

**TOWN OF ALTON PLANNING BOARD  
MINUTES OF 2021  
TUESDAY, SEPTEMBER 21, 2021**

**APPROVED**

**Members Present:**

Drew Carter, Chairman  
Russ Wilder, Clerk  
Tom Hoopes, Member  
Virgil MacDonald, Selectmen's Rep.  
Bill O'Neil, Alternate

**Others Present:**

Jessica A. Call, Town Planner

**Call to Order**

Meeting was called to order at 6:02 P.M. +/-

**Appointment of Alternate**

Bill O'Neil was appointed as a full voting member for tonight's meeting due to Bob Regan's absence.

**Approval of Agenda**

Mr. Carter asked if there had been any changes made since the agenda was posted. Ms. Call stated that in regards to #3 Conceptual Consultation, she had received notice from Ryan Heath that he wanted to continue his case to October 19, 2021. Under Other Business #1 Master Plan Committee update, she included the most recent invoice from Tara Bamford.

**Mr. Hoopes MOVED to accept the September 21, 2021, agenda as amended.  
Mr. MacDonald seconded the motion, and it PASSED unanimously.**

The following request for extension was originally listed as #4 on the agenda, but the Board agreed to move it to earlier on the agenda because it was going to be a brief discussion.

**1. Request for Extension**

Case #P20-20 Peter W. Howard, P.E., of Steven J. Smith & Assoc., Inc., Agent for Christian Camps & Conferences, Inc., c/o Bob Strodel, Owner	Map 18 Lot 15 34 Camp Brookwoods Road	Final Major Site Plan Lakeshore Residential (LR) Zone
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The Chair read the case into the record.

Mr. Strodel, Executive Director of Camp Brookwoods and Camp Deer Run, was present to speak on behalf of the request. He stated that due to the recent extreme rise in construction costs, which had doubled their original estimate, he asked the Board for a two (2)-year extension to start construction. The Board agreed that was reasonable. Ms. Call noted that the approval was good until January 18, 2022.

**Mr. Hoopes MOVED to grant an extension to start construction to January 2023. Mr. Wilder thought that the extension should be granted to a date certain. Mr. Hoopes amended his motion to state January 18, 2023.  
Mr. MacDonald seconded the motion, and it PASSED unanimously.**

2. Design Review (Continued from August 17, 2021)

Case #P21-21 Scott Lawler, P.E., of Norway Plains Associates Inc., Agent for Jeffrey F. Hertel & Van E. Hertel, Sr., Owners	Map 15 Lot 9-3 NH Route 28 N, Miramichie Hill Road (f/k/a Hogdon Road)	Design Review/Major Site Plan Residential Rural (RR) Zone
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The Chair read the case into the record.

The applicants requested Case #P21-21 to be continued to October 19, 2021.

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

Case #P21-22 Genevieve Michaud, Agent for Scott Michaud, Owner	Map 2 Lot 15 915 Suncook Valley Road	Final Minor Site Plan Rural (RU) Zone
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The Chair read the case into the record.

Bill O'Neil stated that he knew the Michauds personally, and recused himself from proceedings on this case and sat out in the audience.

Ms. Call shared that Mrs. Michaud sat with her a couple of times to go over the application packet to make sure that it was a complete submission. Ms. Call also shared that a waiver was submitted to not have to submit a Major Site Plan application, due to the fact that no changes are being made to the structure.

**Mr. Wilder MOVED to grant the waiver request for Section 4. Submission Requirements for a Major Site Plan.**

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

**Mr. Wilder MOVED to accept the application for Case #P21-22, as complete.**

The Chair asked for any further discussion; no further discussion.

**Mr. MacDonald seconded the motion, and it PASSED unanimously.**

Ms. Call noted that an updated parking plan was submitted, Page 6 of 6. She also stated that she received an email from Mrs. Michaud requesting the hours of operation be increased from 7:00 am - 4:00 pm to 6:00 am - 8:00 pm.

Genevieve Michaud, and her husband, Scott Michaud, agent and owner, came to the table to present the case. Mrs. Michaud shared that she had an updated sign logo. She shared that she collaborated with River Run over the summer, and she thought that it was very successful. This property was the old "Half Moon Store" site. The idea is to move from the existing food truck to a permanent structure. Mrs. Michaud shared that she also attended a couple of town events, and that she does weddings, corporate events, and parties.

Mr. Carter stated that in the Planner Review, it noted that there was a conflict regarding the number of employees between the submission to NHDES for the septic and the Executive Summary, and he wanted

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Mrs. Michaud to explain. Mrs. Michaud explained that when she filled out the application for the septic system, it wanted to know how many employees would be on the premises at one time. In her Executive Summary, she noted that there would be 2-4 employees who would only be part-time, so not every employee would be on the premises at one time.

Mr. Carter pointed out that the sign ordinance only allowed for a 12 sq. ft. sign, not a 12' sign, and that Mrs. Michaud should look at the sign ordinance again and update her plan.

Mr. MacDonald stated that there was a request from Scott Kinmond, Public Works Director, that the driveway/parking area off Prospect Mountain Road be delineated clearly so drivers would know where to enter. Mrs. Michaud shared that the updated parking plan indicated where they would paint arrows showing where the entrance and exit was located. Mr. Hoopes noted that the arrows should not be too big because no one read them. Mr. Wilder stated that it should be clear that people would enter on Prospect Mountain Road.

Mr. Wilder stated that there was a note that the existing utilities would be sufficient for this proposal. Mrs. Michaud stated that she would be adding propane for a range in the kitchen, and that there would be electricity.

Mr. Carter asked about lighting. Mrs. Michaud stated that there was some existing lighting on the building, but it was not low, down lit lighting, so that would be updated. She stated that she was going to install dawn to dusk lighting that would be mounted on the structure. One light would illuminate the parking lot to the right, and there is another light that would illuminate the front of the building.

The entrance to the business was proposed to be located off Prospect Mountain Road, and the exit was proposed to be located off NH Route 28. Mr. Hoopes wondered how people would be deterred from entering the business off NH Route 28. He stated that if Mrs. Michaud was having issues with that, then the Board could assist with helping her change that. Mr. Michaud asked if the State mandated the ingress and egress. Mr. Carter noted that the State referred to the egress as a driveway. Mr. Michaud thought that the State did not tell them either way, but they took it upon themselves to make it as safe as possible, and made the entrance off Prospect Mountain Road. Mrs. Michaud thought that when the lines were painted, it would be more defined. Mr. Wilder thought that planters could be a good alternative to block off the parking spaces from NH Route 28. Mr. Hoopes thought it would be difficult for people to see the lines in the parking lot during the winter. Mrs. Michaud mentioned that she was hoping to be in business before the winter began and that may help people know where to enter.

Mr. Carter opened public input.

Kelly Sullivan thought that this proposal was a wonderful idea, and noted it was another business for the town. She welcomed them to the town.

Mr. Carter closed public input.

**After due hearing, Mr. Hoopes MOVED that the Alton Planning Board hereby approve Case #P21-22 for Genevieve Michaud, Agent, and Scott T. Michaud, Owner, for a Restaurant, bakery/café, in**

1,067 s.f. of an existing 2,210 s.f. structure located at Map 2 Lot 15, 915 Suncook Valley Road, Alton, NH, with the following conditions:

**CONDITIONS PRECEDENT**

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

1. Submission of revised plans in the number required by the Site Plan Review Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted.
2. Update outside lighting as discussed.
3. Adjust hours of operation to 6:00 A.M - 8:00 P.M.
4. Delineate the parking spaces on Prospect Mountain Road.
5. Update size of sign in accordance with the sign ordinance.

**SUBSEQUENT CONDITIONS**

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

1. All site improvements are to be completed as per the approved site plans, prior to the issuance of any Certificate of Occupancy per this Notice of Decision and Section 1.22 of the Site Plan Review Regulations.
2. The approved hours of operation for the proposed bakery/café shall be 6:00 A.M. - 8:00 P.M., Monday - Saturday.
3. The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations and Zoning Ordinance.
4. 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.
5. A site plan 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.
6. No site may be occupied or used until a Conditional or Permanent Certificate of Occupancy Permit has been issued by the Code Official in accordance with Section 1.22 of the Site Plan Review Regulations.

7. Monitor the parking spaces on how the public enters and exists the parking lot off NH Route 28. If it becomes problematic, then some type of barrier should be constructed, i.e. planters.

**ACTIVE AND SUBSTANTIAL DEVELOPMENT OR BUILDING AND SUBSTANTIAL COMPLETION OF IMPROVEMENTS:**

1. Within 24 months after the date of approval, the following items must be completed in order to constitute "active and substantial development or building" pursuant to RSA 674:39,I, relative to the 5-year exemption to regulation/ordinance changes:  
Update outside lighting as discussed; Adjust hours of operation to 6:00 A.M – 8:00 P.M.;  
Delineate the parking spaces, ingress/egress, on Prospect Mountain Road; and Update size of sign on the plan in accordance with the sign ordinance.
2. The following items must be completed in order to constitute "substantial completion of the improvements" pursuant to RSA 674:39,II, relative to final vesting:  
Update outside lighting as discussed; Adjust hours of operation to 6:00 A.M – 8:00 P.M.;  
Delineate the parking spaces, ingress/egress, on Prospect Mountain Road; and Update size of sign on the plan in accordance with the sign ordinance.

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 that are required prior to signing the site plan. 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 per Section 1.14 of the Town of Alton Site Plan Review Regulations.

Mr. MacDonald seconded the motion, and it PASSED unanimously.

**4. Conceptual Consultation**

Case #P21-23 Ryan L. Heath, LLC, Agent for Ron and Dorene Charles, Owners	Map 31 Lot 30 Wilbert Way	Conceptual Consultation/Site Plan Residential Commercial (RC) Zone
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The Chair read the case into the record.

The applicant requested Case #P21-23 to be continued to October 19, 2021.

Case #P21-24 Bradford Jones of Jones & Beach, Agent for SADCO Site Development, LLC, Applicant; and John Matarozzo, Owner	Map 9 Lot 6 436 Suncook Valley Road	Conceptual Consultation/Site Plan Rural (RU) Zone
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The Chair read the case into the record.

Mr. Jones, agent, came to the table to present the case. He apologized for Dave Fuller of SADCO Development not being present at the meeting.

Mr. Jones shared that this proposal had been before the ZBA and that they received approval for "Boat Storage". He noted that the NH Electric Co-op was an abutter. There was a wetland crossing that had already been permitted as part of a subdivision that previously took place. There was an existing culvert, and a portion of the driveway had already been previously built. No further wetlands disturbance proposed. Noted in pink on the plan was a gravel parking area. A stormwater pond was proposed to be installed. During the ZBA process, the applicants offered to put a wooded buffer at the back of the site, larger than the required minimum. Retaining walls were proposed to be built near the storage buildings. When driving on NH Route 28, you would not be able to see the buildings because they were set into the ground. There will be a buffer installed alongside the driveway. During the ZBA meeting, the Board discussed a proposed second access point off Emerson Drive, but that was done away with.

This project will need an amended AoT permit. A small septic system would be designed for an office. Mr. Jones apologized to the Board that David Fuller, owner of SADCO, was unable to make tonight's meeting.

Mr. Carter asked about the building design and height. Mr. Jones stated the buildings would meet the maximum height requirement, less than 35'; the buildings had an end load, and the boats would be stacked left and right. The buildings were made of steel, and the applicants were working on producing some architectural plans for the next meeting. Mr. Wilder asked if there was a sign design; Mr. Jones stated, not at this time, but it would be positioned out near the road. Mr. Wilder asked how many boats would be stored, and what the maximum length would be; Mr. Jones stated, 400 boats, the boats would be up to 32', and that there would be three (3) racks.

Mr. Jones stated that the storage was set up so a company would be running the storage; it was not for individuals to drop off and pick up their own boats. No shrink-wrap, servicing, or washing would take place on site; it was strictly for pre-processed boats. Mr. Hoopes pointed out that if there was a forklift driving on a gravel driveway, the owners may want to think about that. Mr. Wilder asked if there was a lot of ledge; Mr. Jones stated that the test pits showed a lot of glacial till. Mr. MacDonald stated that the town used to haul sand out of Bob Green's pit near the electric company. Mr. MacDonald also noted that at the end of Emerson Drive, there used to be a junk yard, but the grounds had been cleaned up and all the debris was removed.

Mr. Carter thought that the grading would be a challenge and noted that guardrails may need to be installed. Mr. Jones stated that there would be more information provided for the next meeting. Mr. Wilder asked about the driveway permit. Mr. Jones noted that there was an existing driveway permit from the State, but with this change of use, he would have to amend it. Mr. Hoopes suggested installing a wider entry coming into the driveway. Mr. Jones stated that the State only allowed a certain width. The skirt would be paved. Mr. Wilder asked where the property line was in relation to where the road was, and he noted that there could be someone else at some point using the same driveway. Mr. Jones stated it was a common access driveway, so the property line was in the middle of the road, and if there was someone else using the driveway in the future, they would have to go in front of DOT to amend the driveway permit depending upon the use.

Mr. Jones thought that this proposal was beneficial to the town because property owners would not have to store their boats in their yards and be scattered about the town. Mr. Hoopes asked if any special fire prevention needed to be installed. Mr. Jones stated that he and Mr. Fuller would meet with the Fire Department; there was also talk of a cistern and sprinkler system being installed. Ms. Call stated that during the ZBA meeting, the ZBA had an extensive conversation about the fact that this was located near the high school, and to make accommodations to the hours of operation to not conflict with the bus schedule. Mr.

Wilder wondered if this proposal included alternative storage during the time that boats were not stored in the buildings. Mr. Jones thought it would sit empty.

Mr. Jones pointed out that there would be outdoor storage, located behind one of the storage buildings, which was a gravel pad. He noted that storage could include boats or RVs. Mr. Carter pointed out that the grading in that area had quite the down slope, about 2%. Mr. Jones stated that if things were situated the way they proposed, the storage building would not have a door on the easterly side of the building. Mr. Hoopes asked how steep the roof would be. Mr. Jones stated that there would be a large five (5')-foot drip edge with stone, which was part of their drainage feature. The buildings were not climate controlled, but could be tempered to be above freezing. Mr. Carter stated that opened up the lines to energy codes, so they should think about it because the building and slab would have to be insulated. Mr. Call asked Mr. Jones if he was familiar with the Design Review process; he stated, yes. The Board had no further comments.

**5. Board to Determine Active and Substantial Development**

<p><b>Case #P11-04 &amp; P04-09 Brad Hunter, Agent for Wentworth Cove Realty, LLC, Michael A. Cikacz, Owner</b></p>	<p><b>Map 12 Lot 2 Pearson Road &amp; NH Rte. 28</b></p>	<p><b>Baywinds 19-Lot Subdivision Residential Rural (RU) Zone</b></p>
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The Chair read the case into the record.

Brad Hunter, agent, came to the table to present the case. Mr. Carter stated that this case had to do with an old subdivision that took place in 2005. Ms. Call noted that Mr. Hunter was before the Board back in April of this year. She stated that she had been in contact with Jim Sessler, Esq., Town Counsel, and Mr. Hunter to try and determine if Mr. Hunter could go forward with the 19-lot subdivision. Throughout her discussions, Town Counsel suggested that she obtain as much information from Mr. Hunter that she could to help the Board decide whether or not that there was some substantial activity that took place since the approval to tie that into the approval. In the meantime, Mr. Hunter provided Ms. Call the purchase and sale agreement regarding the purchase of a conservation easement for mitigation for the subdivision. Mr. Hunter also provided the discharge of mortgage showing that the easement was paid off. Ms. Call noted that she had asked Town Counsel what information she should be looking for to provide to the Board. She looked for any substantial activity that had taken place to keep the approval alive. There was a Notice of Decision from November 22, 2005, and an amended Notice of Decision dated March 15, 2011. Neither one of those Notices of Decision listed the need to have to obtain a conservation easement as a condition of approval. Because of that, in her opinion, she did not think that obtaining the easement could be used as substantial activity that would tie into the conditions of approval. Mr. Call stated it would be up to the Board to look at the information provided and determine whether or not the approval was still valid, or if it had expired.

Mr. Carter pointed out that the original approval was granted over 16 years ago. Mr. Hunter stated that he had received the original approval in August of 2008. He pointed out that back in 2008, it was not a good time to start a project such as theirs, so it was never started. He noted that he extended the permits as long as he could. Even after the time the extensions were given, the economy was still not good enough to start the project until around 2017/2018. During that time, Mr. Hunter had moved to Florida and had since moved back. Mr. Hunter then talked to Mr. Cikacz about reviving the project, but they were not sure how difficult it would be to move forward. Mr. Hunter pointed out that even if things moved along smoothly, by the time the road was installed, and if 19 lots would be constructed, the costs were still large, and they would have to

make a substantial amount back for each lot to make the cost to complete the project worth it. Mr. Hunter stated he was more inclined to explore the possibility of elderly housing/55+ community, or something of the like. If that was proposed, they could increase the density to defray some of the development costs. If Mr. Hunter and Mr. Cikacz had to start from scratch, the project would probably would not go anywhere.

Mr. Hoopes stated that there were some errors made in early applications, and Mr. Hunter and his attorney came in and they were the ones that pointed out that there were errors made. A new wetland scientist was hired after the Board questioned some of the wetlands. Mr. Hoopes thought that the conservation easement was a positive thing. He thought that even though it may not have been directly applied, it was certainly implied. He thought that the easement was a benefit and some gain to the town in what was acquired. Mr. Hoopes thought that the idea of elderly housing would sell very well. Ms. Call stated that when Mr. Hunter came in to talk to her, they did take a look at the requirements for elderly housing, and in the Residential Rural area, there was a minimum of five (5) acres, with a maximum of three (3) dwellings per acre.

Mr. Carter stated that the reviews and approvals done 16 years ago may not apply today. He thought that there had to be a limit to kicking the can down the road, and he thought that this project was even past that limit at this point. Mr. Wilder pointed out that there seemed to be a lot of changes that had taken place since this approval and he thought that something totally different would have to be submitted. Mr. MacDonald noted to start all over. Mr. Wilder thought that the simplest thing would be for the Board to revoke the subdivision, have Mr. Hunter come in with a conceptual to figure out what would work, and then go from there.

Mr. Hoopes thought that the question at hand was whether there was any investment involved, and he thought that to a degree there was. He did not want to abandon the fact that Mr. Hunter and Mr. Cikacz had contributed something. Mr. Carter stated that he Board could acknowledge that a contribution had been made, but what they could not do was tie it to the Decision, so the Board could state that any substantial start of this development took place. He stated that the last approval expired in 2015. He asked if the Board had to move on anything. Ms. Call stated no, that the approval just expired. Mr. Carter thought that the determination of the Board was that the approval expired. Ms. Call mentioned that the Board would have to move on the revocation because the subdivision got recorded prematurely by mistake so it showed up on the tax maps as 10 separate parcels and the owners received 19 separate tax bills.

Mr. Wilder thought that the engineering that went into the project would still be valid, and if elderly housing was going to be proposed, they would just have to readjust the property lines and resubmit it. This was located on Pearson Road. Mr. Wilder asked if the senior center was at the end of Pearson Road; Mr. MacDonald stated, on the Old Wolfeboro Road end, yes. Mr. MacDonald stated that the water main ran to the top of Bay Hill, and there was a right-of-way that ran through the middle of it. Mr. Hunter stated the main ran under the road. Mr. Hoopes stated that there would also be access at the back of the storage units because there was a deeded access for that. Mr. Hunter stated it would be an extension to Pearson Road with a connector that went out to NH Route 28. Mr. Hoopes thought that there were some other alternatives that the owners could look in to.

Mr. Hoopes asked Mr. Hunter if he had any objections with the Board revoking the subdivision; Mr. Hunter stated, it is what it is. Mr. Hunter stated that if it was revoked, he did not know if anything was going to transpire after tonight. Mr. Wilder stated for the Board's purposes, to clean up the subdivision that had



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already been filed and that Mr. Cikacz was receiving 19 separate tax bills for every year, that was not what was on there on the ground, and it should not be that way.

Ms. Call stated that the RSA was very vague on the process of how the Board would revoke a plan; it just stated that if a plan was approved, and it listed the different criteria on the reasons why a plan could be revoked, and just stated that at the request of, or by agreement with, the applicant or the applicant's successor in interest. There was a request from the applicant, or agreement, to request the plan to be revoked. The Board would just make a motion. She stated that there were some things that she needed to do afterwards, like posting notices. Mr. MacDonald asked if there was a way that the Board could work this to allow the owners to keep the subdivision and do the elderly housing with was already put through. Mr. Wilder noted that there were individual lots with one house on each lot, and in order to change that, they would have to come in and show a set of plans of what was actually going to take place. Mr. Carter stated that no matter what, those 19 lots would have to be un-subdivided. Mr. MacDonald stated that for elderly housing, three (3) houses were allowed for one (1) acre and currently the subdivision was set up for 19 lots. Mr. Carter stated that that it was a minimum of five (5) acres for the elderly housing. Mr. Hoopes thought that there could be a minimum of three (3), maybe four (4), five (5) acre parcels. Mr. Wilder pointed out that this subdivision needed to be taken off the tax maps because the subdivision was never done. Mr. MacDonald thought that Mr. Cikacz could do a lot line adjustment. Mr. Carter stated that no matter how things were done, it was a major change, which would require a full start up with the review process. He apologized that it took five (5) years for Mr. Cikacz to receive his first approval because ordinarily it does not take that long. Mr. Carter pointed out that the 19 lots should not have been recorded in the first place. Mr. MacDonald thought that if the town had recorded the subdivision plan, then there was nothing that the town could do about it. Mr. Carter stated that no substantial improvements have occurred within the time period in the Decision, so it voided the Decision. Mr. Wilder agreed. Ms. Call stated that there were conditions attached to that approval and they have not been met.

Mr. Hunter thought that question was whether the mitigation property counted as a substantial start, and whether the Board approved the revocation or not, that stayed in effect. Mr. Hoopes thought it was a substantial investment. Ms. Call agreed, and noted that if that was part of the approval, then that could be tied into that, but it was not. Mr. MacDonald asked if the Board had the information that was part of the approval. Ms. Call stated, yes, there was a Notice of Decision dated November 22, 2005. She further noted that she provided three (3) Notices of Decision in their packets. Mr. Wilder asked if it was the 2011 notice. Ms. Call stated that the 2005 was the first Decision and the 2011 was the amended subdivision. Mr. MacDonald asked if trees were marked along the 25' buffer; Mr. Hunter stated, yes. Mr. MacDonald asked if a note was added to the plan stating erosion control; Mr. Hunter stated that they did not do any erosion control. There were no drainage easements. Mr. Wilder stated that there were conditions providing drainage improvements and security for road improvement. Mr. Carter stated that security was not provided. Ms. Call stated that there were many extensions, with the last request in 2014, extended to 2015 for construction to commence, and it had not, and that was the last request.

Mr. MacDonald thought it would be easier to work with what was already done. Mr. Carter thought a fresh approach to the whole thing 16 years later was the appropriate way to go. Mr. MacDonald disagreed with that comment and thought that since the town registered the plan with the Registry of Deeds, that subdivision should be all done with. He noted that for the town to go and pull a subdivision 16 years later, it should have been pulled years ago. Mr. Carter stated that the Board could not pick and choose which parts of their rules they would follow and which ones they were not. The start of substantial work never occurred on this

property, ever, and there were numerous opportunities have been extended to allow it to keep going. The last one lapsed six (6) years ago.

**Mr. Wilder MOVED to revoke the recorded Subdivision Plan under RSA 676:4-a. There would not be any more work for the applicant to reconfigure what would be a financially successful subdivision today using existing data that was used originally. It may be a Major Site Plan, but all of the hard work had been done, it was just a matter of figuring out finally what would work, and then submit that for approval to the Board. That would clean up all the old lots that should not have been recorded in the first place. Mr. Hoopes seconded the motion.**

**Discussion:**

Mr. Hoopes stated that an investment of \$32,000 was made in a conservation easement and there needed to be some credit, or some way of registering this as a credit to the applicant. It could not be forgotten, that was an investment given to the town. He was not sure how that was dealt with. Mr. MacDonald stated it was an important investment. Mr. Wilder stated the same amount of land would be involved with a reconfigured development, and thought the conservation easement could satisfy a new proposal. Mr. Hoopes pointed out that Mr. Hunter stated he was not sure if he could go forward with anything with his partner. Mr. Hoopes stated that a lot of rules and ordinances had been rewritten to make them simpler and clearer. Mr. Carter asked if there was an amendment to the motion. Mr. Hoopes stated, no, he just wanted to point out something that was important. Mr. Wilder stated that back when this was done, it seemed fit to have a conservation easement on a piece of property as part of mitigation, and that could be part of a new approval. Mr. Hoopes asked what happened if Mr. Hunter did not move forward. Mr. Wilder thought that Mr. Hunter might want to try and redress that.

**Mr. Carter asked the Board for a vote. The motion PASSED with Mr. MacDonald voting, Nay (4:1).**

**Other Business:**

**1. Old Business:**

- a. CIP Committee Update: Reuben Parker is the new Budget Committee Rep., and Pat O'Brien submitted an application to be considered a Citizen Member

**Mr. MacDonald MOVED to approve the application for Pat O'Brien to sit as a Citizen Member.**

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

- b. Master Plan Committee Update

Mr. Wilder shared that the survey results have been released. There had been over 800 people who submitted a survey. The majority of the survey consisted of comments from Question #3. Mr. Hoopes encouraged the Board to read through the comments. He noted that he was working on an index of the comments to make it easier to analyze. Mr. Wilder shared that the Committee had set up workshops, but since they were not received very well, they were cancelled, but the Committee did receive some great comments to work with. He stressed that Tara Bamford, Master Plan Consultant, did a superb job with coming up with the questions, because they were not leading questions. The Master Plan Committee was going to go over the data at their next meeting on October 6, 2021. Mr.

Wilder noted that the survey results should be made available to the public as soon as possible. Ms. Call stated that she had the survey results posted on the Town's website.

Mr. Hoopes asked Mr. MacDonald if he thought it was a good idea to send the comments that were received regarding the Highway Department and the electric company, to those departments. It was not to criticize, it was to make them aware.

Kelly Sullivan, Master Plan Committee member, noted that she was proud of the Committee's efforts so far. She pointed out that the biggest difference between this update and the prior effort was the mailing of postcards to everyone in town, and the personal follow up to inform people about the survey.

Mr. Carter noted the latest invoice received by Ms. Bamford. Mr. Hoopes thought that Ms. Bamford had given the Committee some valuable input.

c. ZAC Committee Update

Mr. Carter stated that there has been a lot of input and community involvement regarding Short-term Rentals. He shared that a member of the public shared that in Vermont, they had a much softer approach to regulating short-term rentals. Ms. Call shared that she had a chance to research insurance companies. Mr. Carter noted that there were two sides of regulating short-term rentals and pointed out that there was a lot of abuse being reported, and he asked how would that be controlled. He stated that there was a lot more work that needed to take place.

Mr. Wilder noted that it was difficult for people nowadays to find apartments and asked if that was being taken into consideration. It was brought up that enforcement may become a big issue. Ms. Sullivan stated that she talked to a couple of people just in one week who mentioned that they were purchasing property in New Hampshire for short-term rentals, but did not even live in the state. She thought that the act of short-term renting was becoming a business. Mr. Mac Donald stated that it was an issue when people rented out a house and started bothering the neighbors with things like constant noise and overcrowding. The Board thought that at a minimum, there should be a manager on site.

2. **New Business:**

a. **Approval of Minutes:** Planning Board Meeting minutes of August 17, 2021

**Mr. MacDonald MOVED to accept the meeting minutes of August 17, 2021, as presented.**

**Mr. O'Neil seconded the motion, and it PASSED unanimously.**

Mr. Wilder stated that on Page 5, fifth paragraph, "aerating" should be "a retaining".

**Mr. Carter called for a vote: The motion PASSED unanimously with Mr. Hoopes abstaining.**

- b. NHMA webinar, re: Housing Appeals Board, on October 13, 2021, from noon-1:00pm

Ms. Call shared with the Board that a webinar was coming up that would explain the ins and outs of the Housing Appeals Board, and stressed that it was important that the Board attend.

- c. The full-time position of Planning Secretary is open in the Planning Department.

Ms. Call shared that she was searching for a new secretary for the Planning Department.

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

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

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

**Public Input on Non-case Specific Planning Issues**

Kelly Sullivan stated that she had worked with a couple of planner's previously and noted that it was nice to see Ms. Call actively participate in things. Mr. MacDonald thought that Ms. Call did a good job and that the Town was proud to have her.

**Adjournment**

**At 8:06 +/- P.M., Mr. Hoopes MOVED to adjourn.**

**Mr. MacDonald seconded the motion, and it PASSED unanimously.**

Respectfully submitted,

Jessica A. Call  
Town Planner