

Approved by the Board 10-30-07

Call to Order: by Chairman Tom Hoopes at 7:00 p.m.

Present: Tom Hoopes-Chairman, Bruce Holmes, Bill Curtin-Selectmen Representative, Scott Williams, Bonnie Dunbar, Robert Bystrack-Alternate, Timothy Roy-Alternate, Sharon Penney-Town Planner, Stacey Ames Planning Assistant, Jennifer Fortin-Planning Office Secretary, Carolyn Schaeffner-Recording Secretary

Appointment of Alternates: Timothy Roy and Robert Bystrack

Approval of Agenda: Other business to add for Old Business. Addition of a Conceptual Consultation for a subdivision to be added to agenda.

Motion by S. Williams to approve the agenda as amended. Second by B. Curtin. No discussion. Vote unanimous.

Public Input: None seen or heard.

Applications:

Case P07-43	Map 31, Lots 33-137	Conceptual Consultation
Alton Bay Christian Conference Center		Route 11
Submitted for preapplication conceptual discussion on the demolition of a cottage and rebuilding of a new 3800 sq ft, two story ministers retreat center. The property is located within the residential zone.		

S. Penney noted due to the confines of the property in question felt there needed to be some illustration but this is still a conceptual.

Timothy Roy – recused himself from this case.

Present for this case: Melissa Guldbrandsen, Bob Bollinger, Jeff Green, and David Schaeffner

M. Guldbrandsen conceptual consultation. Applicants anticipate needing to do a site plan. The project is located within the Alton Bay Christian Conference Center. This is a non-profit religious organization owning underlying land and individual people own the structures on the land. Property owned by and Association and some of the buildings and they do pay taxes depending on the uses of those buildings. Proposal to build a ministers retreat center. Duplex building. Property potentially rented out on a weekly basis to a variety of different people. Here tonight to present this to the Board for their input as to what would be needed to comply with in order to move forward with this project. Issue raised regarding abutter notification. Each individual cottage is treated as a separate taxable entity by the Town. It would be that the notification would be the cottage owners within 200 feet. Notifying abutters for the entire piece of property is dramatically different. Applicant desires to do this correctly and wanted to bring this issue to the Board for discussion. Feels the logical processes would be to notice the individual cottage owners within the property but would like feedback from the Board.

T. Hoopes suggested looking at the definition of the abutter to check and see if there is something specific in there. Understands the logic of what is suggested because the only people this is going to

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impact is those people who are adjacent to the proposed building. If there is a technical definition that says adjoining property, the houses are not property.

M. Guldbrandsen noted that every time she does a closing she has to treat that as real estate and transfer stamps are paid to the State of New Hampshire. Noted a surveyor has been out at the property and has done some very preliminary work. He does have something just to conceptually show you to get a sense of where it is.

T. Hoopes asked about the current status of the house that will be taken down.

B. Bollinger current building owned by the Conference Center and is one of the older cottages. It is used primarily for ministers who come to speak in the summer. Not winterized. There is a need for use like this in the winter for retreat groups. There is a vacant lot beside it that basically used to be used as a rooming house, never on the tax rolls. It burned down years ago. Setting apart something that could be used by two families. For example a speaker and music leader. Basement used for small groups. All equipped with handicapped facilities. Building located in the center of the grounds. Currently the house is approx 6 inches from the next cottage. Noted and referred to survey plans. Planning to also have nothing within the 20-foot setback. Plans for non-flammable siding will be in place. Noted this is currently the policy of the Conference Center. This property is residential and two-family structures are permitted.

T. Hoopes is there a question of physical space, replacement of a pre-existing structures.

M. Guldbrandsen another issue is looking for a waiver to not survey the entire parcel.

B. Dunbar concern that this duplex would be increasing the density from taking down a one family cottage and replacing it with a two family structure. Noting you need one acre with municipal water to do a duplex.

T. Hoopes would like to discuss RSA information and Zoning.

B. Dunbar asked the size of the entire parcel.

T. Goodwin (Executive Director of the Conference Center) responded approximately 70 acres.

B. Dunbar asked how many dwellings.

T. Goodwin responded 177.

B. Dunbar noted that for single-family dwellings you are supposed to have a ½ acre with municipal water.

B. Bollinger noted they do have municipal water.

B. Dunbar stated that there are already more dwellings per acre that is basically allowable. You are adding an extra dwelling and only removing one.

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S. Williams inquired if there is an option to forfeit another building?

B. Bollinger noted there are no other ones owned by the Conference Center available to take down and added there is a long-range plan to making the grounds conformable. There is a desire to make this proposed building year-round to help with the growing weekend retreat program.

T. Hoopes asked about septic design.

Brad Jones spoke that the system is unique with 15 foot leach tanks. There is enormous capacity potential in the tanks that were put in approximately 10-15 years ago.

T. Hoopes concern for changing from seasonal to year-round. Septic impact, over capacity units per acreage.

General discussion where all the tanks are located on the grounds.

B. Bollinger stated 90% are seasonal. Retreats are weekend Friday through Sunday.

T. Hoopes asked if there would be any impact to the abutters on Rand Hill Road

B. Bollinger said it will not have any impact.

J. Green did a quick survey of immediate area. Off from Beacon Avenue will be a walk in. From lower basement on the lower side a walk in from Winni Avenue. Rand Hill houses across the street are more than 200 ft. Discuss in general some of the existing structures around the proposed area.

B. Curtin noted there are some private homes across the street on Rand Hill Road that are higher than the property and the second story will be seen from those private homes.

J. Green has plans from 1946, 1964 and 1987 and will be able to show more information with a more detailed survey and would be able to include more than the 200 feet from the proposed structure.

T. Hoopes asked how the cottage owners would be contacted.

T. Goodwin noted they would be contacted by letter by mail.

T. Hoopes asked how many bedrooms in the current cottage.

B. Bollinger noted it was a three bedroom and new structure would be a total of six.

R. Bystrack asked about abutter concerns and traffic increase.

Open to the public

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B. Dunbar concern about access to back of lot 17 behind.

General discussion on the possibilities for this lot.

T. Hoopes referring to the photo and seeing the house on the boundary line.

S. Williams referred back to Mr. Darbyshire's original question and noted this has been done in the past.

Deadline for December 18 meeting is November 21 at 12:30 p.m.

Open to the public – none seen or heard.

Closed public input.

Other Business:

1. Mr. Donald White present with a ongoing concerns about Chestnut Cove Road. Sent information approximately one month ago. This runoff is coming from Rick Lundy property. Rain events have different colors of soil. Ditches fill up with silt and water.

T. Hoopes noted the walk they took and this had been walked in the rain. Impervious service created downhill. The gravel on the edge of the roads . Discussion about setting up a walk. Discussion on whether the catch basins have sediment in them. Ridge Road – interior road in the development that is the concerned run-off. Mr. White informed this occurs during a heavy rain only.

Motion by S. Williams to schedule a site walk for Friday, October 19, 2007 at 8:30 a.m.. Second by B. Curtin. No discussion. Vote unanimous. Bruce, Bill, Scott, and Tom can be present.

2. Brad Jones present for Alton Mountain Estates – Jones Subdivision. Construction inspection contract from CMA for \$492,000, Jones engineer \$365,000. They sat down with CMA and they came down to Jones' numbers. Would like to set the bond amount. Original calculations were under old road standards and these have changed.

Motion by S. Williams to approve the \$365,179 for the Alton Mountain Estates construction costs estimate as agreed on by CMA and the developer. Second by B. Curtin. No discussion Vote unanimous.

Second issue. The cost estimate for designing the entire project was \$24,000 that he paid Jones & Beech. T. Hoopes understands and stated they are interviewing engineers because they have gone up excessively. General discussion on status of sub-committee work in CMA problem. Planning Office noted they are using Belknap County services already. General discussion of Jones project. Willing to use CMA if they will give a detailed invoice. Mr. Jones signed some documents that Jen Fortin provided.

B. Jones noted the appraiser is going to meet with him on Tuesday and will be approximately 2-3 weeks before they get the appraisal in. He also wanted to make sure the Planning office has a copy of their covenants. Jenn Fortin affirmed they do.

Tim Roy recused himself.

3. David Schaeffner and Timothy Roy (Roy & Schaeffner Construction)

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Tom noted that he previously spoke with Tim concerning this issue at the Post Office one day and he had spoken with Sharon and suggested to get a letter and bring it to the Planning Board to discuss it. He has not taken any position on this issue and wanted the Board to know he had previously spoke with this on this issue and does not see a conflict.

D. Schaeffner stated they would like to go for the release of their \$26,000 for cistern that has been completed and inspected by the Fire Chief. Letter from CMA giving approval for drainage so building permits can be pulled.

J. Fortin noted this has not been received by the Planning Office.

D. Schaeffner noted they also need to discuss the elimination of the Henderson cistern and the plan for payment and agreements.

Tim Roy spoke with the chief and he said it was not logical to have two cisterns across the street from each other.

It was noted that the Fire Chief had indicated he was going to be here tonight to discuss this. He was not present. S. Penney said he did call and he understood he was coming to do a workshop and she told him not to come. The chief did tell her he was in favor of going along with proposal that will be presented about only having one cistern to service both of the subdivisions and the relevant release of bonds, etc. He will be on the agenda in the future and just need to set a date.

B. Curtin concerned about the \$4,000 going to the Fire Department in Mr. Henderson's document.

Motion by S. Williams to release the \$26,000 for the cistern for the Roy & Schaeffner Construction project as complete, which is confirmed by the Fire Chief's letter. Second by B. Curtin. No discussion. Vote unanimous.

Concern for the need a clean letter from Henderson (original signature), and letter from the Chief. Henderson cistern will be eliminated with his \$26,000 being returned, \$13,000 to be paid the Roy & Schaeffner Construction. Concern that \$13,000 will be paid to Roy & Schaeffner.

Discussion on Henderson letter and specifications in the letter. Concern for discrepancy in signatures and no original signatures. The Board does not want his personal contribution listed in this letter for cistern agreement. Agreed they need a new letter from Henderson stating he will pay Roy & Schaeffner \$13,000 for the cistern and that he will receive the balance . There is to be no mention of where Henderson intends to donate the money.

Second issue was Roy & Schaeffner Construction were checking to see if there was money owed to them for overcharges and rate discrepancies from CMA. They were told by the Planning Department to put this request in writing, so hence the letter to discuss this situation. Money put up was \$2900 and there were two inspections. This was for the drainage and the oversight of the drainage. This is separate of the cistern.

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Motion by B. Holmes to release the remainder of the funds. Second by B. Curtin. No Discussion. Vote unanimous.

Motion by S. Williams to allow the consolidation of the 10000 gallon cistern by Robert Henderson with the Roy/Schaeffner project subject to a letter of approval from the Fire Chief stating the fact that he agrees that the cistern can be shared. Also move to release the \$13,000 of his \$26,000 cistern account to Roy & Schaeffner Construction and the residual funds, once Roy & Schaeffner Construction have confirmed they have been paid for their portion of the cistern, the residual funds to be released to Robert Henderson. Also move that the check made out to Roy & Schaeffner Construction also include Mr. Henderson's name to acknowledge this transaction.

Second W. Curtin. Discussion. Need to include: Need a notarized letter from Henderson for his signature or to appear in person to the Town of Alton Planning Office. Note for the record by S. Penney that Mr. Henderson will be receiving more than \$13,000 because there is escrowed 10% also. Also note that if the cistern is on the plan the correction should be noted on the plan and re-recorded at Robert Henderson's expense. No further discussion. Vote Unanimous.

Tim Roy resumed his seat on the Board.

New Business.

1. Received resignation letter from Jeremy Dube.

Motion by B. Holmes to accept the resignation letter from Jeremy Dube. Second by S Williams. No discussion. Vote unanimous.

Board suggested the Planning Office to send a letter of thanks for his services.

2. Construction Inspection Agreement Contract on Sedlari. Backside of Sedlari is really steep and nothing planted. Concern for spring erosion. Board discussion.

Motion by S. Williams to accept the engineering services from CMA Engineers dated September 17, 2007 for Construction Inspection for Sedlari Subdivision in the amount of \$21,000. Second by B. Holmes. No discussion . Vote unanimous.

4. J. Fortin distributed Oath of Office CIP committee – need signatures from members.

5. S. Penney distributed Master plan document for signatures.

Approval of Minutes

Motion by S. Williams to accept the minutes October 4, 2006 – noted that the tape was not audible and there was not a recording secretary at the meeting. Second by B. Holmes. No Discussion. Vote unanimous

Discussion of Minutes of May 15, 2007.

Page 4, 3rd line down. “that” corrected to be “than”.

Stacy Hubbard – “note to argue” corrected to be “not to argue”

Page 5, bottom – “does not was larger” corrected to be “does not want larger lot”

Motion by B. Curtin to accept the minutes as corrected on the original by the Planning Department for

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May 15, 2007. Second by B. Holmes. No Discussion. Vote unanimous.

Discussion of Minutes of September 19, 2007

Page 4 correction – “leech” should be “leach”.

Motion by B. Curtin to accept the minutes as corrected on the original by the Planning Department for September 19, 2007. Second by B. Dunbar. No discussion. Vote unanimous.

Motion by B. Curtin to accept the minutes of the September 20, 2007 work session. Second by T. Roy. No discussion. Vote unanimous.

Discussion of public hearing for the final draft of the Master Plan. When minutes were approved it said work session. This was a public meeting that was publicized and should be corrected.

S. Penney introduced new Planning Office Assistant, Stacie Ames.

Discussion of Ridgewood subdivision – Belknap County and an inspection that was done. Noted change in specifications and it will ultimately affect the draw-down because it is less. Discussion of culverts. FYI

Discussion McGuirk Self-Storage – J. Fortin noted McGuirk was, though they thought complete, so CMA was sent out three weeks after they were initially supposed to go out and Danielle found some things wrong and J. Fortin is waiting on a response back from McGuirk. FYI

Schedule a work session – October 30 at 6 p.m. Fire Chief will be here for cisterns.

Forrest Wall workshop brochure distributed.

Ordering new RSA books. Let Sharon know if you would like one and if you would like the CD to go with this.

Notification to Board that Mr. David Hussey has done his third attendance with the Planning Board. At the next meeting, J. Fortin will be an appointment form.

Motion by S. Williams for Robert Bystrack to fill the term for Jeremy Dube (until elections in March). Second by B. Dunbar. No discussion. Vote unanimous.

Motion by B. Curtin to adjourn. Second by S. Williams. No discussion. Vote unanimous.

Respectfully submitted,

Carolyn B. Schaeffner
Recording Secretary