TOWN OF DUNBARTON, NH
PLANNING BOARD MEETING MINUTES
February 20, 2019, 7:00 p.m. at Dunbarton Town Offices

IN ATTENDANCE: Chairman Ken Swayze, Vice Chairman George Holt, Jeff Crosby, Chuck Frost, Ex-Officio Mike Kaminski, P/Z/B Department Administrator Donna White

BUSINESS:

1. Approval of Minutes: Mike Kaminski made a motion to approve the minutes of January 16, 2019 as written; George Holt seconded the motion. Mr. Kaminski said there was some concern at the Selectmen’s meeting that there were no explanations on the zoning amendments. Jeff Crosby said there was concern that they were changing zoning. He said Mr. Kaminski explained that the amendments were housekeeping measures. It was noted that copies of each Zoning Ordinance are kept in a master file. All in favor.

2. Correspondence: None

3. Selectmen’s Office Report: 1) BOS gave sign approval for MG’s Farmhouse Café; they agreed to a temporary sign to be displayed daily and a temporary banner announcing the opening of the café for one week. 2) Selectman Kaminski reported that a group continues to work on monumentation for the Hill subdivision. He gave a summary of recent meetings, verification of monuments, and a conference call with town counsel.

4. Planning/Building Department Report: 1) Building Department continues to work on updating all forms and policies. 2) Planning Board outstanding plans: lot line adjustments for Nault, Johnson/Kaminsky, and Warriner; subdivision for Hill; and site plan for MG’s Farmhouse Café (mylar received; to be recorded once fees are received).

OLD BUSINESS: None

NEW BUSINESS: None

OTHER BUSINESS:

Central NH Regional Planning Commission – Representative not in attendance. Jeff Crosby asked about the status of the Master Plan project. Chairman Swayze reported he will see Mike Tardiff at a CNHRPC meeting Thursday and hopes to get a hard copy of the Implementation Chapter that was going to be discussed tonight. He explained this has been a
longer process than planned; however, the Town has a fixed rate contract and no extra funds are being spent.

The chairman asked if the road agent had anything to discuss. Mr. Crosby said the department is dealing with frost heaves and pot holes.

MG's Farmhouse Café – It was reported that the driveway access to the café has been widened to 30' (approval required 24’-25’). An estimate from Rol-Rite Paving Co. was submitted by the owner. The estimate of $600 is to pave the access apron in the spring. A surety in the amount of $660 (cost of $600 plus 10% contingency) is to be established. The chairman noted that there is an administration fee of $100 on bonds. Mike Kaminski suggested waiving the fee because the surety is a small amount, it is a minimal project, and there is no real administration involved compared to major subdivisions, etc. The consensus of the Board was to waive the fee. It was agreed that the paving project should be done by June 1, 2019. **George Holt made a motion to recommend to the Selectmen to accept a surety in the amount of $660 for the paving of the access apron, paving to be completed by June 1, 2019, and the administration fee of $100 to be waived; seconded by Chuck Frost. All were in favor.**

Review of Zoning Ordinance – Chuck Frost, sub-committee chairman, reminded Board members of the discussion of reviewing the Zoning Ordinance in its entirety. He spoke of the areas he has reviewed thus far, noting that it appears that ‘Defined Terms’ is a phrase seen regularly in the NH Planning & Land Use Regulation handbook. He suggested that the term ‘Definitions’ be changed to ‘Defined Terms’. After brief discussion, it was agreed to combine both terms as ‘Definitions/Defined Terms’. Donna spoke about the review she has done on the first three Articles in the Zoning Ordinance and the points that may need further review. Several members stated that they have not had a chance to do any review. It was agreed that Donna will get the document to Board members electronically with her questions and suggested changes in DOC form. This will allow changes to be tracked as members offer feedback. George Holt suggested that RSA references be presented as a hyperlink to allow members to refer directly to the entire RSA.

**Chuck Frost moved to adjourn the meeting at 8:15 p.m.; seconded by George Holt. All in favor.**

Respectfully submitted,

Donna White