

**TOWN OF ALTON PLANNING BOARD  
MINUTES 2017  
MARCH 21, 2017**

**APPROVED**

Members Present:

Dave Collier, Chairman  
Peter Bolster, Clerk (6:03 p.m.)  
Russell Wilder, Member  
Scott Williams, Member  
Thomas Hoopes, Alternate

Others Present:

Nic Strong, Town Planner  
Jessica A. Call, Planning Secretary

**CALL TO ORDER**

Dave Collier called the meeting to order at 6:00 p.m.

Dave Collier moved to appoint Tom Hoopes as a voting member in Roger Sample's absence.

**APPROVAL OF AGENDA**

Dave Collier asked if there had been any changes in the agenda. Nic Strong stated there had not.

**Scott Williams moved to accept the Agenda as written.  
Tom Hoopes seconded the motion, and it PASSED unanimously.**

**Scott Williams moved to postpone the Election of Officers until before Public Input.  
Tom Hoopes seconded the motion, and it PASSED unanimously.**

**Public Input Session on the Proposed Revised Town of Alton Excavation Regulations**

Dave Collier opened public input. No public input. Closed public input.

Russ Wilder asked if there was any contact from the gravel pit owners. Nic Strong stated that the four (4) owners of the current excavation operations in Alton were sent the fact sheet, the proposed Regulations, the State Statutes, and an invitation to come to the meeting if they wanted to express any opinions. She stated that she did not hear from anybody. Tom Hoopes shared that he heard from one of the gravel pit owners and they stated they would be at the meeting at 7:00 p.m. Nic Strong stated that the meeting was posted for 6:00 p.m. Dave Collier stated that if they showed up at 7:00 p.m., the Board would discuss the Regulations at that time.

**Time Extension**

<b>Case # P10-20 Mark C. Sargent, LLS, Agent for Bahre Alton Properties</b>	<b>Map 26 Lot 10-1</b>	<b>Time Extension Residential/Commercial (RC) Zone Wolfeboro Hgwy./Rte. 28</b>
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Present was Mark C. Sargent, LLS, Agent for Bahre Alton Properties.

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Dave Collier informed the Board that he had worked for Mark Sargent and Richard Bartlett Associates in the past but had not worked for them for at least six (6) year now. He asked the Board, the Applicant/Agent, and the public if they had any issues with him remaining on the Board for this item; they all stated no.

Nic Strong stated that this request was for an extension for one year and they were up to date on their permits. On behalf of the Applicant, Mark C. Sargent, LLS, of Richard D. Bartlett & Associates, LLC, requested a one-year extension to the site plan approval. He stated that their permits were valid up to 2020 on both the State and Federal levels. Mark C. Sargent, LLS, also stated that the plans had not changed, and that there were some interested parties, but they backed out. Russ Wilder confirmed that the conditions from September 2010 and March 2011 would remain unchanged with this extension. Dave Collier confirmed that nothing would change.

Dave Collier opened public input. No public input. Dave Collier closed public input.

**Scott Williams moved to approve the one-year extension for Case #P10-20, which would include all other conditions of approval of the September 7, 2010, and March 15, 2011, Notices of Decision. Peter Bolster seconded the motion, and it PASSED unanimously.**

**Completeness Review of Application and Public Hearing if Application is Accepted as Complete**

<p><b>Case # P17-03 Bryan L. Bailey, LLS, Agent for Christine L. &amp; Barry J. Williams, Trustees; and Daniel O. &amp; Lanie (Elana) Colao, Trustees</b></p>	<p><b>Map 58 Lots 7 &amp; 5-18</b></p>	<p><b>Lot Line Adjustment Lakeshore Residential (LR) Zone 54 &amp; 56 Timber Ridge Road</b></p>
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Present were Bryan L. Bailey, LLS, Agent, and Barry J. and Christine L. Williams.

Scott Williams stated that although he and the applicants had the same last name, they were not related.

Nic Strong stated that this was a Lot Line Adjustment application and there was no change in lot sizes because equal land was going to be switched from one lot to the other. Nic Strong mentioned that there were no Waiver Requests and that the deeds were not provided with the application packet, but the Regulations did state they have 60 days to provide them. She noted that if the application was accepted as complete, the deadline for the Board’s action was May 26, 2017.

Bryan L. Bailey, LLS, stated that between the two homes, there was a 2,000 s.f. parcel identified as “C”, which contained the existing septic and pump tank that serviced Lot 5-18, and which was presently part of Lot 7. Parcel “B”, which had 2,000 s.f., would be taken from Lot 5-18, and merged with Lot 7. Both parcels had no steep slopes, so there was no net change in the acreage. He also stated that when boundary lines were done last, the easement which was to allow access to the septic, was not a consideration because the Williams’ owned both lots. The new owners of lot 5-18, however, wished to own the land under the septic tank, hence this application. Dave Collier asked if there were any questions from the Board, and inquired whether Bryan L. Bailey, LLS, had received the Planner Review. Bryan L. Bailey, LLS, stated they had provided the updates according to the Planner Review, except for a typeover that would be corrected on the final plan.

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Dave Collier opened public input. No public. Dave Collier closed public input.

Peter Bolster stated that both of the wells were close to the boundary lines and wondered if they filed a waiver with the State. Bryan L. Bailey, LLS, stated that was not necessary for Lot 7, because the land to which the Easement extended onto the abutting property, was a wetland. Therefore, it was precluded from development. Peter Bolster asked about Lot 5-18. Bryan L. Bailey, LLS, stated he was not sure because he had not performed services at that time.

**Russ Wilder moved to accept application #P17-03 as complete.  
Tom Hoopes seconded the motion, and it PASSED unanimously.**

**Russ Wilder moved that after due hearing, the Alton Planning Board hereby approves Case #P17-03 for Christine L. and Barry J. Williams, Trustees, and Daniel O. and Elena Colao, for the above cited Boundary Line Adjustment/Annexation of Map 58 Lots 5-18 & 7, with the following conditions:**

**Conditions Precedent:**

**The following conditions must be satisfied prior to the Planning Board Chair signing the plans:**

- 1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections and any corrections as noted at this hearing.**
- 2. Addition of a note to the lot line adjustment/annexation plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.**
- 3. Submission of signed deeds to record with the Lot Line Adjustment/Annexation Plan and Notice of Decision within 60 days of conditional approval of the lot line adjustment by the Planning Board, unless extended by the Planning Board.**

**Conditions Subsequent:**

**The following Conditions Subsequent shall be met during construction and on an on-going basis:**

- 1. The applicants shall comply with all of the Town of Alton's Subdivision Regulations.**
- 2. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.**
- 3. A lot line adjustment which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.**

**Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions precedent that are required prior to signing and recording the subdivision plat. Failure to complete any**

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conditions within the one (1) year timeframe shall invalidate the Board’s approval, unless an extension is approved by the Board under Section IV, O. 2. of the Town of Alton Subdivision Regulations.

**Scott Williams seconded the motion, and it PASSED unanimously.**

<p><b>Case # P17-05 Jeffrey L. Green, LLS, Agent for Alton Bay Campmeeting Assoc. &amp; Martin &amp; Cathy Williams</b></p>	<p><b>Map 11 Lot 5 &amp; Map 34 Lots 11 &amp; 14</b></p>	<p><b>Lot Line Adjustment Rural Residential (RR) &amp; Residential (R) Zones Rand Hill Road</b></p>
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Present were Jeffrey L. Green, LLS, Agent, Brad Smith for the Alton Bay Campmeeting Association, and Martin & Cathy Williams.

Scott Williams stated that even though he and the applicants had the same last name, they were not related.

Nic Strong stated that there were outstanding application fees in the amount of \$2.00, and there were Waiver Requests for the application. She stated that there was a Waiver, which pertained to Completeness, that requested to not have to do a complete boundary survey for Map 11, Lot 5. Jeffrey L. Green, LLS, stated there was a survey of the whole property included as a reference plan. The lines relative to the small portion of the lot subject to the Lot Line Adjustment had been surveyed so he was requesting a waiver to providing a new survey of the whole of Map 11, Lot 5. The Board noted that this was a fairly common waiver request in these circumstances.

**Scott Williams moved to grant the Waiver Request for Section 9.E.7.e. for a complete boundary survey of Map 11, Lot 5.**

**Russ Wilder seconded the motion, and it PASSED unanimously.**

**Russ Wilder moved to accept the application as complete.**

**Scott Williams seconded the motion, and it PASSED unanimously.**

Jeffrey L. Green, LLS, shared that two of the lots were owned by the Williams’ and the other lot was owned by the Campmeeting Association, and that the purpose of this application was to merge Lots 11 and 14, making the lot more conforming, then take a portion of Map 11, Lot 5, and merge it with the new Lot 14. He further stated that Lot 14 was the lot that had the house and Lot 11 was listed as a vacant lot, but in fact the house was located on both lots (there was a chart on the plan indicating a before and after). It was noted that annexing Parcel A from Map 11, Lot 5, did not affect the usable area of that lot, which had cabins and structures for Camp Adventure further up Rand Hill Road. Scott Williams asked how one would get access to Lot 13 because he saw a stairway coming down to the new Lot 14, and wondered if there was an easement. Jeffrey L. Green, LLS, stated that he did not find any easements in writing, but had indicated the stairs on the plan. He further stated that the stairway went up to Lot 11 and continued up to Lot 13. Scott Williams stated that he would like to see an actual easement written up, which would clear up any confusion. Russ Wilder asked where the owners parked and Jeffrey L. Green, LLS, stated they parked on the street.

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Scott Williams moved to grant the Waiver Requests for Sections 9.E.7.h. and 9.E.7.i for a survey showing all areas with slopes in excess of 25% and minimum contiguous upland area with slopes in excess of 25%.

Russ Wilder seconded the motion, and it PASSED unanimously.

Dave Collier asked if there were any further questions of the Board. No questions.

Dave Collier opened public input. No input. Dave Collier closed public input.

Scott Williams moved that after due hearing, the Alton Planning Board hereby approves Case #P17-05 for Alton Bay Campmeeting Association and Martin and Cathy Ann Williams for the above cited Boundary Line Adjustment/Annexation of Map 11 Lot 5 and Map 34 Lots 11 & 14, with the following conditions:

**Conditions Precedent:**

The following conditions must be satisfied prior to the Planning Board Chair signing the plans:

1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted by the Board.
2. Submission of any outstanding fees.
3. Addition of a note to the lot line adjustment/annexation plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.
4. Addition of a note to the lot line adjustment/annexation plan prior to plan signing by the Planning Board Chair: This lot line adjustment/annexation plan is subject to the Conditions of Approval itemized in the March 21, 2017, Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department.
5. Submission of an easement deed to Map 34 Lot 13 for access to be recorded at the Belknap County Registry of Deeds with the Lot Line Adjustment/Annexation Plan, Notice of Decision and lot line adjustment deeds.
6. Submission of signed deeds to record with the Lot Line Adjustment/Annexation Plan and Notice of Decision within 60 days of conditional approval of the lot line adjustment by the Planning Board, unless extended by the Planning Board.

**Conditions Subsequent:**

The following conditions subsequent shall be met during construction and on an on-going basis:

1. The applicants shall comply with all of the Town of Alton's Subdivision Regulations.
2. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.
3. A lot line adjustment which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the

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**applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.**

**Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions precedent that are required prior to signing and recording the subdivision plat. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board’s approval, unless an extension is approved by the Board under Section IV, O. 2. of the Town of Alton Subdivision Regulations.**

**Tom Hoopes seconded the motion, and it PASSED unanimously.**

Brad Smith, Alton Bay Campmeeting Association, offered to the Board that the Association’s Board of Directors had reached an agreement on the Maserian Cottage issue and would be taking it down.

**Conceptual Consultation**

<p><b>Case # P17-04 Randy Tetreault, LLS, Norway Plains Assoc., Inc. Agent for Andrew and Susan Morse</b></p>	<p><b>Map 6 Lot 42</b></p>	<p><b>Conceptual Consultation Rural (RU) Zone Stockbridge Corner Road</b></p>
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Present were Randy Tetreault, LLS, Agent, and Andrew Morse.

Randy Tetreault, LLS, stated that the applicants were proposing to subdivide their lot into three lots and that they wanted to discuss the construction sequencing and approval process of the two (2)-bridge crossing. He also stated that the applicants previously subdivided two (2) lots a few years back, and would like some input from the Board concerning subdividing near the perennial stream.

Randy Tetreault, LLS, stated that if they bridged the crossing, and the footings were beyond the bank on either side, the owners would not need a wetlands permit, but as the application process proceeded, they would have to meet the buffer encroachment. He further explained that Andrew Morse, Owner, had some concerns that if he went ahead with the formal application process for the driveway design, bridge design, and the two crossings, and he was to meet all the regulations to do the project, what would the procedure be to get the plans signed and be able to put the lots up for sale regarding the bridge construction. He stated that if it were a regular crossing, no building permits would be issued until the crossing was installed, but in this case, Andrew wanted to know what the Board thought. He would like to be able to get the plans signed with the condition that no building permits would be issued until the bridge work was constructed and approved in accordance with the plans, that way he could potentially sell a lot and use those funds to construct a crossing, then the same thing would apply to the second lot. Scott Williams asked if Lot 1 was where the driveway was coming in, and was that going to be a culvert or a bridge. Randy Tetreault, LLS, stated it was going to be a bridge. Scott Williams also asked about Lot 2 and 3 and whether that was going to be a bridge also; Randy Tetreault, LLS, stated yes and that there are three (3) options, steel and concrete decking, steel and wood decking, or wood with wood decking.

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It was noted that the layout of the stream, road, and lot frontage made the grading for the access problematic. Randy Tetreault, LLS, shared that one of the crossings would be for a single-family driveway, and the other crossing would be a common/dual crossing driveway for two lots; an easement would be put in place to get over the crossing. He further stated that it would be possible to install a box culvert, but the current DES rules would require it to cross on two crossings and that the wetlands were more at the top of the brook. Tom Hoopes asked if they talked to DES already; they did. Dave Collier stated that it looked like the most logical areas to cross. Scott Williams asked why the three lots would not be served by one crossing. Randy Tetreault, LLS, stated he had discussed this with the Planner and found that the definition of driveway was access to less than three dwelling units. He didn't think a variance was likely because what was the hardship? Scott Williams thought the ZBA would consider the circumstances of the impact of two crossings versus one, which made more sense. Randy Tetreault, LLS, agreed it would be better to get to the three building sites from one crossing via easements over the lots. Scott Williams thought that going to the ZBA would be a lot cheaper than building two bridges. Tom Hoopes noted that conditions could be included regarding building permits and certificate of occupancy issuance. Randy Tetreault, LLS, stated this was usually done by notes on the plan, but could be put in the deeds so the lots would be conveyed with the condition of installing the crossing(s). Dave Collier stated that if the bridge was mentioned in the deeds, then the crossings would be binding if the lots got sold. Dave Collier stated if there were any alterations to their plan, that they would need to come back before the Board. Tom Hoopes stated that Andrew Morse could talk to Tom Sargent, Assessor, about how he would be dividing up the land. Dave Collier stated he would like to talk to the Fire Department as far as the width and what the weight capacity of the bridge would be. Peter Bolster inquired as to whether they would need a maintenance agreement for the portion of the shared driveway; Dave Collier stated yes, and easements.

Dave Collier asked if the Board had any further questions. No questions.

Dave Collier opened public hearing. No input. Dave Collier closed public hearing.

**Voluntary Merger**

<p><b>Case # P17-06 Sedlari Construction, LLC</b></p>	<p><b>Map 10 Lots 16-5 thru 16-10 &amp; 16-14 thru 16-16</b></p>	<p><b>Voluntary Merger Rural (RU) Zone Sedlari Way/Alton Mtn. Rd.</b></p>
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Present were April and Barry Elliott, prospective buyers.

Nic Strong stated that this merger application was to be considered in conjunction with item "a." under "**Other Business**" on tonight's agenda, which was about the Sedlari Way loop road turning into a dead end road, the possibility of merging the lots together, how the frontage would be established, the release of the Declaration of Covenants Restricting Lot Sales, and the potential for using the second leg of the road as a driveway. She wanted to discuss the questions that she went over with Jim Sessler, Esq., Town Counsel, first, and then go over the merger application.

Nic Strong shared that the first question was, would there be enough frontage to meet minimum lot requirements in the district, which was 200 feet of frontage? Additionally, would the turnaround area meet the town's regulations for a dead end road? Scott Williams asked if it was the end of Sedlari Road;

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Nic Strong stated yes. Scott Williams stated that he thought it had already been signed off on as a hammerhead turn around, but only temporary. Nic Strong stated that it was on the plan as a temporary turn around and she had just received the as-built plans today, but unfortunately, they did not show the radius, which a radius of 62 degrees was required for the fire truck to turn around, so that still needed to be confirmed. Nic Strong also shared that Jim Sessler, Esq.'s, thought was that there needed to be an amended subdivision application, with an amended subdivision plan to be recorded at the registry, because the registry currently had the loop road plan. Nic Strong stated that the second question had to do with the release of the Covenant Restricting Lot Sales; Jim Sessler, Esq.'s, answer to that was when the application and amended plan got submitted and recorded at the registry, the Board would issue a release to get rid of the Covenant and that would get recorded at the registry also.

Nic Strong shared that the last question had to do with the use of the second entrance to the subdivision as a driveway, and that would require a driveway permit to be signed off by Ken Roberts, Road Agent. Scott Williams stated that it was cut but not excavated. Nic Strong stated that while those questions were in the process of getting answered by Jim Sessler, Esq., Mr. Vance Sedlar, Owner of the subdivision, stopped in the office and submitted a voluntary merger application. The two issues were running concurrently. Nic Strong informed the Board that the merger application was missing several items, but when Mr. Sedlar received the planner review, he took care of most of them; the application form had been notarized, a copy of the plan showing how the new lot lines was submitted, and she also received a letter from Merrimack Village Savings Bank giving their consent to the voluntary lot merger, and the taxes were paid. Nic Strong stated that the only requirement remaining would be the recording fees for the registry of deeds. When the merger came in, Nic Strong called Jim Sessler, Esq., to inform him that even though they had their conversation already, she had just received this merger application, and what would the process be to handle it, considering there were outstanding issues to take care of before a merger happened. Nic Strong shared that Jim Sessler, Esq., thought that the merger application could continue through the process if all of the questions she had were answered. Dave Collier stated that it was contingent on the plan because it had to have the amended subdivision done to show the frontage and the turn around. Nic Strong also stated that the lot lines had to be cleared up for the rest of the phases. Dave Collier stated that was fine, but asked if the Board could even act on the merger without having the application before the Board. Nic Strong stated that the issue became complicated with the submission of the merger application in the middle of the discussion on the questions about what to do with the subdivision. Dave Collier stated that it was almost like a conceptual hearing, where the first issue needs to be addressed before the merger can take place. April Elliott, potential buyer of the residual lot, wanted to know if the merger was an option, because she knew there were a lot of things going on with the subdivision and wanted to know if was feasible without constructing more road. Barry Elliott, potential buyer of the residual lot, stated they wanted to purchase and merge the lots that were already there in order to build their home on it. Scott Williams asked Mr. & Mrs. Elliott if they were going to access the home from the unbuilt loop section, or down from the end of Sedlari Road; Mr. Elliott stated that the access was from the end that was already built.

Dave Collier stated that he thought the merger application should be continued, because the amended subdivision application and plan needed to happen first. Nic Strong stated that the as-built plans showed they were trying to complete phase I with SFC Engineering so they can finish their inspections in order to complete the road and have the Board sign off on their work, which would involve a site walk, and Ken Roberts' approval, so they can go to the Selectmen to ask for the road to be accepted; this was why the Board was looking at the as-built. Scott Williams asked if they submitted a formal application for merger or was it just conceptual. Nic Strong stated she received a formal application, but that it did not



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have to be approved tonight, and it could actually be denied or continued, it was the Board's choice. Scott Williams suggested for them to continue the application. Dave Collier asked if they could even continue it if they had not accepted it. Nic Strong stated they the Board does not accept merger applications. Dave Collier stated that he wanted to continue it. Scott Williams suggested to continue it until next month and if they can't get the amended subdivision application accomplished in that time frame, they could call the office to continue it to the next month.

**Scott Williams moved to continue the Voluntary Merger application to the April 18, 2017, meeting.**

**Russ Wilder seconded the motion, and it PASSED unanimously.**

**Other Business:**

**1. Old Business:**

- a. Discussion RE: Sedlari Way, continued from February 21, 2017, meeting.

See discussion above on Case #P17-06.

- b. Discussion RE: the Town of Alton Subdivision Regulations

Nic Strong stated that Russ Wilder had given her two separate sets of comments. Nic Strong asked the Board if they wanted to go over the changes one more time before they scheduled a hearing to adopt them. Nic Strong stated that Jim Sessler, Esq., did not want to add to the section on what was a subdivision by adding anything to do with what was not a subdivision, for instance Accessory Dwelling Units. Jim Sessler, Esq., agreed that the term annexation could be removed if the Board wanted to. Russ Wilder suggested that because the Board called it Lot Line Adjustment all the time, having the word annexation might not be helpful. Dave Collier stated that it was a term that meant taking land from one lot to give it to another lot, and that he used the term annexation when referring to a lot line adjustment. Nic Strong stated that Russ Wilder mentioned shoreline protection, and she would make sure that any reference to this statute was correct and also have it state, "as amended", so they would be referencing the right statute. Russ Wilder mentioned that some of the definitions did not have their own explanation, but referenced state statutes instead. Nic Strong stated that the definitions were worded as such in order to avoid confusion, or unnecessary language. The flood plain definitions stayed because they were referenced in the regulations. Russ Wilder asked if aggregating land to qualify for current use was considered a unitary use for a voluntary merger; the answer was yes. Tom Hoopes mentioned that it had to be contiguous; Nic stated yes. Russ Wilder mentioned that there were two ways of measuring the shoreline and asked if there could be just one instead. Nic Strong stated the shoreline regulation came from the Zoning Ordinance and when the Zoning Amendment Committee (ZAC) meets again, she would address it then. Russ Wilder asked if the Municipal Engineer Consultant was the same as Town engineer; Nic Strong stated yes.

Nic Strong had asked Jim Sessler, Esq., about the question under application procedures, on how Russ Wilder asked for an overview of the steps in the application process. Jim Sessler, Esq., stated that he would like a separate handout to go with the application form and to not state it in the regulations. Dave Collier stated that they did have something like that already; the checklist.

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Nic Strong stated that what Jim Sessler meant was more of a flowchart of how an application works; the big picture.

Russ Wilder asked about off-site improvements; Nic Strong stated that they were directly taken from the State Statute. Russ Wilder then asked about open space, and how it only refers to septic fields, but there was also all of the piping and everything else that was needed for the septic, and also well installation, and running buried electrical lines; Nic Strong stated that was not what was supposed to be permitted under that rule.

Russ Wilder commented about the Ordinary High Watermark definition. Nic Strong would check the definitions on wetlands and shoreland with the State Statutes. Nic Strong mentioned that the Board added a section on wetlands buffers, in which they should have flags indicating as such. The Conservation Commission could review them in the field and approve them, although the regulations required the surveyor to certify installation.

Nic Strong asked Dave Collier when she should schedule the adoption of the Subdivision Regulations; he stated at the next meeting on April 18, 2017.

**2. New Business:**

- a. Reminder: Workshop with the Alton Recreation Commission, March 23, 2017, at 7:00 pm, at Alton Town Hall, to learn about their trail plans and future recreation master planning efforts.

Russ Wilder stated that this workshop would be held at the beginning of the Conservation Commission meeting. He stated they would be talking about creating trails and possibly utilizing the old railroad bridge as a trail in order to get access to downtown.

**3. Approval of Minutes:** February 21, 2017, Planning Board Meeting

Scott Williams stated that instead of just numbering the pages, that the minutes should include how many pages there were (ex. Page 10 of 10).

**Russ Wilder moved to approve the minutes as written.  
Peter Bolster seconded the motion, and it PASSED with Peter Bolster and Scott Williams abstaining.**

**4. Correspondence for the Board's information:**

- a. Memo dated March 7, 2017, from Nic Strong to Elizabeth Dionne, Town Administrator and the Board of Selectmen, regarding a letter from NH DOT informing the Lakes Region Planning Commission of Pavement Edge Markings.
- b. Letter dated February 24, 2017, from Nic Strong to Dunkin Donuts regarding the traffic pattern for the delivery truck and an email dated March 7, 2017, with their response.

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- c. Letter dated February 27, 2017, from SFC Engineering to Nic Strong regarding Mountain View Estates Subdivision's as-built.

**5. Any Other Business that may come before the Board:**

Scott Williams suggested to the Board that John Dever, III, Code Official, be asked to go by the new carwash on Route 28, because the lighting shined in your eyes and was detrimental to travelers. The Board agreed to ask John Dever, III, go by and take a look. Scott Williams stated there were four (4) dumpsters on Pine Street at the school that were out in the open, and they should be enclosed. Nic Strong thought that since it was a government entity, that maybe this should be addressed to the Board of Selectmen.

Nic Strong asked Dave Collier when she should schedule the adoption of the Excavation Regulations; he stated at the next meeting on April 18, 2017.

**Election of Planning Board Officers**

A vote was taken amongst Board members on who the new Officers of the Board would be:

**Tom Hoopes moved to nominate:**

Roger Sample, Chairman  
Peter Bolster, Vice-Chairman  
Russ Wilder, Clerk

**Scott Williams seconded the motion, and it PASSED unanimously.**

Since Roger Sample was not present at the meeting, the Board decided that if he did not want to be Chairman, they would vote again for a new Chairman at the next scheduled Planning Board meeting on April 18, 2017.

Peter Bolster asked Tom Hoopes if he would like to become a full member since there was one open seat. Tom Hoopes obliged by stating yes.

**Scott Williams moved to appoint Tom Hoopes as a full-voting member.  
Peter Bolster seconded the motion, and it PASSED unanimously.**

**Public Input on Non-Case Specific Local Planning Issues**

Dave Collier opened up public input. No public input. Dave Collier closed the public input.

**ADJOURNMENT**

**At 8:00 p.m., Scott Williams moved to adjourn.  
Russ Wilder seconded the motion, and it PASSED unanimously.**

The meeting adjourned at 8:00 p.m.

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Respectfully submitted,

Jessica A. Call  
Planning Secretary

Minutes approved as written: April 18, 2017