

TOWN OF ALTON PLANNING BOARD
MINUTES OF 2022
TUESDAY, APRIL 19, 2022

APPROVED

Members Present

Drew Carter, Chairman
Roger Sample, Vice- Chair
Tom Hoopes, Member
Scott Williams, Member
Bill O'Neil, Member
Brock Mitchell, Selectmen's Rep
Douglas Brown, Alternate
Lee Hillsgrove, Alternate
Tom Diveny, Alternate

Others Present

Jessica A. Call, Town Planner
Trisha DeRoche, Planning Assistant
Dana Huff, P.E., Town Engineer

Call to Order

Meeting called to order at 6:00pm +/-

Introduction of New Members and Appointment of Alternates

Board to consider Tom Diveny's application to sit on the Board as an alternate.

Mr. Carter introduced the newest Planning Board member, Brock Mitchell, to the Board and addressed the application for Tom Diveny as a new alternate for the Planning Board. Mr. Carter stated the requirement is that the applicant attend at least three (3) meetings before being considered; he stated that Mr. Diveny has satisfied that requirement and asked for a motion to accept Mr. Diveny's application.

Mr. Hoopes MOVED to accept Tom Diveny's application for Planning Board alternate. Mr. O'Neil seconded the motion and it PASSED unanimously.

Approval of Agenda

Changes to the Agenda: Ms. Call stated there were some changes since the Agenda was originally posted; Number five (5) the Private Roads Building Request was added, page two (2) under Old Business (a)(i) the invoice for the Master Plan Consultant was added as well as a spreadsheet with an additional breakdown of the invoices; (d) was added under Old Business, a motion made by the Board to authorize and direct the Chair to sign the Cash Letter of Credit for W&W Ralph Trust, Ingalls Woods Subdivision, Ms. Call stated she also included the authorization of the Chair to sign the Partial Release of Covenants as a motion was not made at the previous Planning Board meeting, but it was discussed; Ms. Call stated she also added (e) an Alternative Housing Committee update and under that, she also included a review of the contract from the Consultant, Tara Bamford, for the Planning & Zoning Consultant work; she also added under number four (4) under Correspondence for the Board's Information, (b) a Preconstruction Meeting with Piperdube, LLC, which included the Code Enforcement Officer, John Dever, and the Town Engineer, Dana Huff, P.E.

Mr. Hoopes MOVED to accept the Agenda as amended. Mr. Brown seconded the motion and it PASSED unanimously.

1. Voluntary Lot Merger

Case #P22-10 Woodland Realty Rev. Trust, Beverly A. Kerins, Trustee, Owner	Map 46 Lots 16 & 17 Damon Drive	Voluntary Lot Merger Lakeshore Residential (LR) Zone
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Proposal: To merge Map 46 Lots 16 & 17 into one lot of record.

The Chair read the case into the record.

Beverly Kerins, Trustee for The Woodland Realty Revocable Trust, came to the table to discuss her application for a Voluntary Lot Merger. Mr. Carter stated he did not notice any concerns regarding the application. Ms. Call stated everything was submitted and the application appears to be complete. Mr. Carter addressed the Board and asked for any comments regarding the application. Mr. Hillsgrove asked if a right-of-way (ROW) was considered a part of road frontage; Mr. Carter responded and stated no it is not part of road frontage.

Mr. Sample MOVED to accept the application as complete. Mr. Mitchell seconded the motion and it PASSED unanimously.

Mr. Hoopes addressed Ms. Kerins and asked if one of the lots were in use together; Ms. Kerins responded and stated no and asked Mr. Hoopes to clarify “used together”. Mr. Hoopes responded and stated he thought they were both owned by Don; Ms. Kerins responded and stated the Bikers owned lot 17 and lot 16 was her original house lot and she purchased lot 17 from the Bikers.

Mr. Williams asked about ownership of the ROW; Ms. Kerins stated she owned the ROW but it was never used as a ROW. Mr. Williams asked who had access to the ROW and Ms. Kerins stated no one except the owner. Ms. Kerins stated the original plan was drawn up in 1947 and 1949 at which point they were referred to as a ROW but they were never used as ROWs. Mr. Williams asked if Ms. Kerins was going to leave the ROW as is as a result of the merger; Ms. Kerins stated no. Mr. Williams stated that if a ROW is established, it can be used as a ROW at any given time. Ms. Call interjected and directed the Board to review the attachments provided with the Planner Review; she referred to the Tax Map of the original subdivision and stated that over time, the ROWs were sold off by the developer so the ROW was originally included with the road. She directed the Board to page one (1) of the attachments and referred to the highlighted section which shows an open lot line and stated the current Tax Map shows that it is closed now. Mr. Brown interjected and asked if the ROWs were at one point part of Damon Drive; Ms. Call responded and stated that at one point they were part of Damon Drive; however, over time they have been sold off to the different lot owners. Mr. Sample interjected and stated that Ms. Kerins deed does not indicate a ROW; Ms. Call responded and directed Mr. Sample to page six (6) of the deed which indicated that the ROW is referred to as parcel three (3) and it continues on to page seven (7). Mr. Williams stated it is not clear as to who will own the ROW after the merger; Ms. Call responded and stated the owner would be Ms. Kerins. Mr. Sample interjected and asked who currently owns the ROW; Ms. Kerins stated she currently owns the ROW. Mr. Williams interjected and asked if she was merging the ROW to lot sixteen (16), Ms. Kerins stated that was correct. Mr. Williams then asked if there was confirmation that no one else has access to that ROW; Ms. Call responded and directed Mr. Williams to page four (4) of the attachments and stated the highlighted section talks about conveying any interest the grantor may have in that ROW as shown on the plan on page one (1), lots I and J which is lot sixteen (16) and lot seventeen (17). Mr. Hillsgrove interjected and asked if

**TOWN OF ALTON PLANNING BOARD
MINUTES OF 2022
TUESDAY, APRIL 19, 2022**

APPROVED

the ROW was part of the road frontage. Mr. Carter responded and stated it was a private ROW and the access was cancelled to the road and it became a lot at that point.

Open Public Input...Closed.

Mr. Williams MOVED to approve the voluntary lot merger application for Case #P22-10. Mr. O’Neil seconded the motion and it PASSED unanimously.

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

Case #P22-11 SFC Engineering Partnership, Inc., Agent for Meadow Lark Holdings, LLC, Owners	Map 19 Lot 8-2 NH Route 28/1439 Wolfeboro Hgwy.	Final Major Site Plan Rural (RU) Zone
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Proposal: To add to the existing campground: 12 seasonal RV campsites, a bath house, and a pavilion.

The Chair read the case into the record.

Ms. Call stated she received a letter from the Agent, Dan Flores, P.E., after notices had gone out to the public and the ad was posted in the newspaper. Mr. Flores contacted her and asked if they could make changes to the plans to add three (3) additional campsites in place of building the pavilion and the bathhouse as previously proposed. Ms. Call stated that she informed Mr. Flores that due to the notices being sent out, he would have to withdraw from the April 19, 2022, meeting and submit the new plans for the May Planning Board meeting; as such, they withdrew and will be attending the May 17th meeting.

Case #P22-12 Northam Survey, LLC, Agent for John Helie Life Estate, Owner	Map 29 Lots 65 & 66 Old Wolfeboro Road	Lot Line Adjustment Residential Commercial (RC) Zone
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Proposal: To adjust lot lines for two (2) lots of record, with Map 29 Lot 65 adjusted from 0.6582 AC to 0.3789 AC, and Lot 66 adjusted from 0.2888 AC to 0.5681 AC.

The Chair read the case into the record.

Ms. Call stated this application has been continued to the May 17th Planning Board meeting as they have to appear before the Zoning Board to acquire an Equitable Waiver of Dimensions before going before the Planning Board.

3. Design Review

Case #P22-13 Norway Plains Associates, Inc., Agent for Kemper Land Holdings, LLC, Owner	Map 19 Lot 32 67 Drew Hill Road	Design Review/Major Site Plan Rural (RU) Zone
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Proposal: To permit the construction of a 40’ x 60’ building and gravel parking area to be used as a Contractor’s Yard.

The Chair read the case into the record.

**TOWN OF ALTON PLANNING BOARD
MINUTES OF 2022
TUESDAY, APRIL 19, 2022**

APPROVED

Ms. Call interjected and directed the Board to their meeting packets, she stated that the original plans were provided; however, as of today, she added the revised plans with a letter from the Agent as a result of the review from the Town Engineer, as Mr. Lawler recently received the review regarding the plans.

Mr. Lawler, Agent, and Mr. Kemper, owner, came to the table to discuss the application. Mr. Lawler addressed the Board and provided details of the application. He stated the property is located at 67 Drew Hill Road in the Rural Zoning district; it is approximately 33.5 acres and the parcel is not located within the Aquifer Protection Overlay or the Shoreland Protection districts. Mr. Kemper received a Special Exception from the Zoning Board on February 3, 2022, to allow a Contractor's Storage Yard. He stated the driveway entrance and general building site area have been cleared and are at subgrade. There is a temporary storage conex container and tent shelter where the applicant has stored their equipment over the winter months. He stated wetlands on the property were delineated by Ilex Wetland Consultants in November of 2021. Norway Plains did several test pits in March of this year. He stated that Mr. Kemper has a landscaping company which currently has five (5) employees and they would like to construct a 40' x 60' building (2,400 square feet); within the building will be a small office space and a bathroom, but most of the building will be left open for vehicle storage or equipment storage. The applicant is proposing a 20-foot-wide gravel driveway off Drew Hill Road, the Town has already granted a driveway permit. The proposed driveway has ditches and culverts, one culvert underneath the driveway that directs all the stormwater from the building and the gravel areas to a proposed stormwater management system. The stormwater management system will consist of the sediment forebay which then drains into an infiltration basin; the infiltration basin attenuates the peak and the storm events, allows for groundwater recharge, and offsets any increase in a runoff resulting from the change of land surfaces, such that at the point of analysis or at the property lines, they have been able to maintain zero increase in both total volume and total peak runoff for the storm events to ten (10) and twenty-five (25) years. They are also proposing a gravel parking and unloading area in front of the main doors, around one side and rear of the building. The business vehicles are mostly commercial 1-ton pick-up trucks or small dump trucks; they will also have skid steers and small excavators. The conex container will be moved from its current location down by the small wetland pocket in the middle of the site closer to the building once it has been constructed. He stated there will be no retail conducted at the location, it is strictly for their own use and office space. They have designed a state septic system for the bathroom and well that will be on site.

Mr. Lawler stated they have sent the package to the Town Engineer for review and they received his comments yesterday and have provided a response to the comments; the response and plan revisions were provided for tonight's meeting. Mr. Lawler stated the comments consisted of having a silt fence and silt sock in areas where the runoff is concentrated; he stated this is located at the outlet structure of the infiltration basin. The Town Engineer requested that they increase the diameter of the culvert under the driveway from the twelve (12) inch to a fifteen (15) inch pipe. Thirdly, the Town Engineer requested more detail on the outlet structure; Mr. Lawler stated they showed a trash rate over the top to keep brush and debris from going down into the outlet structure; they provided a manufacturers name and specifics on that.

Mr. Lawler stated the project will have some building mounted down shielded lights on the front of the building to provide lighting for the employees and the color will be less than 5000k; the building will be serviced by overhead power, electric and communication wires coming from a pole located on Drew Hill Road and the applicant has decided where the pole locations will be which is noted on the plan. He stated the applicant has decided that he doesn't need a dumpster on the property as they do not anticipate generating a large amount of trash. Furthermore, they are not proposing any signage as the applicant feels it is not needed for the business. Mr. Lawler stated they are asking for a waiver request regarding the landscaping requirements, primarily because the building location is almost 340 feet away from Drew Hill Road

**TOWN OF ALTON PLANNING BOARD
MINUTES OF 2022
TUESDAY, APRIL 19, 2022**

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surrounded by a round vegetative area and not visible from the road. He stated that given the size of the building and the nature of the operation, it is not known that any fire protection will be required; the only state permit the application triggers is the NHDES subsurface for the septic system design, they have completed the design which is part of the application packet and they will submit it for approval after tonight's meeting. He stated from a Federal permit process, the site will trigger the EPA Construction General Permit for any project disturbing more than one acre, which this project does so they will file and follow up with the EPA.

Mr. Carter addressed the Board and asked if they had any questions for the applicant; Mr. Williams noted that the lighting should be 3,000k, and not 5,000k; Mr. Brown stated he had a question regarding storage and materials and asked if they had any intent for storage of materials on the site; Mr. Kemper responded and stated no. Mr. Carter asked about maintenance of the equipment; Mr. Kemper responded and stated they use 603 Motor Works which is located in Tuftonboro, New Hampshire. Ms. Call interjected and asked if they received the comments from the Fire Department; Mr. Lawler stated he had not received the comments. Ms. Call stated she would send the comments and stated they related to the building. Mr. Carter interjected and asked about the conex and whether or not they plan to keep it on site; Mr. Lawler responded and stated the conex will remain on site but they will move it away from the wetlands and place it by the proposed building; they will add this to the plan. Ms. Call interjected and stated the applicant and agent should discuss the hours of operation for the record; Mr. Kemper responded and stated the hours will be from 7:00am-5:00pm Monday through Friday with an occasional Saturday here and there. They usually start mid spring to late spring depending on the weather and then they close the week of Thanksgiving and shut down operations during the winter season.

Open Public Input...Closed.

Mr. Lawler asked the Board if they could move forward with submitting a final application; the Board agreed.

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

<p>Case #P22-14 Varney Engineering, LLC, Agent for Green Oak Realty Development, LLC, Owner</p>	<p>Map 5 Lot 72 NH Route 28/ 398 Suncook Valley Road</p>	<p>Excavation Permit Application Rural (RU) Zone</p>
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Proposal: To continue the existing excavation pit operation.

The Chair read the case into the record.

Mr. Varney, Agent, Mr. Babb's attorney, Andrew Sullivan, and Mr. Babb came to the table to discuss the application. As a Point of Order, Mr. Carter addressed the Board and asked if any member felt the need to recuse themselves from the discussion. Mr. Diveny, as a matter of record, recused himself as he is on the Conservation Commission. Mr. Carter asked if Mr. Williams felt he needed to recuse himself, he stated he sat in on this case the last time it was before the Board; Ms. Call interjected and stated to Mr. Williams that he did in fact recuse himself during the last application process for Mr. Babb. Mr. Sample interjected and stated he believed several members of the Board recused themselves due to being a member of the Conservation Commission Board; Mr. Williams stated he will stay for now.

Mr. Carter stated next is review for completeness of the application. Ms. Call interjected and directed the Board to page three (3) of the Planner Review which listed the items required to deem an application complete. Mr. Carter asked if all items were submitted for the application and if they were complete; Ms. Call responded and stated that was correct.

Mr. Hoopes MOVED to accept the application as complete. Mr. Sample seconded the motion and it PASSED unanimously.

Mr. Carter discussed the additional documents submitted before the meeting; the email regarding no AOT permit, the abutter's email and the comments from the Conservation Commission's meeting.... Mr. Carter pointed out the abutter, Mr. Mank, was not an approving abutter. Mr. Babb interjected and stated he recently spoke to Mr. Mank and they both agreed the restoration needed to be finished which is the common goal and until that is complete, he will not approve. Mr. Babb stated that Mr. Mank was concerned because he could not tell if the slope was stable or acceptable because of the fill materials and this is mainly why they have reopened the application; Mr. Babb stated they reopened the application to find out what is required of the slope from a physical construction standpoint. Attorney Sullivan interjected and stated that he read Mr. Mank's letter and feels they can address the concerns to his satisfaction, and they included the Miller Engineering Report on the slope which stated the slope is stable; Attorney Sullivan stated stumps are allowed as long as the slope is stable and he referred to the Excavation Regulations for the Town of Alton, Section 15K on pages 30 & 31, which states the following...

*....**Stump and Slash Disposal.** Stumps and slash generated during the site preparation shall either be chipped onsite and the resulting chips used onsite for erosion control, or removed from the site unless a site is approved by the State of New Hampshire to allow the stumps and slash to be landfilled.*

Stumps and brush shall be allowed to be buried or stored onsite so long as the stumps and tree parts are buried in a manner to preclude the development of sink holes and erosion of cover materials and will be protective of the environment, public health and safety. The burial or storage will be performed in accordance with all local, state and federal regulations, and shall be shown on the plan....

Attorney Sullivan further stated they have presented a professional engineering report and they did find organics in the slope but they are compacted; the slope is stable. Mr. Hoopes addressed the drainage of the wetlands as a result of the blasting and the digging and stated the question is whether or not the fill is impermeable and whether or not the wetlands will refill, this is an important component and believes this will be of concern to the Conservation Commission; however, he has not seen a letter from the Conservation Commission regarding this matter. Ms. Call interjected and stated the Conservation Commission will submit a letter. Mr. Babb interjected and spoke to the wetlands concern, he stated all of the restoration has been completed in regards to the indigenous soil that is within the pit. Mr. Babb then referred to Mr. Varney as he is a soil scientist. Mr. Varney stated they designed it so there would be a good amount of silt content in the fill as opposed to gravelly fill. He stated in front of the wetland area that was mapped out, there is silty type fill with a content of 30% silt which is what has been placed in that area. He stated the way to test this is in the spring when there is water in the wetlands and feels this would work, it would hold the water back. Mr. Babb interjected and stated that one of the things they have done was to bring the break of the slope up slightly higher than the natural grade in order to sheet the rain water back towards the conservation property. Ms. Call interjected to ask a question; she referred to the Miller Engineering Report and stated it referenced the use of the Excavation Permit Renewal Plan and the As-Built Plan which are two (2) plans that had not been

presented to the Planning Board; she stated it was not clear why those two (2) reports were referenced instead of the plan that was presented when conditional approval was granted in 2018. Mr. Babb responded and stated when they conducted the geotechnical study, they had a current As-Built plan ready to submit to the Planning Board, however, because it was conditionally approved, it was closed to any amendments. Ms. Call responded and stated that was correct, that according to the regulations, you cannot amend an application. Mr. Babb stated that is why the engineer has more current plans because of this but now the Planning Board has the most current existing site plans. Ms. Call stated she had concerns because the As-Built plan had not been reviewed by the Town's Engineer or confirmed by the Planning Board. Mr. Babb stated the As-Built plans were part of the prior negotiations they had attempted with the Conservation Commission for approval; they conducted the geotechnical study, offered a Bond but they couldn't come to a compromise.

Ms. Call stated that part of her recommendation to the Board tonight is to continue the Public Hearing to next month in order to have time to consult with Town Counsel; Mr. Babb stated he does not have a problem with the request for additional time, he only wanted to make it clear to the Board what they were attempting to accomplish with filing the new application, an answer as to how they finish the slope. He stated the Conservation Commission had an issue with the last page of the former plan because it had boilerplate language regarding slope fills that stated it was free of organic material; he was not aware that per the Alton excavation regulations the type of fill for the slope needed to be noted on the plans. He stated this is why they have submitted the new plans, they have amended that portion to include that information on the plans. Mr. Babb stated that he is willing to use a different fill for the remainder of the slope that is not complete; he believes there is about 400 feet left of the slope to complete. He stated they completed a large amount of the slope previous to any real, set agreed methodology, trying to be the good guy and get ahead of it rather than shut down. Mr. Carter interjected and stated they did the work without observation of anyone from the Town; he stated he appreciated the report from Miller Engineering but having representation from the Town through the Town Engineer would be the right way to go to verify the materials that are going into the slope. Mr. Carter stated he has not seen a test pit for a borings report without a map, there are pictures of the test pits but there is no map attached to the report from Miller Engineering showing where the 13 test pits took place. Mr. Babb stated it is literally in the other 100 feet of the slope, they didn't take any from the unfinished section of the slope; he stated he has no problem finishing the slope, he just needs a straight answer on how to complete the slope. Mr. Williams interjected and asked for clarification that the main issue only consists of the slope; Mr. Carter interjected and stated there are more issues than just the slope which is why it would be good to continue the case because the Board needs time to review everything, especially since the Board has new members who are not familiar with the case history. Mr. Carter strongly recommended that the Board organize a site walk to get a better idea of what has taken place on the site; Mr. Williams interjected and suggested viewing other defunct pits that were reclaimed because he knows for a fact that some of those sites have used stumps in the slope; Mr. Carter disagreed. Mr. Williams responded that he wanted to make the Board aware that the practice of using stumps is being used in Alton, which is why he recommended viewing other sites. Mr. Carter responded and stated that the practice being used in those locations is wrong; the Board needs to only look at this application and this case. Mr. Sample interjected and asked if anyone from the Conservation Commission was present and if so, could they speak to this case because there was a mistake made previously, in that when Mr. Babb submitted his prior application, there was no one from the Conservation Commission to speak against the application; had that happened, the Board may not have voted to approve the application. He stated the Conservation Commission seems to be the deciding factor in this case and it would be very helpful if they were present. Ms. Call interjected and stated the Conservation Commission met on Thursday, April 14, 2022, and it was the first time they had a chance as a Commission to discuss the application, as such, she only had available to the Board, a copy of the draft minutes from that meeting. She stated the Conservation Commission will prepare a response letter with

their comments, as soon as she receives the letter, she will forward it to Mr. Babb, Mr. Varney and Attorney Sullivan.

Mr. Carter interjected and stated that it is not just the Conservation Commission, this case went to Court, so there is much more to this case so we need to take our time to review and meet with legal counsel. Again, Mr. Carter reiterated the need for a site walk to get a better idea of the excavation pit. Ms. Call followed up on Mr. Carter's commentary and stated there were other items listed in the July 16, 2021, Cease & Desist Order that needed to be addressed in addition to the comments from the Conservation Commission; there were a lot of aspects involved in this application. Mr. Sample responded and stated this is the second hearing regarding this application and the Conservation Commission is a big part of this application but they are not present tonight. Mr. Call responded and stated she agreed and reiterated that a formal letter will be submitted from the Conservation Commission. Mr. Babb interjected and asked about the Conservation Commission meeting minutes as he does not recall receiving a copy; Ms. Call stated she sent a copy late in the afternoon today via email which also included the letter from the abutter and the letter regarding the AOT Permit. Mr. Babb stated he found the copy of the minutes.

Mr. Hillsgrove interjected and asked if they are allowed to bury organic stumps; Mr. Carter responded and stated that burying stumps is not allowed. Mr. Williams and Mr. Sullivan interjected and stated that it is allowed; Mr. Sullivan continued and stated under Article 15. K of the Excavation Regulations, burying stumps is allowed and the Miller Engineering report indicated that the way the stumps are buried in the slope did not cause erosion and if there were sink holes, they would be minor and decades long. Ms. Call interjected and asked for the official definition of a Stump Dump and what is the difference from burying the stumps under a slope; Mr. Babb responded and stated for a stump dump you are entirely filling the 60 foot cut with stumps and then put five (5) or six (6) feet of material over the top, there is very little material between the stumps. Mr. Hillsgrove interjected and stated that he knows of one site that received State approval to fill a three (3) side boundary line with stumps to keep erosion from the State Highway; he stated you can see the stumps and now all that is needed is a 3:1 slope to cover the stumps. Mr. Carter responded and stated he is not sure that application is relevant to what is being done at this excavation site because it is retaining the abutter's property. Mr. Hillsgrove responded and stated the site he just spoke to is within 25 or 50 feet of the abutter's property, so stumps are allowed to be buried on a site. Mr. Carter responded and stated that is probably true with certain specific approvals, and he stands corrected on his previous statement.

Mr. Hoopes interjected and stated the Conservation Commission is bound by a conservation easement which travels in perpetuity with the land, they are the representatives, and the Town of Alton owns the land under the care and custody of the Conservation Commission. He stated the Conservation Commission's charge is to make sure that what the original deed owner had designed for the property is maintained; this was the maintenance of the wetlands and the land. He stated it is necessary for the applicant and the Conservation Commission to work together on this to resolve it because he doesn't understand how they can have a fill that is not approved by one of the acting parties. Mr. Carter interjected and stated this will come down to some form of compromise, understanding or agreement on what is acceptable. Mr. Babb stated he agreed with Mr. Carter and this is why they have come back before the Board, they need someone to mediate between themselves and the Conservation Commission to help facilitate an agreement. Attorney Sullivan interjected and stated the crux of the matter is the stability of the slope and drainage, if the Town wants their engineer to view the site to determine if the Miller Engineering Report findings are correct, they have no problem with that but they are presenting the type of slope the Town of Alton is requesting; the slope has stumpage but stumps are allowed. Mr. Carter interjected and stated the Board should do a walk-through of the site. Mr. Hillsgrove interjected and recommended the Board also include the Conservation Commission on the walk-

through to expedite the process. The Board was in agreement with this recommendation; Ms. Call will reach out to the Conservation Commission to coordinate the site walk. Mr. Babb interjected and stated for the record that there has been no active excavation on the northbound property line in about five (5) years, with the exception of the restoration work they have done.

Board to select a date for the site walk and to also have Mr. Dever and Mr. Huff attend the site walk as well. The Board agreed to April 26, 2022, at 3:30pm for the site walk and chose a rain date of April 28, 2022, at 3:30pm. Ms. Call interjected and asked if the Board was in agreement to have the Town Engineer review the plan and the Miller Engineering Report in order to confirm the findings; the Board agreed to have the Town Engineer review the plan and the engineering report.

Mr. Carter MOVED to continue the case to the May 17th meeting. Mr. Hoopes seconded the motion and it PASSED unanimously.

5. Private Roads Building Permit Request

Case #P22-15	Map 39 Lot 45	Private Roads Building Permit Request
John & Jennifer Fisher, Owners	Leigh Drive	Lakeshore Residential (LR) Zone

Proposal: To apply for a building permit on the above named Private Road to construct a single-family dwelling.

The Chair read the case into the record.

Ms. Call stated this is the same process as the Class VI Road application, the Board reviews the information provided and either recommends or does not recommend that the Board of Selectmen issue a Building Permit Ms. Call directed the Board to the additional paperwork attached to the application, which were the Highway, Police and Fire Department comments for the application. Mr. Hoopes reviewed the comments and stated he is comfortable with the request and would like to make a motion to recommend the application be forwarded to the Board of Selectmen.

Mr. Hoopes MOVED to forward the application to the Board of Selectmen for a decision. Mr. Williams seconded the motion and it PASSED unanimously.

Other Business:

1. Old Business:

a. Master Plan Update

i. Invoice #2022-119

Ms. Call stated she completed a breakdown of all the invoices that were provided to the Board with the original Warrant Article for \$25,000, there is a total of \$3,740.01 left to be expended. Mr. Williams interjected and asked if this was the first Warrant Article issued for the Consultant, Ms. Call responded, yes and directed the Board to the invoice dated 3/8/2022. The second Warrant Article for \$9,000 has not been used. Ms. Call stated the Master Plan Committee has meetings twice a month currently and they are still reviewing Chapter 4 Land Use. Mr. Hoopes interjected and complemented the Master Plan Consultant on her work; he stated they are working on a number of different chapters currently, they have only completed a draft of the Land Use chapter and are working on the other drafts. Mr. Williams interjected and asked if the Master Plan chapters are posted on the Town's website; Ms. Call responded and

stated she believes that information is on the Town's website under Planning. She stated the Master Plan Committee will conduct a photo contest for the cover photo of the Master Plan, she will post this on the Facebook page for the Town and she has drafted a release to allow the Town to use the photos that are submitted. Mr. O'Neil stated the Master Plan Committee is following the survey that was given to the Town residents and he finds it very interesting, especially the feedback from the Town.

- b. NHMA to hold free virtual workshops for newly elected and/or experienced members on April 5th and May 17, 2022, from 9:00am to 4:00pm
- c. NH Office of Planning & Development to hold free virtual workshops for their annual Planning & Zoning Spring Conference, which will be held on April 30th and May 7, 2022, from 9:00am to 12:00pm

- d. The Board to make a motion authorizing and directing the Chair to sign the Partial Release of Covenants and Cash Letter of Credit for W&W Ralph Trust, LLC/Ingalls Woods Subdivision.

Mr. Carter asked the Board to make a motion.

Mr. Hoopes MOVED to authorize the Chair to sign the Cash Letter of Credit for W&W Ralph Trust, LLC/Ingalls Woods Subdivision and to sign the Partial Release of Covenants Restricting Lot Sales in Ingalls Woods Subdivision. Mr. O'Neil seconded the motion and it PASSED unanimously.

- e. Alternative Housing Committee Update and review of the contract for Tara Bamford

Mr. Williams stated the Alternative Housing Committee will meet Thursday, April 21, 2022; he will not be able to attend the meeting but will meet with Ms. Call beforehand to discuss. Mr. Williams stated they are not going to discuss the Short-Term Rental topic just yet as it has been voted on and sent it to Committee. Ms. Call stated she will send an article that goes into more detail to the Alternative Housing Committee before the meeting on Thursday. Mr. Carter asked Ms. Call to share the article with the Board as well.

Ms. Call directed the Board to the contract for the Town's Consultant, Tara Bamford, and asked that they review the contract. She stated Ms. Bamford would act as the Planning & Zoning Consultant, it was Warrant Article #31 for \$5,000 which passed at the March 2022 Town vote. She stated Ms. Bamford will assist the Alternative Housing Committee with the Short-Term Rental Ordinance, the Open-Space Subdivision and the Cabin/Cottage Colonies. Ms. Call stated she has reviewed the contract and it is very similar to the Master Plan Consultant contract, the only difference is the amount of hours. She stated the Board should make a motion to authorize the Chair to sign the contract.

Mr. Williams **MOVED** to authorize the Chair to sign the contract for Tara Bamford as the Planning & Zoning Consultant. Mr. O'Neil seconded the motion and it **PASSED** unanimously.

2. **New Business:**

- a. **Approval of Minutes:** Planning Board Meeting minutes of March 15, 2022

Mr. Hoopes **MOVED** to approve the minutes as written. Mr. William seconded the motion and it **PASSED** unanimously.

3. **Correspondence for the Board's review/discussion/action:**

- a. Board to make a motion to release the remaining funds in the Stormwater Drainage Review escrow account for Piperdube, LLC, in the amount of \$604.00; and authorize the transfer of said funds to be placed into an escrow account for Construction Observations.

Ms. Call stated there is \$604.00 left in the escrow account for the Stormwater Drainage Review; the Board should make a motion to release the funds of that account and transfer the remaining amount of \$604.00 over to the Construction Observation account.

Mr. Williams **MOVED** to authorize the release of funds and the transfer of \$604.00 to the Construction Observations account. Mr. O'Neil seconded the motion and it **PASSED** unanimously.

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

- a. Amended Notices of Decision for Case #'s P22-02 for Dave Fuller/Route 28 Boat Storage; and P22-04 for Jeffrey and Van Hertel, Sr. /Self-Storage Facility were drafted for the Chair to sign, due to a discussion that was held at the March 15, 2022, Planning Board meeting where the Board decided that since Site Plans could not be recorded at the Belknap County Registry of Deeds, Notices of Decision shall be recorded in their place.

Ms. Call stated the above is to inform the Board that she amended the Notices of Decision to remove the language of the recording of site plans and she had Mr. Carter sign the amended Notices of Decision.

- b. **Pre-Construction Meeting with Piperdube, LLC**

Ms. Call stated this was added to inform the Board that she met with Mr. Dube and he is moving forward with the Town Engineer to set up the Construction Observations.

Any Other Business to Come Before the Board

Russ Wilder sends his gratitude to the Board for his card and appreciated the Board's best wishes to him.

Public Input on Non-Case Specific Planning Issues

Adjournment:

Meeting adjourned at 7:43pm.

TOWN OF ALTON PLANNING BOARD
MINUTES OF 2022
TUESDAY, APRIL 19, 2022

APPROVED

Mr. O'Neil **MOVED** to adjourn the meeting. Mr. Hoopes seconded the motion and it **PASSED** unanimously.

Respectfully Submitted,

Trisha DeRoche
Planning Assistant