

Town of Boscawen  
Planning Board  
Meeting Minutes – Final  
4<sup>th</sup> Floor Meeting Room  
June 5, 2018 at 7:00pm

Present: Barbara Randall – Chair, Roberta Witham – Vice-Chair, Rhoda Hardy, James Scrivens, Mark Varney – Ex-Officio

Excused: Bernard Davis Jr., Matt Lampron, Jeff Reardon, Roger Sanborn – Alternate Ex-Officio

Others Present: Alan Hardy – Planning & Community Development Director, Kellee Jo Easler – Planning & Community Development Assistant, Katie Phelps – Recording Secretary.

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Chair Barbara Randall opened the meeting at 7:12pm with a voting Board.

Roll call done by Katie Phelps

**New Business:**

- Fred Reagan – Merrimack Valley School District Access Road:

Fred Reagan, Facilities Director at Merrimack Valley School District, presented plans for a second access road. The school district has purchased property at 217 North Main Street, Map 81B, Lot 47 and will create a second access road to the Boscawen Elementary School. The access road will be gated and will have a Knox box system which will allow the Fire Department and Police Department to have access if necessary. Mr. Reagan anticipates that equipment will begin to be delivered around June 17<sup>th</sup>-18<sup>th</sup>. Work will begin the week of June 25<sup>th</sup> and it should take approximately 3-4 weeks to complete the new access road. The existing home on the parcel will be put on the market around July 15<sup>th</sup> and will be sold with a 35 foot easement to allow use of the new access road.

Riverside Veterinary is in discussions with the school district about having exit only access to B.E.S.T. Avenue.

Mr. Reagan asked if there was anywhere in town to donate firewood. The school will be cutting down some trees. Alan Hardy said we will send information for our Welfare Director, Sarah Gerlack.

- Mike Tardiff – Central NH Regional Planning Commission:

Mike Tardiff briefed the Board that the 10 year plan is currently sitting on the Governor's desk. The King Street project is still in the 10 year plan which is positive news. Mr. Tardiff and his staff talked about getting the Subdivision and Site Plan Regulations in sync. Staff made the recommendation that the Board consider creating a Land Use Regulation Handbook which will be a combination of the Subdivision and Site Plan Regulations along with other Planning Board publications in the appendix. It would be an opportunity to clarify and simplify the documents. Central NH Regional Planning Commission (CNHRPC) would develop the document for \$3,500.

Mr. Tardiff spoke about planning for Phase 3 of the Boscawen Master Plan Update. CNHRPC will meet with the Planning Board and prepare for a Visioning Session this fall as well as other public outreach

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activities to seek input on the Master Plan update. Phase 3 will run June 1<sup>st</sup> through December 31, 2018 with a total cost to the Town of \$6,500.

Alan Hardy said we have a Land Use Regulation Revisions budget line and MTAG funds to pay for this.

**Motion made by James Scrivens, and seconded by Mark Varney to approve the two proposed projects with Central NH Regional Planning Commission. All in favor. None opposed.**

- Resubmission – Lot Line Adjustment & Subdivision Plan – Map 94, Lots 21 & 21A:

Resubmission of an application for Lot Line Adjustment and Subdivision Plan submitted by Mary Pearson, Dorothy Sweatt, Linda Riel and Dorothy E. Sweatt Trust, Boscawen, NH, Map 94, Lots 21 and 21A, with the location of the properties at 8 and 38 Long Street in an AR zone.

Mary Pearson presented the application to the Board which was originally approved July 14, 2015. This is a resubmission because they didn't realize they only had a year to record at Merrimack County Registry of Deeds. There have been no changes, the filing time had just expired. Alan Hardy says there are no outstanding documents. The third driveway approval came in today. The lot line adjustment and subdivision will create one new lot and reconfigure the two other parcels.

Barbara Randall opened the public hearing at 7:42pm.

**Motion made by Mark Varney, and seconded by Roberta Witham to accept the application as complete. All in favor. None opposed.**

**Motion made by Mark Varney, and seconded by James Scrivens that the application is not of regional impact. All in favor. None opposed.**

Abutter Steve Dominic, 21 North Water Street: He asked if there were documents to view as he just wants to know what the plan is. He asked if there would be a house built on the new lot. Alan Hardy said that there are no plans for a home submitted as part of this application. There could be a single family home in the future. Mr. Dominic said he has no objections to the current application submitted.

Barbara Randall closed the public hearing at 7:48pm with no further public comment.

**Motion made by James Scrivens, and seconded by Mark Varney, to approve the lot line adjustment and subdivision with the condition that the new lot be subject to the Impact Fee ordinance. All in favor. None opposed.**

- Approval of Prior Meeting Minutes:

The Board reviewed meeting minutes from May 1, 2018. Board members recommended changes.

**Motion made by Roberta Witham, and seconded by James Scrivens, to approve the meeting minutes from the May 1, 2018 meeting with amendments. All in favor. None opposed.**

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- Site Plan Revocation – 145 King Street - Map 81B, Lot 35

A fence is beginning to go up at 145 King Street. The Board discussed a deadline for compliance. The fence will need to meet the conditions set forth in the Planning Board approval from January 20, 2011. The State gave a second curb cut, so there isn't fencing there. It may have to be gated. Alan will have a conversation about it with the property owner.

**Motion made by Rhoda Hardy, and seconded by Mark Varney, to continue the Site Plan Revocation discussion at the next Planning Board meeting on July 10th and allow the property owner 30 days to bring the property into compliance to the original specifications outlined in the 2011 conditional approval. All in favor. None opposed.**

- Meeting Date Change:

The Board discussed changing the date of the Planning Board meeting in August. There is a work session planned with the Board of Selectmen and surrounding towns on August 7<sup>th</sup> and members were asked if they would mind moving the meeting to the 14<sup>th</sup>. There was no objection to changing the date.

Barbara Randall asked the board members if there was a better night to have the Planning Board meetings other than the first Tuesday of the month. Kellee Jo Easler will email all members to ask if they have a preference.

- RSA's 36:55 and 36:56:

The Board reviewed documents associated with RSA 36:55 and 36:56.

**Future Business:**

- Winnepocket Subdivision – Map 47, Lot 27

The project was conditionally approved subject to receipt of a driveway permit. The State is saying that they will give final driveway approval when the Town files the mylar with the Merrimack County Registry of Deeds. Typically, nothing is made final until all outstanding documents have been received. The Town will create a separate development document that says until we get final approval, no building permit will be issued. That extra document will be recorded along with the plans.

Kellee Jo Easler said the Notice of Decision will be a year old on July 11, 2018. If we continue it now, we can have a public hearing at the next Planning Board meeting on July 10<sup>th</sup> for compliance review. Alan Hardy said this is no longer administrative in nature so it will come back to the Planning Board. There will be a new Notice of Decision drafted because the new development document will be included – a condition subsequent.

**Motion made by Mark Varney, and seconded by Rhoda Hardy, to hold a public hearing on July 10<sup>th</sup> because the Code Enforcement Officer doesn't believe the decision is administrative in nature. All in favor. None opposed.**

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- Boscawen Congregational Church

The parsonage is on the same piece of land as the park. There was a reverter clause that said if someone didn't use the land for the reason it was given you would have to give it to family. The Church was able to break the clause and now they can do what they want with it. The Church is in the process of making a subdivision plat to break the parsonage away from the park.

- Parking on King Street

Discussions continue with Buddy from the funeral home. Buddy and the abutting property owner have agreed to do a lot line adjustment that will add 30 feet to the rear of the property. Buddy wants to expand the parking and is renovating room inside for standing room overflow.

Discussion ensued regarding parking on King Street during funerals.

- Natural Resources Chapter

Board members discussed the Natural Resources chapter of the Master Plan. Rhoda Hardy had numerous suggestions for edits. Rhoda suggested adding map and lot numbers to the tables. She will connect with Kellee Jo Easler to update the document.

**Motion to adjourn made by Mark Varney, and seconded by James Scrivens. All in favor. None opposed. The meeting adjourned at 9:00pm.**

Next meeting is scheduled for July 10, 2018 at 6:30pm.

*Minutes respectfully submitted by Katie Phelps*