alternate Member.
3. Correspondence – a) Donna read an email from Stephanie Alexander of Central N H Regional Planning Commission regarding the revision of Dunbarton’s Hazard Mitigation Plan. FEMA is requiring the plan to comply with 2023 FEMA regulations regardless of when it was completed or submitted. CNHRPC has a Zoom call set up with HSEM on Friday to discuss the matter and to try to identify what is needed to move forward. b) Jeff Crosby reported that he had a call from the contractor who built the new portion of Zachary Drive. The contractor is looking to get the bond amount reduced. Donna also spoke with the contractor and has since received the schedule of values for the remainder of the project. This will go to the Town’s engineer for review and recommendation.
4. Selectmen’s Report – Selectman Nault was unable to attend this meeting.
5. Building, Planning and Zoning Department Report – a) On the 10th, the ZBA will hear an Appeal of an Administrative Decision on the Morse Road Notice of Violation that was issued by the Building Department. b) There has been no update on the status of the Guiney court matter. It was asked if the telephone pole had been moved. Jeff Crosby explained that a pole in the easement Dave Nault has will

need to be relocated; those details are being worked out. c) Donna is working with Town departments on the update of the Capital Improvement Program.

6. Election of Officers: **George Holt made a motion to elect Chuck Frost as Planning Board Chair; seconded by Jeff Crosby.** Mr. Frost said he would accept the position. **All were in favor. Jeff Crosby made a motion to elect George Holt as Planning Board Vice Chair; seconded by Chuck Frost.** Mr. Holt accepted the nomination. **All were in favor.**

Ken Swayze announced that he does not wish to continue as Secretary of the Board.

Jeff Crosby made a motion to elect Alison Vallieres as the Planning Board Secretary; seconded by George Holt. Mrs. Vallieres said she would accept the position as long as she would not be taking the minutes; it was agreed that Donna would continue to do the meeting minutes. **All were in favor.**

Other Business

Land Development Regulations – The project will be picked up at the May meeting.

It was agreed there was no reason to hold another meeting in April since no new applications have been received. **George Holt moved to cancel the meeting scheduled for April 19, 2023; Ken Swayze seconded the motion. All were in favor.** Donna will note the change on the Town's website.

Ken Swayze moved to adjourn the meeting at 7:58 p.m.; seconded by Chuck Frost. All were in favor.

Respectfully submitted,
Donna White