TOWN OF DUNBARTON, NH
PLANNING BOARD MEETING MINUTES

August 15, 2018, 7:00 p.m. at Dunbarton Town Offices

IN ATTENDANCE: Chairman Ken Swayze, Vice Chairman George Holt, Alison Vallieres, Jeff Crosby, Brian Pike, Chuck Frost, Ex-Officio Mike Kaminski, and Planning/Zoning/Building Department Administrator Donna White

BUSINESS:

1. Approval of Minutes of July 18, 2018. Brian Pike made a motion to approve the minutes as written; George Holt seconded the motion. All in favor.

2. Correspondence: None

3. Selectmen’s Office Report:
   a. There has been some Town interest in a 147-acre lot on Stark Highway North; the parcel is currently under contract with a private party. The prospective buyer will work with the Town in the future to carve out a piece for the Town.
   b. Board of Selectmen and others met with NH DOT at Page’s Corner on August 1st to discuss safety concerns and possible options for future improvements. Options for the 12-year plan included a roundabout. Discussion included 4-way stop and 2-way stop for the short term. The Board will have a public hearing to gather input on the matter in the near future.
   c. The Planning Office administrator did some research on fees for site plan review applications because of questions raised by an applicant. Based on the research, the Board approved a partial refund on the Botnick project. Chairman Swayze stated that the Planning Board is looking at the fee schedule in general, across the board. Mr. Kaminski said the Board felt this review and refund right an error in fee calculation.
   d. Old Home Day is this Saturday. Mr. Kaminski urged all to come out and say hello.

4. Planning/Building Department Report:
   a. The Letter of Credit (LOC) for Stinson Hills, LLC/Overlook Estates has been renewed. The amount will remain at $150,000; the LOC expires August 24, 2019.
   b. The department created a Memorandum of Understanding (MOU) for a building project on Stark Highway North. The MOU clearly outlines the permits and conditions in place on the project. It also makes the applicant aware that any
deviation from those permits and conditions will require additional action with the Planning Board and Building Department. The applicant has reviewed and signed the MOU.

c. The building inspector would like the road agent to meet with him at the Botnick property to review the status of the driveway and site work as part of the site plan review project previously approved. Mr. Crosby will contact the office to schedule a date and time.

d. There are four open Planning Board files; waiting for final plans and/or deeds on the Nault lot line adjustment, Comeau 2-lot subdivision, Riley 2-lot subdivision, and the Derochemont/Lake Gorham Association re-subdivision/lot line adjustment. It was noted that it is up to the applicants to complete these in a timely manner. Jeff Crosby asked if there has been any communication from the Rileys; there has not since Mrs. Riley presented a letter to the Board in June. Selectman Kaminski said their office has not been contacted since receiving the letter.

OLD BUSINESS:

Application #2018-PB-004 – 2-Lot Subdivision, Frances Hill, Jeanne Williams & Linda Porter, Alexander Road, F2-01-04

George Holt recused himself as an abutter to the property.

Donna reported that Frances Hill began to dismantle the existing barn that would be in the setback once this subdivision is in place. She has removed a 12’ addition at the back of the barn and had decided she would like to keep the remainder of the barn in place. Donna met with Ms. Hill and Jacques Belanger to discuss the possibilities of getting a variance. Ms. Hill feels strongly about leaving the barn and has decided to pursue the variance. An email from Jacques Belanger with Keach-Nordstrom Associates was read: “I met with John Trottier about a possible variance application concerning the westerly lot line between the barn and garage. At this time, we will be making an application for the September Zoning Board meeting and would like to request that the subdivision application be continued until the September 19, 2018 meeting.” Brian Pike made a motion to continue the application to the September 19th meeting; seconded by Chuck Frost. All were in favor. There will be no further notification.

George Holt returned to the Board.

OTHER BUSINESS:

Katie Nelson, CNHRPC – Katie said it is the Commission’s plan to have the Master Plan update done by the end of fall. She handed out documents relative to the Community Facilities and Housing chapters.
The public input summary included information gathered from the community survey and the community visioning session. Katie gave a brief overview of the summary, noting that the need for high speed broadband throughout Town was a high priority. She said she would like the Board to assist by making up a map of where there needs to be more broadband. Selectman Kaminski stated that the town will be wired for fiber optics in the next couple of years. Board members agreed that it would be best for Katie to contact the Dunbarton Telephone Company and Granite State Communications for information on services currently available in town.

The second document outlined the objectives and recommendations of the Community Facility chapter from the 2004 Master Plan. Katie said she would like the Board to review the list of objectives to assist in determining which objectives have been met, remain valid, or no longer apply. She said the departments could also be contacted directly. There was brief discussion about the various objectives on the list and where they originated. It was explained that this information was gathered during the update process that resulted in the 2004 Master Plan. Donna will assist Katie with the review of the objectives list.

Donna asked if Board members had any comments or questions on the draft/revised subdivision application packet that was handed out at the last meeting. Most had not yet been able to review the paperwork; this will be looked at again next month.

Alison Vallieres moved to adjourn the meeting at 8:09 p.m.; seconded by Chuck Frost. All were in favor.

Respectfully submitted,
Donna White