TOWN OF DUNBARTON, NH
PLANNING BOARD MEETING MINUTES

October 16, 2019, 7:00 p.m. at Dunbarton Town Offices

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

BUSINESS: Secretary Chuck Frost stated that meeting notices were posted on the Town’s bulletin board and website.

1. Approval of Minutes: Chuck Frost made a motion to approve the minutes of the September 4, 2019 workshop and September 18, 2019 regular meeting as presented; Brian Pike seconded the motion. There was no discussion. All were in favor.

2. Signing of Master Plan Certificate of Adoption: Mike Tardiff, from Central N H Regional Planning Commission, presented the Certificate of Adoption for Board members to sign, based on the Board’s acceptance of the updated Master Plan at the September meeting. Mike said a few final edits were made, and the complete document is ready for publication once the Certificate has been signed and sealed by the Town Clerk. Brian Pike asked Mr. Tardiff about the status of the project to establish policies and procedures. Mr. Tardiff said Ken Swayze met with Matt Monahan to discuss the project the day before. When asked about a completion timeframe, Mr. Tardiff said it would depend on how the process goes. It was noted that the cost of the project is $4,500, with the Town responsible for half and grant money through CNHRPC covering the other half. Mr. Tardiff said Matt is working with other towns on similar projects; he will assist Dunbarton with creating the core document.

3. Correspondence: None

4. Selectmen’s Office Report: Mike Kaminski reported the following: 1) The Conservation Commission held a public hearing on the Guinea Road upgrade proposal. The Selectmen now have recommendations from the Planning Board, Conservation Commission, and Fire Department. They will address the matter at tomorrow evening’s meeting. 2) There is a small budget surplus on the Town side; this will be used to lower the Town’s portion of the tax rate. 3) Utilities lawsuit – town administrator recently attended negotiations meeting. 4) The Kelsea Road case has been heard; a decision is expected in the next couple of months.

5. Policies and Procedures Project: Ken Swayze reported that Mike Kaminski has agreed to help with this and will head the project.
6. Planning/Building Department Report: 1) Donna reminded the Board that it is time to begin work on any items being considered for Zoning amendments. Agriculture and clarification of the Village District were mentioned. Brian Pike will work on the agriculture matter. 2) Falcon Heights, LLC. (proposed 4-lot subdivision) will be before the ZBA on October 21st for an Appeal of Administrative Decision. 3) The parties who met with the Board for a conceptual consultation about using property at 115 Mansion Road for a psychotherapy facility will not be pursuing the project. 4) Donna has the Johnson/Kaminsky mylar and deed ready to be recorded; waiting for the applicant to submit related funds. Dunbarton 88, LLC and Dave Nault still have outstanding lot line adjustment plans to be recorded. 5) The 2019-2020 Land Use Regulations handbooks will be available after the first of the year. Six members want the updated handbook. 6) The department continues to communicate with Rick Botnick about the status of his site plan development. There was discussion on the best way to bring the matter to a conclusion. Donna will reach out to Mr. Botnick for an update on receiving information from his engineering contractor. It was agreed that the Selectboard would get involved, at the request of the department, if necessary.

OLD BUSINESS: None

NEW BUSINESS: None

OTHER BUSINESS:

Zoning Ordinance Review – Chuck Frost reported that the committee continues to review Article 4, noting there have been several very good discussions on different areas of unclear intent or conflicting information.

Brian Pike moved to adjourn the meeting at 8:16 p.m.; seconded by Chuck Frost. All in favor.

Respectfully submitted,
Donna White