

**TOWN OF ALTON PLANNING BOARD  
PUBLIC HEARING  
Tuesday, June 20, 2023, at 6:00 P.M.  
Alton Town Hall**

**MEMBERS PRESENT**

- Andrew Carter, Chair
- Roger Sample, Vice Chair
- William O’Neil, Clerk
- Doug Brown, Member
- Lee Hillsgrove, Member
- Scott Williams, Member
- Nick Buonopane, Board of Selectman Representative
- Tom Diveny, Alternate Member
- Tom Hoopes, Alternate Member

**OTHERS PRESENT**

- Jessica Call, Town Planner
- Robin McClain, Planning Assistant
- Brian Hobbs, Vice President of Society for the Protection of New Hampshire Forests
- Dennis McKenney, SPNHF and NH DOT
- Christine O’Brien, resident

**CALL TO ORDER**

Chair Carter called the meeting to order at 6:00 PM.

**Review of the Agenda**

Ms. Call added under Other Business: refund of escrow funds for James and Allison Brown and Piper Dube; review of the revised meeting schedule.

**Mr. Williams motioned to approve the agenda as amended. Mr. Buonopane seconded the motion. Motion passed unanimously.**

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

<b>Case #P23-14 Dennis McKenney, LLS of NEFCo, Inc., Agent for NHDOT &amp; SPNHF, Owners</b>	<b>Map 17 Lot 3 Mt Major Highway at Hiking Trailhead</b>	<b>Lot Line Adjustment Rural (RU) Zone</b>
--	--	--

Proposal: Proposal to transfer 25.4ac from NHDOT to SPNHF property, which would increase the acreage from 71.61ac to 97.01ac.

The Board reviewed the application for completeness as well as requested waiver. Ms. Call stated the requirement of Section 7. F.8 has been done and waiver is not needed; a waiver is needed for the scale of the plans.

42 **MOTION: To grant the request for a waiver due to the specific circumstances relative to**  
43 **the subdivision length indicate it would have been difficult to carry out. Motion by Chair**  
44 **Carter. Second by Mr. Williams. Motion passed unanimously.**  
45

46 Ms. Call confirmed the deed was submitted as well as the fees.  
47

48 **MOTION: To accept the application as complete. Motion by Chair Carter. Second by Mr.**  
49 **Williams. Motion passed unanimously.**  
50

51 The Board reviewed the waiver requests for Section 7.G, H and I. Mr. Williams questioned  
52 whether granting these will set a precedent. Chair Carter stated the proposed use is strictly  
53 recreational and doesn't see it being a problem. Mr. Hillsgrove stated he agrees that if they  
54 change it now, they will have to change it for everyone so would be opposed to granting the  
55 waiver. Mr. William stated many people can put property into "conservation" so it could pose a  
56 problem down the road with conformity. Chair Carter agreed it is reasonable.  
57

58 **MOTION: To deny the request for a waiver for Section 7. F. G, showing all jurisdictional**  
59 **wetlands as defined by the Zoning Ordinance and the 25-foot wetland buffers regulated by**  
60 **the Zoning Ordinance because it is contrary to the spirit and intent of the regulations**  
61 **Motion by Chair Carter. Second by Mr. Williams. Motion passed unanimously.**  
62

63 Chair Carter stated the intent of Section 7.F.H is for areas being developed such as roadways etc.  
64 and doesn't believe that is the intent for this recreational area.  
65

66 Brian Hobbs, Vice President of the Forest Society, stated the purpose of acquiring this land is for  
67 the parking area as it has been leased from the State of New Hampshire for many years; he stated  
68 there is potential for expanding the parking area and put in bathrooms for the recreational facility  
69 but it is not open space conservation.  
70

71 Mr. Sample stated if additional parking areas are going to be created, they need to consider the  
72 25% slopes that could be affected. He stated the slopes only need to be shown on the plans for  
73 the lot being affected.  
74

75 Dennis McKenney, SPNHF and NH DOT, stated he could put together a soils map from public  
76 information as well as a topographic map; he stated those would give the information needed for  
77 wetlands and slopes. Chair Carter agreed that would be a good start.  
78

79 **MOTION: To deny the request for a waiver for Section 7. F. H, 7. F.I and 7. F.K., with the**  
80 **requirement that the information will be put on the new plans. Motion by Mr. O'Neil.**  
81 **Second by Mr. Sample. Motion passed unanimously.**  
82

83 Chair Carter noted there were no comments received from the departmental reviews.  
84

85 Chair Carter opened the hearing to input from the public. None was indicated.  
86

87 After discussion, the Board agreed to continue the case until the additions have been made to the  
88 plans.

89  
90 **MOTION: To continue the public hearing for Case P23-14 to the meeting of July 18, 2023.**  
91 **Motion by Mr. Williams. Second by Mr. O’Neil. Motion passed unanimously.**  
92

93 **Other Business:**

94 **1. Old Business:**

95 **A. Contract amendment for Tara Bamford, Board to sign.**  
96

97 The Board reviewed the contract. Ms. Call explained this contract is to hire Ms. Bamford as a  
98 zoning consultant for the ZAC committee; she stated she will be working on the short-term rental  
99 ordinance and the flexible zoning/open space subdivision. Mr. Williams suggested looking into  
100 Agenda 21 so they can anticipate the opposition and be proactive. Ms. Call confirmed the funds  
101 for payment are covered in a warrant article from March and this contract will go through  
102 January 2024.

103  
104 **B. Town Engineer contracts for KV Partners, LLC and Tighe & Bond, Board to**  
105 **review**

106 The Board reviewed the engineer contracts and discussed the rates. Ms. Call confirmed the rates  
107 will remain the same until December 2023. Mr. Williams suggested they get another proposal as  
108 the rates are high; he stated the costs are paid by the applicants so they need to make sure the  
109 rates are reasonable. Chair Carter agreed with checking the previous bond rates for comparison;  
110 he also suggested they research the total amounts paid to each firm over the last 12-month period  
111 as well as the total hours billed. Chair Carter stated if a new RFP is being put out, both  
112 contractors also need to be notified.

113  
114 **MOTION: To obtain additional quotes from engineers. Motion by Mr. Williams. Second**  
115 **by Mr. Hillsgrove. Motion passed unanimously.**  
116

117 Ms. Call noted the Tighe & Bond contract expires at the end of June. Chair Carter suggested  
118 extending the contract until they have a chance to review additional proposals. It was suggested  
119 that the engineering contracts should be staggered so they don’t expire at the same time of the  
120 year.

121  
122 **MOTION: To have Ms. Call reach out to Tighe & Bond to extend the current contract by**  
123 **90 days. Motion by Chair Carter. Second by Mr. Williams. Motion passed unanimously.**  
124

125 **C. Release of Escrows**  
126

127 The Board reviewed the escrow account for James and Allison Brown. Ms. Call confirmed the  
128 road observation is complete.

129  
130 **MOTION: To return the \$18.54 to James and Allison Brown. Motion by Mr. Williams.**  
131 **Second by Mr. Hillsgrove. Motion passed unanimously.**  
132

133 The Board reviewed the escrow account for Kemper Land Holdings. Ms. Call confirmed the road  
134 observation is complete.

135

136 **MOTION: To return the \$55.28 to Kemper Land Holdings. Motion by Mr. Williams.**  
137 **Second by Mr. Hillsgrove. Motion passed unanimously.**

138

139 The Board reviewed the escrow account for Piper Dube. Ms. Call confirmed the construction  
140 observation is complete.

141

142 **MOTION: To return the \$17.36 to Piper Dube. Motion by Mr. Williams. Second by Mr.**  
143 **Hillsgrove. Motion passed unanimously.**

144

145 **2. New Business:**

146 **A. Announcement of New Town Hall Operating Hours:**

147 On June 6<sup>th</sup>, the Board of Selectman approved the Town Hall to change to a 4-day  
148 work week effective the week of June 19<sup>th</sup> and will have schedule as follows:  
149 Monday through Thursday from 7:00 AM to 5:30 PM, and closed on Fridays.

150

151 **3. Approval of Minutes:** Meeting of May 16, 2023- Edits were made.

152

153 **MOTION: To approve the minutes as amended. Motion by Mr. Williams. Second by Mr.**  
154 **Hillsgrove. Motion passed unanimously.**

155

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

157

158 **A. Vote on CIP application for Francis Rich**

159 **MOTION: To accept Mr. Rich's application for appointment to the Capital Improvement**  
160 **Planning Committee. Motion by Mr. O'Neil. Second by Mr. Hillsgrove. Motion passed**  
161 **unanimously.**

162

163 **B. List of active AOT permits**

164

165 The Board reviewed the list of active AOT permits. It was noted permits are valid for five years.

166

167 **C. Meeting Schedule**

168

169 The Board reviewed the updated meeting schedule.

170

171 **MOTION: To accept the Planning Board meeting schedule for 2023 to January 4, 2024.**  
172 **Motion by Mr. Williams. Second by Mr. Brown. Motion passed unanimously.**

173

174 **5. Correspondence for the Board's information:**

175

176 **Any Other Business to Come Before the Board**

177

178 **1. Board to appoint Christine O'Brien as an Alternate member**

179 **MOTION: To appoint Christine O’Brien as an alternate member to the Planning Board.**  
180 **Motion by Mr. Williams. Second by Mr. Buonopane. Motion passed unanimously.**

181  
182 **Public Input on Non-Case Specific Planning Issues**  
183 None.

184  
185 **MOTION: To adjourn the meeting. Motion by Mr. O’Neil. Second by Mr. Williams.**  
186 **Motion passed unanimously.**

187  
188 The meeting was adjourned at 7:24 PM.

189  
190 Respectfully Submitted,

191 *Jennifer Riel*

192 Jennifer Riel, Recording Secretary

APPROVED