

**TOWN OF ALTON PLANNING BOARD  
MINUTES 2019  
November 19, 2019**

**Approved**

**Members Present:**

Roger Sample, Chairman  
Scott Williams, Vice-Chairman  
Russ Wilder, Clerk  
Drew Carter, Member  
Tom Hoopes, Member  
Bob Regan, Member  
Virgil MacDonald, Selectmen's Rep.

**Others Present:**

Jessica A. Call, Town Planner  
Amelia Cate, Planning Secretary  
Laura Parker, Finance Director

**CIP Members**

Bob Regan, Chairman  
Pat O'Brien, Vice-Chairman  
Peter Bolster, Member  
Virgil MacDonald, Selectmen's Rep.

**CALL TO ORDER**

Mr. Sample called the meeting to order at 6:00 P.M.

**APPOINTMENT OF ALTERNATES**

**APPROVAL OF AGENDA**

Mr. Williams asked if there were any changes to the agenda since it was posted. Ms. Call noted that under "***Other Business***", #4 in addition to the ones listed, was a GMI Invoice for paving on Ridge Road that was not on agenda.

**Mr. Williams MOVED to accept the November 19, 2019, agenda, as amended.  
Mr. MacDonald seconded the motion, and it PASSED unanimously.**

**1. Public Hearing on Capital Improvements Plan (CIP) of 2020-2025**

The Chairman read the public hearing notice into the record.

Ms. Call introduced Laura Parker, Finance Director, she was invited just in case there were any financial questions.

Mr. Regan began by acknowledging the contributing parties to the CIP. He stressed the need for a Master Plan process to be initiated with Alton being a "drive through" town; the people living here had to leave to work, play, and shop.

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Mr. Sample expressed that he believed the involvement of UNH a while back was to get the Master Plan process started. Mr. Regan along with Mr. Bolster explained that it had been a way to get some demographic information from the community, but the Board needed to get a more formal process in place. Mr. Regan explained that the Master Plan was a legal document that had certain required chapters, and after that was fulfilled, you could add sub categories. He then shared that the CIP Committee would like to recommend the Planning Board submit a warrant article for a Master Plan Consultant for \$25,000.

Mr. Sample asked how the CIP Committee arrived at the \$25,000 proposed for a consultant. Ms. Call stated she reached out to “PlanLink”, which was a forum where you could post questions to other planners, and she heard back from a few people who stated that from \$15,000-\$25,000 the Board could get assistance with formatting chapters to include in the Master Plan, and how to engage more members of the community, but that the \$25,000 would only get us the tools to create the foundation of a Master Plan. On a low of \$40,000 and a high of \$75,000 in total that would give the Board the ability to get an entire Master Plan in place. Mr. Sample expressed getting some written quotes from outside parties before proposing the \$25,000 on the next ballot. He expressed that maybe going the private sector route might be better than a governmental agency. Mr. Regan, having had experience in the private sector, expressed it would cost more towards \$150,000-\$200,000 going that route.

Mr. Wilder suggested we needed to be more specific in what the \$25,000 would get us so that we could include it on the ballot. Mr. Sample would like to see a Committee put together for a Master Plan, and to get legal advice. Mr. Regan emphasized the importance of getting this started, being that it was long overdue, and getting a broader range of the community involved. The Board agreed that assistance from an outside agency from someone experienced and seasoned would be an asset to get this Master Plan going. Ms. Call informed the Board she would get more information from the Town Planner in Wolfeboro, along with the information from the presentation Mr. Regan and her attended. All members agreed that a warrant article needed to be drafted with specifics stating that the \$25,000 was to start the research and drafting, and that there would be more above and beyond that. The Board wanted it to be transparent to the community. Mr. Regan and Ms. Call explained how the CIP came up with ranking the importance of the essentials per department on the plan from 1-5, but also explained that everything on the CIP was of the highest importance for each department, but this was a plan that could be adjusted if need be. Mr. Williams and Mr. MacDonald explained that the town had a “slush” fund for emergency purposes to offset the CIP if it needed to be. Mr. Williams acknowledged the work everyone put into this CIP plan and the Board agreed this was a good plan.

Mr. Sample opened public input. No input from public. Mr. Sample closed public input.

**Mr. Hoopes MOVED to recommend the CIP Plan 2020-2025 to the Planning Board as presented.  
Mr. Hoopes MOVED to amend his motion to recommend CIP Plan 2020-2025 to the Board of Selectmen and the Budget Committee.  
Mr. Carter seconded the motion, and it PASSED unanimously.**

**2. Conceptual Consultation**

<b>Case #P19-23 James &amp; Allison Brown, Agents/Applicants for William L. Moore, Thomas M. Moore, and Nancy C. Moore, Owners</b>	<b>31 Moore Farm Lane Map 9 Lot 35</b>	<b>Conceptual Consultation for Minor Subdivision Residential Rural (RR) Zone</b>
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The Chairman read the case into the record.

Mr. & Mrs. Brown, along with Mrs. Brown’s brother, Mr. Moore, came to the table to present their case.

Mr. Moore stated they were looking to figure out what might be needed to bring Moore Farm Lane, a private road, up to standards in order to create a subdivision. Mr. Williams and Mr. Wilder discussed the road possibly being a Class VI road and not a private road. Mr. Williams noted that it was irrelevant because either way the road needed to be brought up to the standards of a Class V road. Mr. MacDonald and Mr. Williams noted that the Board needed to straighten out the road issue for private roads and driveways so that someone did not have to pay the high amount of money to bring it up to standards for a Class V road, if the town was never going to take that road over anyways. Mr. Hoopes noted that the Board had Regulations for a reason and that they could not just overlook the rules. Mr. Wilder stated that regardless of what the road was classified as, if the Brown’s wanted to subdivide, the road needed to be built up to town standards.

Mr. Hoopes noted there was a book called the “road book” at the Highway Department, and Brown’s needed to find in that book what Moore Farm Lane was classified as. Mr. Wilder suggested the Board have a site walk on the property; the other Board members agreed. It was noted that the road in question was wide enough, and that many large trucks, including the local fire department’s trucks, had travelled that particular piece of road. Mr. Wilder stated a site walk could not be done until an application was formally filed, because this hearing was just a consultation. The Brown’s were more than willing to find out what classification Moore Farm Lane was, and they would proceed from there. Mr. Williams stated Jim Sessler, Esq., Town Counsel, should be contacted about the road classification and what other options the Brown’s may have, if any, to be able to subdivide. The Board members discussed the road and the costs involved depending on how the road was currently classified. Applicants were waiting to submit an application based on the classification of the road, or what Town Counsel had to say about the road classification.

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

<b>Case #P19-22 Jon Sherrill of Sherrill Holdings, LLC, Agent for the Virginia M. Dore 2000 Trust c/o Doug Dore, Owner</b>	<b>69 Main Street Map 27 Lot 15</b>	<b>Final Minor Site Plan Residential Commercial (RC) Zone</b>
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The Chairman read the case into the record.

Mr. Sherrill, Agent, came to the table to present the case.

Mr. Sherrill owned Key Heating and Air-Conditioning. He currently owned a building in Exeter where his business started. He shared that he also opened a showroom in Wolfeboro three (3) years ago, and had a business in Portsmouth; all locations had business offices. Mr. Sherrill stated he was looking to purchase 69 Main Street as an office for a new showroom location. The residence owned by the Dore’s had not been occupied for a number of years, however, at one time it was a beauty salon. Mr. MacDonald stated it was also a real estate office at one point. Mr. Sherrill was looking to put in a showroom and an office on the side of the home where the garage was located. The old salon area would be an office for meeting with potential customers. There would only be one employee who was a resident of Alton who would be running the office. They did not get many customers in the other locations so they were not looking to sell equipment from

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showroom, it was just to have on hand for customers who may want one installed. Mr. Sherrill stated he noticed that there were not any Mitsubishi repair or installation businesses in this area, and thought Alton would be a good middle ground. He would be renting the house out to a local family after the repairs were completed. Mr. Wilder noted that there were items missing from the application. Ms. Call informed the Board that was correct but that they could be discussed during this hearing. Mr. Hoopes informed Mr. Sherrill that the Board needed to move to accept the application as complete before they could discuss anything further.

**Mr. Wilder MOVED to accept the application for Case #P19-22, as complete.  
Mr. MacDonald seconded the motion, and it PASSED unanimously.**

Mr. Sherrill expressed he would like to be part of Alton because he had employees who lived in and around town. His technicians were dispatched directly from their homes to the job. Mr. Sherrill said he would stay on the Wolfeboro side of the lake, and he did not think he would expand further than that. Mr. Sample was concerned with the septic and if it would have to be rebuilt. Mr. Sherrill informed the Board that he met with Mr. Canfield, a local septic designer, and he would probably replace it. J&B was the company that inspected the septic and they did not find anything wrong with it but they did find cracks in the tank above where the water would be. Upon inspection, they dig up around it and found tar paper over the top, under that everything looked fine. The septic was original and in running order but he would work with Mr. Canfield to come up with a new septic design. Mr. MacDonald expressed that code regulation was 15 gallons per employee and the home was a 3 bedroom plus a full bath, and since Mr. Sherrill was adding a half bath for the showroom/office area, that also needed to be taken into consideration with the current septic.

Mr. Wilder asked about signage. Mr. Sherrill said he would have signage, and spoke with the building inspector and was informed about what was allowed per regulations. Mr. Wilder asked about the lighting outdoors. Mr. Sherrill stated he would not be adding much more outdoor lighting and he would be replacing the current garage door with a glass roll up door. Mr. Hoopes and Mr. McDonald stated the town requested down lighting and to look at the lighting on the new storage buildings on Route 11 for an example.

Mr. Wilder expressed his concern with parking. Mr. Sherrill stated there were two (2) driveways. One was for the residential home, and the bigger driveway was for the showroom. The driveway let up to a two (2) bay garage and was large enough to turn around in. Mr. Carter pointed out that backing out onto Main Street, with it being a state highway, was against the law, and noted that both driveways needed to be separated. Mr. Sherrill stated they were. The Board stated Mr. Sherrill should do his due diligence and check with DOT on the driveway permit and see what they stated because DOT controlled the access to the main road. Mr. Sherrill expressed his concern about any other roadblocks he may hit before the December 5<sup>th</sup> closing date. Mr. Hoopes asked if the requirement for DOT would even be necessary. Mr. Carter also expressed confusion because the lot already had two (2) existing curb cuts, and asked why DOT needed to get involved. Mr. Sherrill stated he was not changing anything major, per say, and wondered why any of this would apply. The Board expressed that they wanted to make sure that the State's requirements were being met as well as to avoid any future issues that could arise otherwise.

Mr. Sample opened public input.

Steve Oles, LLS, attending as an agent for a different case and sitting in the audience, stated that Main Street was a State right-of-way and if the use of the property was changing then Mr. Sherrill would need to talk to the district that oversaw that right-of-way. Mr. Hoopes and Mr. Williams expressed that Mr. Sherrill should get a

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copy of the driveway permit and see what it was approved for, and that they were not sure if the “use” of the property would be considered as being changed since the salon was the most recent business in the building.

Mr. Sample closed public input.

Mr. Carter and Mr. MacDonald expressed that Mr. Sherrill was not increasing the usage of the property and, therefore, would not have an increase in parking demand. Ms. Call stated that the issue with parking was that a handicapped space needed to be designated and there should be handicapped access into the business. Mr. Sherrill stated that was why he was replacing the old garage door with a glass roll up door.

Mr. Sample, Mr. Carter, and Mr. Williams stated that a condition of approval might be to submit a new septic design to the Building Department. Mr. Sherrill stated he would have a design for the new septic done in case the existing design did not hold up.

Mr. Wilder went onto the discussion of landscaping the property, and asked Mr. Sherrill if he was going to change any because Alton had a landscaping requirement. Mr. Sherrill stated he would keep most as it was but that some definitely needed to be cut back, and there was the possibility of one shrub being dead but he would replace it. Mr. Wilder believed this would satisfy the landscape requirements.

Mr. Wilder brought up utilities, and asked Mr. Sherrill what the power to the building was. Mr. Sherrill stated a 100 amp panel, but that he employed a full time master electrician and would bring it up to a 200 amp. Mr. Wilder stated the Police and Conservation Commission had no comments

Mr. Wilder asked Mr. Sherrill if he had a snow storage plan. Mr. Sherrill stated there was a lot of room on the side of garage, about 35 ft. to put all the snow, and the other side of house had more than enough room for snow storage as well. Mr. Hoopes stated it appeared that none of the Board members had any issues.

It was noted that the hours of operation were 8:00 am – 5:00 p.m., and no weekends or holidays. Mr. Carter stated there was a very strong likelihood the Board would approve this case but was not sure how to convey it, being that the Board has some requirements they wanted met before they approved it. Mr. Sample stated he believed there was a time restriction on signing of the purchase and sale agreement, and that Mr. Sherrill stated that he was closing on December 5, 2019. Contingent upon the Board approving this site plan, Mr. Wilder stated that there would be some “conditions precedent”.

Ms. Call read the following conditions: 1) Installation of new septic design, Mr. Carter stated it was just the filing of an approved septic design. Mr. MacDonald stated the Board could not force him to replace the septic if it passed inspection. Mr. Sherrill stated he was ok with spending the money to have an approved septic design on file; 2) The addition of a turn-around area for parking for the commercial side; 3) Addition of lighting fixtures; dark sky compliant; 4) Show snow removal areas on plan; and 5) Indicate on plan size and location of business sign. Ms. Call asked if she missed anything. Mr. Carter stated that revisions to parking needed to include a turnaround, handicapped accessible, painted parking space lines, and proper signage for the handicapped space as well as another designated parking space. Mr. Sherrill stated that was no problem and showed the board where the handicapped space would be located in front of the showroom roll-up garage door. Mr. Williams agreed the parking spaces needed to be striped. Mr. Sherrill also needed to comply with the Fire Department’s comments dated November 19, 2019.

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Mr. Williams stated the landscaping changes needed to be shown on the plans. Mr. Sherrill asked if he could submit the landscaping as it was, because he did not know what he was going to plant in place of the current shrubbery. Mr. Williams explained that as soon as Mr. Sample signed the plans, they were legal and binding. Mr. Sherrill stated the only landscaping that would change were the evergreens against the building. He could not cut them back too much or they would die. Mr. Hoopes advised Mr. Sherrill to just sketch on the plans what existed currently. Mr. Hoopes stated that it was not a problem to change the evergreens just replace them with something. Mr. Wilder asked if there were any additional “conditions subsequent”. Mr. MacDonald stated there was not.

Mr. Sample opened public input for a second time. No further public input. Mr. Sample closed public input.

**After due hearing, Mr. Carter MOVED that the Alton Planning Board hereby approves Case #P19-22 for Jon Sherrill of Sherrill Holdings, LLC, for a Minor Site Plan Review for a Retail use for a professional office and showroom for a heating and cooling business in 640 s.f. of the existing hair salon and garage at 69 Main Street, Map 27 Lot 15, with the following conditions:**

**CONDITIONS PRECEDENT:**

**The following conditions precedent 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. Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of three (3) sheet(s): [to be listed and dated by the applicant on the site plan itself]. In combination these plans constitute in their entirety the site plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
- 3. Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan is subject to the Conditions of Approval itemized in the November 19, 2019, Notice of Decision on file at the Town of Alton Planning Department.**
- 4. Indicate on the plan the location of the current septic system, and will submit an approved septic system design to the Building Inspector in case of system malfunction.**
- 5. Indicate on the plan a turnaround area in the driveway for parking on the commercial side of the structure; one (1) handicapped parking space; and parking spaces are to be striped.**
- 6. Indicate lighting fixtures, which are dark sky compliant, on the plan.**
- 7. Indicate areas of snow removal on the plan.**
- 8. Indicate the size and location of the sign on the plan.**
- 9. Indicate on the plan the hours of operation (8:00 a.m. to 5:00 p.m., Monday through**

Friday, closed holidays).

10. **Compliance with the Fire Department comments in the email dated November 19, 2019, from Deputy Chief Evan Turcotte.**
11. **Indicate on the plan the areas of the site landscaping in the front of the structure on the commercial side, which are similar in size and placement to the picture provided to the Board.**

**SUBSEQUENT CONDITIONS:**

**The following subsequent conditions 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 office and showroom shall be from 8:00 a.m. to 5:00 p.m. from Monday through Friday, and closed on holidays.**
3. **The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations and the criteria for a Professional Office from the 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. **Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a site plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within twenty-four (24) months.**
7. **Site plan approvals that have not started construction within twelve (12) months shall automatically expire, at which time no building permits shall be issued, unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.**
8. **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.**

**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:**

**Completion of Conditions Precedent within 12 months**

- 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:**

**Completion of Conditions Precedent within 12 months**

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

<b>Case #P19-24 Steven M. Oles, LLS, Agent for Roger A. &amp; Madolyn A. Lawrence, Owners</b>	<b>487 Suncook Valley Road (NH Route 28) Map 6 Lot 9</b>	<b>Final Minor Subdivision Rural (RU) Zone</b>
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The Chairman read the case into the record.

Mr. Oles, LLS, agent, along with Mrs. Lawrence and her daughter, came to the table to present the case.

Mr. Williams stated that he saw a few items missing according to the Planner Review. Ms. Call stated that the items missing were a soils map, soils report, and a utilities map, which are required to be submitted separately, but the information appeared to be indicated on the topography map. Mr. Williams asked about the legal documents, and Ms. Call stated a sample deed was required to be submitted, but that could be listed under "conditions precedent".

**Mr. Hoopes MOVED to accept the application for Case # P19-24, as complete.**

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

Mr. Oles stated that there were 6.39 acres on the property that the applicants wanted to subdivide into two (2) lots. One lot being 2 acres and the other lot being 4.39 acres. Both lots had the required road frontage and existing driveway curb cuts. The property was reviewed by Stone and Ridge Environmental and determined that the wetlands were off site. Mr. Oles performed the test pits, and those areas were fine for the septic systems. He noted that in regards to the right-of-way, it was covered under note #9 on the plan. Mr. Williams asked if there were any wetlands or steep slopes on the property. Mr. Oles indicated there were none. Mr. Sample asked where the soils information was indicated. Mr. Oles stated there was only one (1) type of soil and



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it was on the topography map right above his stamp, 220B. Mr. Sample stated he saw only one driveway permit. Mr. Oles indicated it was the original driveway permit for the garden center on the upper lot, but there were two driveways. Mr. Wilder and Board members discussed the location of the old road to make sure there were no easements in place. Mr. Hoopes questioned the dotted lot line on the plan, and Mr. Oles informed Mr. Hoopes that it was the old lot line from before the two (2) pieces of land became one property. He asked if Mr. Oles could label what that line indicated because it was unclear.

Mr. Sample opened public input. No public input. Mr. Sample closed public input.

**After due hearing, Mr. MacDonald MOVED that the Alton Planning Board hereby approves the above cited application Case #P19-24 for Madolyn A. Lawrence of 487 Suncook Valley Road, for a Final Minor Subdivision for a two lot subdivision of Map 6 Lot 9, with the following conditions:**

**CONDITIONS PRECEDENT**

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

- 1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted.**
- 2. Addition of a note to the subdivision prior to plan signing by the Planning Board Chair: This subdivision plan contains a total of two (2) sheets: [to be listed and dated by the applicant on the subdivision plan itself]. In combination, these plans constitute in their entirety the subdivision as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
- 3. Addition of a note to the subdivision plan prior to plan signing by the Planning Board Chair: This subdivision plan is subject to the Conditions of Approval itemized in the November 19, 2019, Notice of Decision on file at the Town of Alton Planning Department.**
- 4. Addition of a note to the subdivision plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.**
- 5. All monuments shall be set on the final plat or a separate certification of bounds set will be required to be recorded at the Belknap County Registry of Deeds at the applicant's expense.**
- 6. Indicate on the plan that the dotted line for the old right-of-way has been abandoned.**
- 7. A note should be added on the plan that this property is located in the Aquifer Protection Overlay District, as presented during testimony.**

**SUBSEQUENT CONDITIONS**

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

1. All subdivision improvements are to be completed as per the approved subdivision plat.
2. The applicant shall comply with all of the Town of Alton's Subdivision Regulations.
3. 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.
4. A subdivision 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.
5. Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a subdivision plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within thirty-six (36) months unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.

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

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

**Other Business:**

1. **Old Business:**
2. **New Business:**
  - a. Amelia Cate has been hired as the new Planning Secretary, start date, November 6, 2019.

Ms. Call introduced Amelia Cate, Planning Secretary, to the Board.

3. **Approval of Minutes:** Planning Board meeting minutes of October 15, 2019; and minutes from the Special Meeting of September 24, 2019.

Ms. Call suggested continuing the approval of the minutes to the December 17, 2019, meeting. The Board agreed.

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

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- a. Request from Brad Jones to schedule a Site Walk for High Point Road Subdivision for Planning Board approval.

Ms. Call informed the Board the reason it was on the agenda was because the process for approving a road was unclear. Mr. Williams stated that the Board would be approving the road for the point that it had been built to plan and not for the Board of Selectmen to approve for town acceptance. Ms. Call stated that was correct. Ms. Call stated that a site walk should include the developer, town planner, the town engineer, the highway manager, and Board members if they chose to do so. Ms. Call stated she would be coordinating a site walk. She thought that Brad Jones would submit a list of abutters and fees for notices along with payment for a newspaper notice, which this would be scheduled for a public hearing at December's meeting. Brad Jones would come to meeting and present everything that had occurred along the way with the subdivision, and what was talked about at the site walk.

Mr. Williams and Mr. MacDonald were curious as to why this subdivision would not have had a public hearing before putting the road in to allow the abutters to come in at that time and dispute anything. Ms. Call informed them that the abutters had the opportunity before the project was started to come air any issues they may have had, and now they would be informed that the road was ready for acceptance. Mr. Williams expressed that he had never sat in on a public hearing for this kind of road approval. He stated the public hearing for Sedlari way took place because there were many deficiencies. Mr. Hoopes stated that it was done with Sedlari Way because the subdivision was being separated out. Mr. Williams stated Sedlari Way was done because it was going to be asked to be taken over by the town at some point and it did not pass some regulations. He stated the Board only reviewed Sedlari Way because of the issues. Mr. MacDonald agreed and so did Mr. Regan. Ms. Call stated she was going to have to research the guidelines for road approval and that she was just following the process of the last road that received approval, but evidently that was not a good example. Mr. Williams, Mr. Hoopes and Mr. MacDonald expressed they were unclear why the Board would do a site walk and that there must be some regulations for this. Mr. Williams expressed that there had been many roads built that the Board did not have a public hearing for unless the road was asked to be taken over by the town. Mr. Wilder stated the Selectmen do not act on anything until they get the report from the Planning Board that the road was built properly and all the reports from the town engineers. Mr. Williams stated we should get all the road inspections and the reviewing engineer should supply a letter stating that the road was built to plan. Ms. Call stated she received that letter from Mike Vignale, P.E., from KV Partners. Mr. Williams and Mr. MacDonald wanted to get the regulations that governed this topic so they could proceed accordingly. Mr. Carter stated that the as-built plans should also be included. Ms. Call stated she had all that information.

- b. Request from Mark Sargent, P.E., to schedule a Site Walk for Hopewell Road Subdivision for Planning Board approval.

Ms. Call stated that Hopewell Road was also suggested for final road approval.

- c. Alton Bay Self Storage/Paul George:
  - 1. Invoices dated July 16, 2019 (\$3,036.63) and October 29, 2019 (\$1,573.47) from Kevin Leonard, P.E., and Final report revised dated October 10, 2019, from Terracon;
  - 2. Letter dated October 28, 2019, from Kevin Leonard, P.E., re: sign off on project;

3. Release Drainage escrow funds in the amount of \$166.40; and
4. Release Construction Observation escrow funds in the amount of \$10,170.84 (as of month ending September 2019)

Ms. Call stated the invoices were already sent out for payment. Mr. MacDonald wondered if everything had been signed off for the whole project. Ms. Call stated that it was, and the project was complete. Mr. MacDonald wanted to be sure in case something did not get signed off, it would not come back on Mr. George. Mr. Williams asked if Ms. Call had the actual cost of this project versus what was quoted. He thought the estimate was close to \$22,000. Ms. Call stated Mr. George would be refunded close to \$10,000. Mr. Williams wondered why the estimate was so high to begin with. Ms. Call thought the engineer knocked some fees off from the original quote.

Mr. Williams expressed his concern with the engineer's costs when it came to billing for projects, and thought that the Board needed to review the way things were being handled. Mr. MacDonald stated there was no reason to have multiple engineers on a job. If one engineer signed off on the project and something came back wrong with said project, then the engineer should have their stamp pulled. Mr. Carter stated there needed to be a third party objective that was not being paid by the developer. Ms. Call stated that she needed the Board to make a motion to release the funds to Mr. George.

**Mr. Hoopes MOVED to approve the release of the drainage review and construction observation escrow accounts to Mr. George for the Alton Bay Self Storage project. Mr. Regan seconded the motion, and it PASSED unanimously.**

- d. Request for a Voluntary Lot Merger for Charles & Caroline Roosa and Karen Roosa, for property located at Map 72 Lots 95 & 96, 103 Alton Shores Road, Alton Bay, NH.

Ms. Call stated there were no issues from the Town Assessor or Tax Collector, and the applicants were paid up to date with their taxes. Mr. MacDonald asked if something could be put in the deed that this merger would never be unmerged, due to a Superior Court case that was under review due to some property being merged by the town a long time ago and the owners wanted it unmerged. Ms. Call stated that was different scenario. Mr. MacDonald just wanted the paperwork to clearly state that this was a voluntary merger to avoid confusion in the future. Ms. Call stated the application was entitled, Voluntary Lot Merger, this conversation would be on record, it was listed on the agenda as such, and there was a form that got recorded at the registry noting that the lots were voluntarily merged.

Mr. Sample opened public input, since there was no public, Mr. Sample closed public input.

**Mr. Carter MOVED to approve the Voluntary Lot Merger for Charles & Caroline Roosa and Karen Roosa for property located at Map 72 Lots 95 & 96. Mr. Williams seconded the motion, and it PASSED unanimously.**

- e. Pre-Construction meeting was held on November 12, 2019, re: West Alton Marina.

**TOWN OF ALTON PLANNING BOARD  
MINUTES 2019  
November 19, 2019**

**Approved**

Ms. Call informed the Board that since it was a very extensive project, there were going to be a few pre-construction meetings as the project moved along, and that Mr. Fornier was okay with attending meetings to keep the town up to date.

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

- a. Letter dated November 6, 2019, from Kevin Leonard, P.E., re: conclusion of reviews on Dave Hussey's solar project.

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

- a. The Alton Planning Board and the Alton Zoning Board of Adjustment (ZBA) are looking for five (5) alternate members to sit on each Board.

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

**ADJOURNMENT**

At 8:35 P.M., Mr. Hoopes MOVED to adjourn.

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

The meeting adjourned at 8:35 P.M.

Respectfully submitted,

Amelia Cate  
Recording Secretary

Minutes Approved as Written January 21, 2020