

**TOWN OF NEW BOSTON
NEW BOSTON PLANNING BOARD
Minutes of 2019**

11/12/19

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2 The meeting was called to order at 6:30 p.m. by Planning Board Vice Chairman Mark
3 Suennen. Present were regular Board members David Litwinovich and Ed Carroll, Ex-Officio
4 Christine Quirk and Alternate Board member Amy Sanders.
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6 Also present were Planning Coordinator Shannon Silver, Planning Board Assistant Na-
7 dine Scholes and Planning Consultant Mark Fougere.
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9 Absent was Planning Board Chairman Peter Hogan and Ex-Officio Joe Constance.
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11 Present in the audience for all or part of the meeting were CIP Chairman Fred Hayes,
12 Fire Chief Dan MacDonald, Goffstown Fire Chief Brian Allard, Bedford Fire Chief and Fire
13 Ward Scott Hunter, Fire Ward Brandon Merron and Barbara Thompson.
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15 Mark Suennen noted that in the absence of Peter Hogan, Amy Sanders would be a full
16 voting member.
17

18 **Public Hearing on the Capital Improvements Program, Plan of 2020, as proposed by the**
19 **C.I.P. Committee.**

20 **SEE SEPARATE NOTICE**
21

22 Mark Suennen entered the Public Hearing Notice into the record and asked Fred Hayes
23 to present the CIP report.
24

25 Fred Hayes noted that all the Bridge Repairs were pushed out a year and the collection
26 of \$40k would continue yearly. Fred Hayes continued that the Warrant Article for Road Im-
27 provements had not been included on the Ballot in 2019 but the Road Agent had a busy Spring
28 season and most likely would not have had the time to complete that work anyways. The War-
29 rant Article for the collection of \$85k for Road Improvements would be on the 2020 Ballot.
30 The Bedford Road culvert project was pushed out a year on the schedule and the cost increased
31 from \$67.5k to \$75k due to material cost. The Howe Bridge project was also pushed out a year,
32 but the cost was the same at \$120k. Finally, the Tucker Mill Road Bridge cost shown on the
33 schedule, \$235k was the 20% portion the Town would be responsible for and the Road Agent
34 had recalculated for current construction cost.
35

36 Fred Hayes continued to the Fire Department Vehicles and Apparatus. He explained
37 that the accrued amount shown of \$728k does not include the truck approved to be purchased in
38 2019 because it takes about 1 year to spec and build the truck, so the amount of \$671k would
39 still be included in the accrued amount until the invoice/check request is provided to the Trus-
40 tees to be paid. Mark Suennen confirmed that it was the pumper truck that was approved for
41 purchase last year. The Fire Chief Dan MacDonald replied yes, it would replace the engine 2
42 pumper truck.
43
44

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Public Hearing on the Capital Improvements Program, Plan of 2020, cont.

Fred Hayes noted that the Fire Department had removed the replacement of the hose reel truck from the schedule. All current trucks would need to be modified and retrofitted to carry its own hose.

Fred Hayes noted that the CIP Committee agreed that the command vehicle was an emergency and had pulled that into 2020.

Fred Hayes noted that the CRF for Highway Trucks increased gradually over the next few years and settled at the amount of \$120k in 2022 to cover the purchases that would be needed. All the cost amounts shown on the schedule were for a new truck purchase but the Road Agent tries to rotate purchasing new and used trucks each year but sometimes cannot find a used one and would have to purchase a new truck.

Fred Hayes explained that the CRF for Highway Heavy Equipment was in good shape because after the backhoe purchase scheduled in 2020, there would not be another purchase needed until 2030.

Fred Hayes noted that the \$30k for Town revaluation would still be adequate and the Town Administrator advised that they have found and assigned a vendor to handle the full re-valuation in 2020.

Fred Hayes noted that the cost went up slightly for the GIS Mapping System and the Committee felt that it would be better to spread the collection over 3 years at \$60k per year.

Fred Hayes said the In-Vessel Composting System was the same as it had been. He noted that Gerry Cornett indicated that private partnerships are being looked at for the operation of the composter.

Fred Hayes noted that the Committee put the transfer trailer on the schedule as a place holder because it still would not be needed until 2027.

Fred Hayes explained that he ran the bond numbers for the school addition using the current interest rate for a 10 year bond. The School Board had been discussing the bond be a 10 year to save on interest, but the project would be pushed out another year to 2021. He explained that the State's Building Aid for schools is being reintroduced and the School Board will engage the possibility for State Aid.

Fred Hayes noted that the bond numbers for the total of \$2.9M were updated for the Fire Station and that would be going on the Ballot again in 2020.

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Public Hearing on the Capital Improvements Program, Plan of 2020, cont.

Mark Suennen asked the Fire Chief to speak on what he provided for some background information to justify the need for the command vehicle and the request for the Board to consider waiving the 6 year time frame that is required for new CIP items.

Fire Chief Dan MacDonald noted that he invited the Fire Chief's from Goffstown, Brian Allard and Bedford, Scott Hunter, both are also New Boston residents, and could provide their opinion on the need for the command vehicle.

The Chief noted that the command vehicle is more of a resource and tool that is required to maintain and control the operation safely. The need for the command vehicle had been identified five years ago but he explained that historically the Fire Department always had researched grants before coming to the Town asking for funds to offset costs. He said he should have submitted the item to CIP five years ago when it was identified as a need for the department, but the item was submitted last year when no grants were found to be available. The item was submitted last year as an emergency need but the Board did not see this as an urgency and pushed it out the typical 6 year time frame for new items presented to CIP. The Chief stated that he was asking the Board to make an exception on the time frame based on not only the fact that the Fire Department had known the command vehicle was needed 5 years ago but also the fact that the Fire Department had always tried to research grants to save the Town money. The need has only grown in the past 5 years with the increase in calls and severity of the calls.

The Chief explained that he uses his personal 2010 Jeep for a command vehicle but that does not have the proper equipment and communications to be able to control a scene safely. He continued that if a call came in and he was out of Town, the Fire Department then only has access to a portable radio and cannot control a scene properly with one portable radio. Most Towns have a command vehicle, some larger Towns have several. He noted that he had provided a list with many Towns' that are similar in population size to show that New Boston is the only one without a command vehicle. All other emergency services and department managers are provided the tools they need, especially in terms of vehicles that the Town provides them to properly do their jobs. The Chief believed the Fire Department is needed in critical situations and a command vehicle is a necessary tool to properly manage a scene safely.

Goffstown Fire Chief, Brian Allard, noted that he is also a resident of New Boston and he believed Chief MacDonald had done a good job explaining the need for the command vehicle, but his biggest concern would be the communications. The lives of the first responders are at a much higher risk without the proper communication. He thought the Town should want to provide the proper equipment to protect the residents and first responders. Brian Allard noted that Dunbarton stuck out to him on the list the Chief provided because the population is half of New Boston and they have a command vehicle. He asked that the Board consider waiving the typical time frame on the CIP schedule for the command vehicle, it was absolutely a necessary and reasonable request. Ed Carroll noted that Goffstown was not shown on the list and asked Brian Allard if Goffstown has a command vehicle. Brian Allard responded that Goffstown does

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have command vehicles, but he guessed was not included on the list that the Chief provided because the population is not comparable to New Boston with 18k residents.

New Boston Fire Ward, Brandon Merron, said he would like to add that when it comes to the command vehicle at any scene, whether it is a fire, or another type of emergency situation, multiple radios and frequencies are needed to communicate with each other. Is it impossible to communicate using only one frequency, there are multiple things happening that need to be controlled at a scene, the water supply, staging, sometimes even helicopters are needed and one channel should always be open in case there is a mayday call and that needs to be heard by all first responders. The current portable radios that are used are 5 watts, the ones in a command vehicle are anywhere from 50 to 100 watts, this need is critical.

Bedford Fire Chief Scott Hunter noted that he had presented to the Board a few years back how dealing with fire has changed over the years because newer construction materials have made fire burn hotter and quicker. The equipment also has had to evolve and become more complex but is required by standards to protect the lives of fire fighters and first responders.

Chief MacDonald offered the Board to look at the command vehicles that Chief Allard and Chief Hunter brought to compare to his personal vehicle that he used as a command vehicle. The Board members did not feel that they needed to see the vehicles to compare. Ed Carroll and Amy Sanders noted that they were in favor to waive the time frame on the command vehicle and both believed the need is urgent for operation and safety of the department.

Mark Suennen stated that his position and opinion had not changed, the CIP program is setup to be a planning tool to finance things over a long period of time so there are not drastic changes in the taxes from year to year. That is why the 6 year rule is in place and he did not believe it was an emergency last year and still does not think it is an emergency. The emergency is the Fire Department choosing not to put it on the schedule when they had the opportunity and instead went to seek alternate ways to fund the item, which is very much appreciated but part of the Chief's job is to be efficient with the Town's finances. Mark Suennen said that the item should remain on the CIP schedule for the 6 year time frame, which is now 5 years out. He encouraged Chief MacDonald to present a petition for the need of the command vehicle to the Board of Selectmen and request it be a separate warrant article.

Chief MacDonald said that was discouraging to hear because he always puts in extra effort to find grants available to save the Town lots of money. The biggest factor here was not even money, it is the safety of the Fire Departments staff and volunteers that put their lives on the line to provide a service to the Town.

The Planning Coordinator, Shannon Silver opined that the command vehicle is an emergency and the Chief at any time could have decided that he was not going to use his personal

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Public Hearing on the Capital Improvements Program, Plan of 2020, cont.

vehicle as a command vehicle and this should not be expected of a new Chief. This is a tool that is a requirement for any Fire Department to operate safely.

Ed Carroll noted that maybe one of Mark Suennen concerns could be that this would set a precedent for CIP items in the future. The Planning Coordinator, Shannon Silver noted that other items had been pulled in on the schedule in the past. Currently, the GIS Mapping was also pulled in to start collecting before the 6 year time frame. Mark Suennen thought that had been added 6 years out. Fred Hayes noted that was requested to be pulled in 2 years sooner. Mark Suennen said that was scheduled to fully collect the funds in by 2022 and that would be the 6th year. Fred Hayes noted that the Town Administrator indicated he planned to spend the money the first year it is collected because this would be a phased project and could take 3 years to complete the collection of the data that is needed to create the maps. Mark Suennen noted that the Board would discuss the GIS Mapping after the Fire Department items were complete because that is not what the CIP program is intended to do.

Fred Hayes agreed that stand alone items should be added 6 years out but he believed the command vehicle is different because the Fire Department has a CRF for their vehicles. Mark Suennen clarified that it still is considered a single purchase with a recurring cost. Fred Hayes explained that the replacement of the vehicle would be added to the Fire Departments CRF schedule. Mark Suennen asked if the amount for a recurring cost is known. Fred Hayes replied that it would be \$63k, 8 years out.

Ed Carroll stated that because the Fire Department had removed the hose truck from the schedule he would not have an issue with the command vehicle purchase in 2020.

Amy Sanders said that she too did not have an issue with the purchase in 2020. She opined that the current group of people running the Fire Department do an exceptional job to support the Town and save money with offering training programs. She believed the Planning Board should support the Fire Department.

Christine Quirk explained that she had personal experience working from a command vehicle and absolutely believed this is an urgent need for the Fire Department.

David Litwinovich stated that he does not see this as only the Fire Department's fault, the CIP Committee should be more proactive with department managers and get items on the schedule before they become an emergency. He felt in this particular case the 6 year rule should be waived.

Mark Suennen **MOVED** to push out the Fire Department command vehicle from 2020 to 2024, which is the original date for the 6 year time frame. The motion was not seconded. The motion **FAILED**.

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Mark Suennen noted that the Town property revaluation for \$160k was originally scheduled for 2021 but now it shows that would be done in 2020 on the updated schedule. Fred Hayes noted that the full revaluation is a long process to complete and that would be started in 2020 and would continue into 2021.

Mark Suennen questioned what the Town Administrators position was with pulling in the GIS Mapping and spending the money as collected. Fred Hayes believed that the article would need to be worded properly for the collection and expenditure of the money collected each year for the GIS Mapping and would be completed the original year that would be 6 years out. Mark Suennen stated that was not allowed with the CIP rules. He would ask the Board of Selectmen if they were in agreement with the Town Administrators intent and position. Christine Quirk believed that could be the Town Administrators intention but was not sure.

Mark Suennen **MOVED** to push out the collection of \$60k for the GIS Mapping to start in 2022, and another \$60k in 2023 and the balance in 2024 with the intention to start the project in 2022.

Discussion: Fred Hayes requested that the first half of the funds be collected in 2021 and the balance in 2022. The funds collected in 2021 would not be able to be spent until 2022.

Mark Suennen stood on the motion he originally made because the Planning Board would not be able to control or dictate the language for the warrant article.

David Litwinovich questioned what the original date was for the 6 year time frame. Fred Hayes noted that the original date for the GIS Mapping 6 years out would be 2022.

The Planning Coordinator, Shannon Silver noted she highly supported the need for the GIS Mapping because there is absolutely a need in the office to cut down the hours spent researching and gathering abutters for hearings.

Mark Suennen noted that he would not disagree that there is a need but this was not the intention of the CIP Program. The Planning Coordinator, Shannon Silver explained that the Planning Board does have the authority to override the 6 year period if they find an item is an emergency. The Board discussed the CIP process and rules and the motion originally made was agreed upon.

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Public Hearing on the Capital Improvements Program, Plan of 2020, cont.

David Litwinovich seconded the motion and it **PASSED** with a 3-2 vote.

Mark Suennen asked what the increases were for project costs for both the fire station and the school addition. Fred Hayes replied the increases were due to updated construction cost.

Mark Suennen confirmed that the fire station would be on the ballot again in 2020. Fred Hayes agreed.

Ed Carroll asked if the School Board would be proactive with getting in line for a grant. Fred Hayes said yes, the School's Business Administrator was looking into the rules for applying for grants. David Litwinovich clarified that Federal and State regulations require particular items to be included in the addition. Fred Hayes agreed, i.e. bathrooms would be required with a 4 classroom addition.

Mark Suennen opened for public comment. There were none.

David Litwinovich **MOVED** to approve and submit the 2020-2025 CIP Schedule as amended to the Board of Selectmen and Finance Committee. Christine Quirk seconded the motion and it **PASSED** unanimously.

Ed Carroll clarified that the only change made was pushing out the GIS Mapping. Mark Suennen stated that was correct.

Continued Discussion, re: 2019 Zoning Ordinance / Building Code Amendments

The Planning Coordinator, Shannon Silver noted that the amendment previously discussed for Contractor's Yard use being permitted in the Commercial District should maybe also be permitted in the Industrial District. The Board agreed that it would make sense to permit the use in the Industrial District if it would be permitted in the Commercial District. Mark Suennen questioned if that would be on a separate article. The Planning Coordinator replied yes.

The Planning Coordinator, Shannon Silver questioned if the use allowed by Special Exception for a lodging house should be removed from the Forestry & Conservation District, she found that did not fit as a use in this district. The Board discussed and decided to leave lodging house as a use allowed by Special Exception in the Forestry & Conservation District because it historically had been allowed in this district.

The Planning Coordinator, Shannon Silver noted that the Public Hearing would be scheduled for December 10, 2019, as previously discussed and she would add the additional

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1 article to the proposed amendments. There would be three articles proposed by the Planning
2 Board.

Continued Discussion, Review of Final Draft Subdivision Regulations for Revisions.

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6 Mark Fougere stated that he had emailed the final cleaned up version and Amy Sanders
7 had some suggestions that were provided to the Board to review. He noted that Barbara
8 Thompson from the Conservation Commission may present additional suggestions for the
9 Board to consider.

10
11 Mark Suennen noted that Amy Sanders had suggested the Board consider changing the
12 drainage facility design storm to a 25 year storm event in lieu of the 10 year storm, under Sec-
13 tion 6.05 e. 1. h. He asked what impact would the change have on the design for drainage.
14 Amy Sanders replied that it would require a slightly larger detention pond. She stated that she
15 made this suggestion because storms are changing in the area and it is now more typical to see
16 the 25 year storm requirement. Mark Suennen mentioned that the minimum culvert size should
17 be increased from 12" to 15" if increasing the 10 year storm to 25 year storm did not automati-
18 cally increase that requirement. The Board agreed with increasing the design for drainage to the
19 25 year storm and increasing the minimum culvert size to 15".

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21 All other changes that Amy Sanders had suggested were approved as follows:

22
23 -6.05 b. 11. - Replace the definition of 'Stabilized' with, 'In a condition in which the
24 soils on the site will not erode under the conditions of a 10 year storm. Stabilization
25 shall include the following, at a minimum: 1) Installation of base course gravels (in
26 paved areas), 2) Minimum of 85 percent vegetation growth, 3) Installation of stone or
27 rip rap material and 4) Properly installed erosion control blankets.'

28 -6.05 d. 1. - correct the spelling of 'waivers'

29 -6.05 e. 1. a. - insert 'New Hampshire Code of Administrative Rules, Chapter Env-Wq
30 1500 Alteration of Terrain, current edition, and' before 'New Hampshire Stormwater
31 Management Manual...'

32 -6.05 e. 1. g. - delete '2 year' and replace with '2, 10 and 50 year', add 'New Hampshire
33 Code of Administrative Rules, Chapter Env-Wq 1500 Alteration of Terrain, current edi-
34 tion, and' before 'New Hampshire Stormwater Management Manual...'

35 -6.05 e. 1. h. - change '10 year storm' to '25 year storm'

36 -6.05 e. 1. - add the following items:

37 'r. All drainage swales, ponds, conveyances or contaminant systems shall be stabilized
38 prior to directing any stormwater into them.'

39 's. For any infiltration system, either at or below grade, do not discharge sediment laden
40 waters from construction activities (runoff or water from excavations) to the infiltration
41 system. Temporary sediment basins or traps shall be provided. Do not traffic exposed
42 soil surface with construction equipment. If feasible, perform excavations with equip-
43 ment positioned outside the limits of the infiltration systems. After the area is exca-
44 vated to the final design elevation, the bottom of the infiltration area shall be deeply

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Continued Discussion, Review of Final Draft Subdivision Regulations, cont.

tilled with a rotary tiller or disc harrow to restore infiltration rates, followed by a pass with a leveling drag. Infiltration ponds shall not be placed into service until the contributing areas have been fully stabilized.'

Ed Carroll asked if the font for each definition in the Stormwater section could be bold as they were in the first definition section of the Subdivision Regulations. The Board agreed.

Mark Suennen noted that he assumed the draft that was emailed to review was still in the track change document format and all strike outs would be removed from the final version, i.e. a few of the definitions are still shown striked out in the first section and noted that they are defined in another section, and will be removed in the final version that will be adopted. Mark Fougere said yes, he thought the track changes should remain in the document, so it is known what is being removed.

Mark Suennen questioned the previous amendment dates noted throughout the document that were brought over from the previous document should be removed because this would be a whole new document. The Board agreed but noted that the title page should indicate that this was a revised document and include all revisions from the previous version.

Mark Suennen suggested adding the Building Inspector/Code Enforcement Officer to the last sentence under Article IV: Administration to read as follows, 'All other administration of these regulations will be managed by the Planning Board and Building Inspector/Code Enforcement Officer. The Planning Coordinator, Shannon Silver agreed because in lieu of the Planning Board the Building Inspector may go to the site to confirm compliance.

Mark Suennen noted the following edits and the Board agreed to all changes he suggested.

-Section 4.02 - should include 'public safety' after 'fire protection' in the first paragraph.

-Section 4.03 - change the word 'sewer' to 'septic'.

-Section 4.07 - Separability could be deleted all together because it repeats the language in Section 1.04 - Severability

-Section 4.08 - in the last sentence, 'Any Planning Board decisions appealable to the board of adjustment shall...' be corrected to '...decisions appealable to the Zoning Board of Adjustment...'

-Section 5.01 - had requested that the last sentence as follows, 'All such fees shall be payable to the Town of New Boston.' be moved to Administration.

-Section 5.03 - the last sentence as follows, 'Notice to the general public shall also be given at least ten (10) days prior to the hearing by posting said notice in the Library, Town Hall, Dodges Store, Post Office and on the Town website.' also be moved to Administration.

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Continued Discussion, Review of Final Draft Subdivision Regulations, cont.

Mark Suennen noted that as previously discussed under section 6.01, 1., the minimum diameter for culverts should be increased from 12" to 15". The Planning Coordinator, Shannon Silver noted that the Driveway Regulations would eventually need to be updated but the Road Agent could determine the size culvert that would be required for a driveway. Mark Suennen noted that the Road Agent should be encouraged to increase the minimum size required for culverts in the Driveway Regulations.

The Board discussed and agreed that the formatting of the section outlines should be consistent throughout the document. The way the document is drafted is very messy. The Board suggested that each new paragraph or thought within the document should have a unique identifier.

Ed Carroll suggested if a section was continued on several pages, the reference of which section you are in could be included on the top of the page. Mark Fougere said that could be added once the document is almost finalized.

Barbara Thompson explained that she had read through the Subdivision Regulations and found that there is a lot more support for conservation then she had thought, but believed it only came too late in the process. It maybe could be included sooner in the process or even right at the beginning.

Barbara went through her suggestions as follows:

-Section 5.04 a. - add the word 'strongly' to read as follows, 'Prior to the formal submission of a subdivision layout, the applicant is strongly encouraged to meet with the Board to review the basic concept of the proposal...' and add the following sentence to the end of the first paragraph, 'Preliminary Review should include an assessment of the proposals consideration of the Town's Land Use Goals, including protection of the Town's natural and historic resources.' She explained that this would re-emphasize the applicant to consider the Master Plan, Zoning Ordinance, etc.

-Section 5.05 - change the word 'may' to 'shall' as follows, 'At a properly noticed public hearing, the Planning Board shall...' The Board disagreed and explained that there are options and the word 'shall' would mean all options would need be needed.

-Section 5.06 a. 5. - change the word proximity to 'within 1000 feet' to read as follows, 'Within 1000 feet to aquifers or surface waters which transcend municipal boundaries.' Mark Suennen asked if this was a statutory requirement. Barbara Thompson replied no, it was a guideline.

-Section 5.09.01 h. 4. - add 'vernal pools' to read as follows, 'Topographic contours at 5' intervals; water courses, vernal pools, ponds and standing water,...' and after Stream Corridor District, add the following, 'Aquifer Trans levels in accordance with Ground-water Resource District; any designation of the Forestry & Conservation District; and identified Steep Slopes Conservation District; of the Zoning Ordinance; open space with

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Continued Discussion, Review of Final Draft Subdivision Regulations, cont.

acreage noted.' She explained that this should be added because the Zoning Map does not show these Districts but they are in the Zoning Ordinance and should be called out in Subdivision Regulations to make people aware that these districts exist.

The Board did not have any issues with these suggestions.

Barbara Thompson noted that a Floodplain Map exists but was not called out as a district. Mark Suennen explained that adding a district could only be handled through the Zoning Ordinance and that would need to be brought before the Board for next years Zoning updates.

Barbara Thompson asked if there could be a recommendation added early in the process to refer to the 'Wetlands Best Management Practice Manual' that was recently released by NH DES. Mark Suennen replied that the Board would need to review the manual before considering including the reference to a manual in the Subdivision Regulations.

Barbara Thompson noted that she had a few grammatical edits that she could send to the Board.

Mark Suennen asked Mark Fougere to provide the final document that would be approved without the track changes shown. Mark Fougere said that the track change document would need to be included in the document reviewed at the Public Hearing. Mark Suennen said that a track change copy could be distributed for the Public Hearing, but the Board would like to review the final draft without the edits before the Public Hearing.

Barbara Thompson noted that she was willing to help with correcting the formatting of the document. Mark Fougere noted that he would clean it up first with the revisions suggested and send her the cleaned-up version.

Mark Suennen said the Board would need to schedule a Public Hearing to adopt the revised Subdivision Regulations. The Planning Coordinator, Shannon Silver noted that the final draft could be reviewed at the December 10, 2019, meeting and tentatively could schedule the first Public Hearing for January 14, 2020. The Board agreed.

Miscellaneous Business and correspondence for the meeting of November 12, 2019, including, but not limited to:

1. Approval of the October 8, 2019, meeting minutes, with or without changes. (distributed by email)

David Litwinovich **MOVED** to approve the October 8, 2019, meeting minutes as amended. Ed Carroll seconded the motion and it **PASSED**.

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Miscellaneous Business and correspondence, cont.

- 2.
3. Distribution of the October 22, 2019, meeting minutes, for approval at the November 26, 2019, meeting, with or without changes. (distributed by email)
3. Endorsement of a Site Review Agreement, for Rag Reality, LLC, Emily Shellenberger and Peter Shellenberger, d/b/a 'Live Bee, or Die Farm', for Tax Map/Lot #6/40-1, 7 Byam Road, Retail Flower Store, by the Planning Board Chairman.
4. Letter received October 29, 2019, from George Merrill, re: request to extend Conditions Subsequent deadline of November 1, 2019, for the Board's action.

The Planning Coordinator, Shannon Silver noted that buildings 7 and 8 have not been constructed yet and in the request no extension duration was identified. The Board could decide how long the extension should be for and if this should be the last extension.

David Litwinovich asked when the initial approval was. The Planning Coordinator, Shannon Silver noted that the approval for the 4 additional buildings was in 2002. She noted that she was unsure of when the first 4 buildings were approved but the 4 additional buildings, 5 through 8 were conditionally approved in December 2002, he received compliance for buildings 5 and 6 in 2004 and 2005 but still has to complete buildings 7 and 8. Mark Suennen noted that extensions had been given for 14 years and this would be the last extension provided, then the applicant would need to come in for a discussion if the buildings are not completed by September 30, 2021.

David Litwinovich **MOVED** to grant the last extension for the Conditions Subsequent from November 1, 2019, to September 30, 2021. Ed Carroll seconded the motion and it **PASSED** unanimously.

5. Letter received November 8, 2019, from Earl Sandford, LLS, Sandford Surveying & Engineering, Inc., re: Adherence Statement & Bond Release for CUP and ISWMP, for Tax Map/Lot #15/15, Susan Road, for the Board's action.

Mark Suennen noted that Earl Sandford had provided the certification that all items were complete and stabilized. David Litwinovich asked what the bond amounts were. The Planning Coordinator, Shannon Silver noted that the CUP bond portion was \$3,457.89 and the ISWMP bond portion is \$3,038.39, the Board had previously released a partial amount for both bonds and this was the remaining balance.

Christine Quirk **MOVED** to grant the release of the partial balance held for the CUP and the ISWMP bonds, for Tax/Map Lot #15/15. David Litwinovich seconded the motion and it **PASSED** unanimously.

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Miscellaneous Business and correspondence, cont.

6. Email copy, received October 28, 2019, from David Litwinovich, re: Southern NH Planning Commission: Age-Friendly Housing Forum, for the Board's information.

7. Letter dated October 29, 2019, from Southern New Hampshire Planning Commission, to Planning Board Chairman, re: SNHPC Membership Dues for 2020-2021, Fiscal Year, for the Board's information.

Mark Suennen noted that the rate was increased, and he had voted against the increase, but it had passed.

Amy Sanders questioned what the status of the stabilization issues on Christie Road was. The Planning Coordinator, Shannon Silver noted that the Town Engineer was working with Earl Sanford on the calculations and should be finalized soon. She would follow up with the Town Engineer.

David Litwinovich **MOVED** to adjourn the meeting at 8:35 p.m. Ed Carroll seconded the motion and it **PASSED** unanimously.

Respectfully submitted,
Nadine Scholes, Planning Board Assistant

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