In attendance at New Boston Town Hall: Peter Hogan, Ed Carroll, Amy Sanders, Ashley McQuade, Zane Merva (alternate), and Scott Chouinard (alternate).

Staff present: Shannon Silver, Community Development Director

Peter Hogan called the meeting to order at 6:30 pm at Town Hall, with a Pledge of Allegiance.

**AKERMAN, HEIDI L. (OWNER)**

**J.E. BELANGER LAND SURVEYING, PLLC, (AGENT)**

[Submission of application/Public Hearing/Subdivision/Minor/3 Lots](file:///\\TONBTH-File1\planning\files\1431-sub-plan-agenda)/ Conditional Use Permit

Location: Bunker Hill and Saunders Hill Roads

Tax Map/Lot # 1/12

Residential “RA” District

Peter Weeks, J.E. Belanger Land Surveying PLLC, explained that the proposal is for a minor three lot subdivision. A detailed survey was completed by his company of the northerly side and a waiver was submitted to not require a detailed survey of the southerly side of these lots. He noted that an amended plan, specifically regarding the driveway, has been submitted. Lot 12-1 is proposed to be 4.23 acres and will consist of a horse-riding area and horse enclosures. The lot will include a 0.69-acre buildable area. There is an existing gravel driveway for this lot. Lot 12-2 is oddly shaped and contains a buildable area of 0.56 acres. Some land on this lot cannot be used due to steep slopes. The driveway location for this lot has been relocated to the west, allowing for a 30’ wide driveway easement and a 12’ wide driveway. The original driveway disturbed the wetland buffer, and in its amended location, will lead to 9,000 s.f. +/- disturbance of the buffer.

Peter Hogan stated that, if the lot cannot support a driveway on its own, it is not a buildable lot, per the regulations. Lot 12-2 cannot support a driveway on its own. The applicant stated that the driveway can be placed fully on the lot with appropriate sight distance with a possible lot line adjustment, but this may require a wetlands crossing.

Peter Hogan noted that the current plan does not support a driveway on Lot 12-2. The applicant may want to consider if this can be amended, including obtaining an approved wetlands crossing for the site.

Deb Downing, 266 Saunders Hill Road, stated that she believed the Great Meadow property could not be subdivided again unless a cistern is installed. Peter Hogan stated that the current regulations require a cistern or alternate firefighting system, such as sprinklers.

**Amy Sanders moved to adjourn this hearing to February 27, 2024. Seconded by Ed Carroll.**

**Voting: 4-0-0** **motion carried unanimously.**

**2nd Public Hearing on Proposed Zoning Ordinance Amendments [Adjourned from December 12, 2023]**

The Board reviewed the proposed Zoning Ordinance amendments. It was noted that legal counsel made a few minor language adjustments.

There was no public comment at this time.

**Amy Sanders moved to propose the amendment, as presented at this public hearing, for ballot vote in March 2024, Article 1 Solar. Seconded by Ashley McQuade.**

**Voting: 4-0-0** **motion carried unanimously.**

**Amy Sanders moved to propose the Article, as presented at this public hearing, for ballot vote in March 2024, Article 2 Establishment of Districts and District Regulations. Seconded by Ashley McQuade.**

**Voting: 4-0-0** **motion carried unanimously.**

**Amy Sanders moved to propose the Article, as presented at this public hearing, for ballot vote in March 2024, Article 3 Adding Light Industry as an Allowed Use by Conditional Use Permit. Seconded by Ed Carroll.**

**Voting: 4-0-0** **motion carried unanimously.**

**Amy Sanders moved to propose the Article, as presented at this public hearing, for ballot vote in March 2024, Article 4 Town Floodplain Ordinance revisions. Seconded by Ashley McQuade.**

**Voting: 4-0-0** **motion carried unanimously.**

**2nd Public Hearing on Proposed Floodplain Ordinance Amendments [Adjourned from December 12, 2023]**

*This item was previously addressed.*

**Miscellaneous business that may come before the Board and/or Planning Board discussions.**

1) Approval of the December 12, 2023, meeting minutes, with or without changes. (distributed by email)

**Ed Carroll moved to approve the meeting minutes of December 12, 2023, as presented. Seconded by Amy Sanders.**

**Voting: 4-0-0** **motion carried unanimously.**

2) Discussion, re: NRSPR, Green House on The River, Tax Map/Lots # 6/40-1 & #6/40-1-1, 7 & 11 Byam Road, permit renewal.

Peter Hogan stated that these permits are usually issued for a year to start in order to determine if there are any complaints or issues. There have been no complaints for this item. Usually, the Board would then grant a permit renewal for three years.

**Amy Sanders moved to grant a three-year permit extension to January 10, 2027. Seconded by Ed Carroll.**

**Voting: 4-0-0** **motion carried unanimously.**

3) Letter dated December 18, 2023, to Shannon Silver, Community Development Director, from Kevin Leonard, PE, Northpoint Engineering, LLC, re: Forest View II, Phase II & III Sawmill Lane as-built review, for the Board’s information.

Shannon Silver stated that this is regarding an update to the as-built. A response from Sandford has not yet been received. Work is still ongoing for this item.

4) Discussion with Planning Board, re: change in use to an existing nonresidential site plan, Tax Map/ Lot # 6/18, 778 River Road.

The applicant explained that the proposal is to run a retail shop out of the existing shop space with small instruction classes. The signage is currently hard to see from the road, and she requested placing signage either closer to the road or signs along the side of the road indicating the upcoming shop location. Peter Hogan stated that this is within the Building Department’s purview. He noted that the hours could be modified in order to consider an extended use of the shop.

The Board expressed support regarding the proposed changes.

5) Latter dated January 3, 2024, to Shannon Silver, Community Development Director, from Patrick Mullen, re: lifting sprinkler requirement at 282 Francestown Road, for the Board’s review and discussion.

The General Contractor for the project explained that the applicant is seeking a variance or allowance for the sprinkler requirement for this building. He noted that there were issues with the Town’s prior Building Inspector, Dana Dinsmore, regarding misinformation on this item. There is not a cistern nearby. The cost to retrofit the building with sprinklers could be approximately double what it would have been to place them initially.

Peter Hogan stated that sprinklers are required on the lot, as stated on the deed for the subdivision. The General Contractor stated that he believed this project was grandfathered into this, as the project included demolition of an existing building that was not spinkled. This conversation was had with Mr. Dinsmore. Peter Hogan stated that he spoke with the Fire Chief regarding bringing this item up to the Fire Wards for a potential solution. There do not seem to be other reasons to negate an existing subdivision regulation requirement within the deed.

Shannon Silver explained that the regulations at that time of approval required a cistern, but the applicant can offer a supplement through approval by the Fire Wards. The applicant sought approval for a sprinkler system, and this now needs to be approved by the Fire Wards.

There was agreement that the Board was not willing to vote on this item without information from the Fire Wards.

**Amy Sanders moved to adjourn the meeting at 7:43pm. Seconded by Ashley McQuade.**

**Voting: 4-0-0** **motion carried unanimously.**

Respectfully submitted, **Minutes approved:**

Kristan Patenaude January 23, 2024