

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2020**

02/25/2020

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2 The meeting was called to order at 6:30 p.m. by Planning Board Chairman Peter Hogan.  
3 Present were Vice Chairman Mark Suennen, regular Board members David Litwinovich and Ed  
4 Carroll.

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6 Also present was Planning Board Assistant Nadine Scholes.

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8 Absent were Ex-Officio Joe Constance, Alternate Board member Amy Sanders, Plan-  
9 ning Coordinator Shannon Silver and Planning Consultant Mark Fougere.

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11 **Discussion, re: Updating the Water Resources Management Plan.**

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13 David Litwinovich noted that he would prefer getting input from Mark Fougere on if it  
14 would even be worth redoing the document. It had been created back in 1989 with a grant and  
15 outsourced. He remembered the cost being in the tens of thousands to gather the details to cre-  
16 ate this plan. David Litwinovich was unsure how many times the Board had resourced the doc-  
17 ument and if it would even be worth revisiting. Nadine Scholes noted that the update could be  
18 outsourced again if the Board agreed. Peter Hogan believed that SNHPC would be able to help  
19 with the update. Mark Suennen agreed but explained that SNHPC would charge a fee, this  
20 would not be a service included in the yearly dues. David Litwinovich opined that he would  
21 need to be convinced that it would be worth the time and money to update this document after  
22 30 years. The Board agreed to table to discuss with Mark Fougere.

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24 **Miscellaneous Business and correspondence for the meeting of February 25, 2020, includ-**  
25 **ing, but not limited to:**

- 26  
27 1. Approval of the January 28, 2020, meeting minutes, with or without changes. (distrib-  
28 uted by email)

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30 Mark Suennen **MOVED** to approve the January 28, 2020, meet-  
31 ing minutes as amended. Ed Carroll seconded the motion and it  
32 **PASSED** unanimously.

- 33  
34 2. Distribution of the February 11, 2020, meeting minutes, for approval at the March 24,  
35 2020, meeting, with or without changes. (distributed by email)

- 36  
37 3. Distribution of the Revised Subdivision Regulations, Adopted on February 11, 2020.  
38 (to be distributed at meeting)

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40 Mark Suennen questioned if all the corrections had been made to the final document.  
41 Nadine Scholes said yes and explained that she had uploaded the revised Regulations to the  
42 Town website with links to the plans and specifications on the last page. She also had linked  
43 the application forms in the document where it called out these forms to be found in the appen-  
44 dix because they are not included in the appendix of the Subdivision Regulations, they are in the

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**Miscellaneous Business and correspondence, cont.**

appendix of the Planning Board Rules of Procedure. She explained that she planned on scheduling a Public Hearing to amend the list of Planning Board forms in the Rules of Procedure at the March 24, 2020, meeting. There are new forms that need to be added for the new Conditional Use Permit application forms that were created last year.

4. Endorsement of the Adoption Page for the Revised Subdivision Regulations, by all Planning Board Members and Alternates.

5. Discussion with Planning Coordinator, Shannon Silver, re: Robert W. Nadeau Subdivision, Tax Map/Lot #4/14, NH Route 136, a/k/a Francestown Road.

Discussion to be postponed until the March 24, 2020, meeting.

6. Copy of Email, received February 20, 2020, from Maralyn Segien, to the Planning Coordinator, Shannon Silver, re: Expiring SNHPC Appointments, for the Board's Information.

7. Copy of Email, received February 20, 2020, from Maralyn Segien, to the Planning Coordinator, Shannon Silver, re: Expiring Planning Board Appointments, for the Board's Information.

- 8a. Letter dated February 21, 2020, from Kevin M. Leonard, P.E., Northpoint Engineering, LLC, to Planning Coordinator, Shannon Silver, re: Proposal for Professional Engineering Services, for the Board's review and discussion.

- 8b. Agreement for Professional Services, dated February 21, 2020, from Kevin M. Leonard, P.E., Northpoint Engineering, LLC, to the Town of New Boston Board of Selectmen, re: New Boston Engineering Consulting Services, for the Board's review and discussion.

Peter Hogan asked if the Town was still satisfied with Northpoint Engineering. Nadine Scholes replied yes and noted that the Planning Board would need to accept the increase of \$3/hr for the Principal Engineer and Project Engineer. She also noted that if the Planning Board preferred accepting a 2 year term, Northpoint would lock in these rates for 2 years. David Litwinovich asked how long the terms in the past were. Nadine Scholes replied 1 year terms. Peter Hogan noted that the rates would most likely never go down. Mark Suennen agreed and stated that Northpoint's rates were below the industry's average. The Board agreed on a 2 year term.

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**Miscellaneous Business and correspondence, cont.**

Mark Suennen **MOVED** to recommend approval to the Board of Selectmen for a 2 year term to continue Northpoint Engineering's professional services to the Town of New Boston, at the increased rates of \$88/hr for Principal Engineer and \$103/hr for Project Engineer. David Litwinovich seconded the motion and it **PASSED** unanimously.

9. Email with attachment, received February 21, 2020, from Kevin M. Leonard, P.E., Northpoint Engineering, LLC, to Planning Coordinator, Shannon Silver, re: Forest View II, Lorden and McCurdy Roads, Tax Map/Lot #12/19, 12/96 & 12/93-34, AoT & Wetlands Revisions, 4<sup>th</sup> Review, for the Board's information.

Nadine Scholes noted that the security bond for the wetland crossings is needed for the estimate approved by the Town Engineer. She continued that the Town Engineer said he still needs to prepare the estimate to open the escrow account for the construction monitoring and recommended that the Road Bond Worksheet be updated with the changes made to the plans for Phase II and III. Once these items are completed, the preconstruction meeting can be scheduled.

10. Email with attachment, received February 23, 2020, from Kevin M. Leonard, P.E., Northpoint Engineering, LLC, to Planning Coordinator, Shannon Silver, re: Houghton Subdivision, Tax Map/Lot #5/32, 2<sup>nd</sup> Technical Review, for the Board's information.

Nadine Scholes noted that this was part of the condition of approval of the subdivision and Sandford will need to update and resubmit the plans according to the changes per the Town Engineer's Review.

Ed Carroll **MOVED** to adjourn the meeting at 6:40 p.m.  
Mark Suennen seconded the motion and it **PASSED** unanimously.

Respectfully submitted,  
Nadine Scholes, Planning Board Assistant

Minutes Approved: 05/26/20