TOWN OF DUNBARTON, NH
PLANNING BOARD MEETING MINUTES

September 19, 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 August 15, 2018. George Holt made a motion to approve the minutes as written; Brian Pike seconded the motion. Mike Kaminski asked for the following corrections: Page 1, 3(b) should read ‘Options included a roundabout which will take 10-12 years. Discussion also included 4-way stop and 2-way stop for the short term.’ 3(c), last sentence should read ‘Mr. Kaminski said the Selectboard felt this review and subsequent reduction in fee calculation refund was just.’ All in favor as amended.

2. Correspondence: A letter was received from the president of Old Fort Estates Homeowners’ Association with some concerns about the Page’s Corner Store site. Items cited in the letter included a clothing donation box, vacuum/air machine, signs on light poles, propane tank exchange, and fencing around the dumpster. Since receiving the letter, Mike Cumings has done inspections inside and outside the store and has met with the property owner a couple of times. New fencing has been erected around three sides of the dumpster; there is no gate. Mike continues to work with the owner. Ken Swayze stated that Mike does a good job talking with people in these situations. A response letter was sent to the homeowners’ association. Mike Kaminski said the Selectboard is aware of the matter; it is a work in progress.

3. Planning/Building Department Report:
   a) 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.
   b) Building permits have slowed down; expected to pick up again next month as people finish projects before winter.
   c) The Botnick site development remains open. Mike Cumings has talked with the architect and has recently received the architect’s report of his last inspection. Mr. Botnick has said he will get a report from Jones & Beach at Mike’s request. Jeff Crosby reported that he and Mike did a site visit to view the status of the driveway and site work. He said some of the work has been done; however, a lot
has not. The swale/driveway drainage remains a concern. The storm water drainage around the building appears to be in place; however, the retention pond is not constructed as such. Jeff said the details of the site plan have not yet been met. No certificate of occupancy/use has been issued. There was discussion about the site plan being recorded before the work was done. It was stated that the plan may have been recorded so Mr. Botnick could get started with a partial building permit.

d) Jeff Crosby reported that some tree work has been done on the Riley parcel on County Road. The lot and ledge outcrop have been cleared.

4. George Holt introduced Allison Rees, an engineer with Underwood Engineering and town resident. He said he knew the Town might be looking for Planning Board members, and Allison had voiced some interest, so he invited her to attend this evening’s meeting.

5. Selectmen’s Office Report: Mike Kaminski reported that the Dunbarton/Guiney/Nault court case has been settled; Nault prevailed. The Town is waiting to see if Guiney will appeal to Supreme Court. Once the Town has a final conclusion, they will address road improvements and winter turnaround.

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.

Jacques Belanger represented the applicants. He stated that the applicants had asked for a continuance of this hearing to allow them to apply to the ZBA for a variance. Initially the intent was to raze the barn that is located at the proposed subdivision lot line. Ms. Hill discovered that there were 12’ additions at either end of the barn. The removal of the addition on the west side would create more distance between the barn and proposed line; therefore, Ms. Hill sought a variance to allow the barn to remain in place. The variance was granted on September 10, 2018. Mr. Belanger explained that Ms. Hill has a portable animal shelter on skids for her horses. He has added that shelter and an Army Corps of Engineers flowage easement to the plan. Mr. Belanger said they are utilizing the Large Lot Zoning option, showing the outline of the lots, frontage of each, and an easement to the St. Onge property to the west of this parcel. He said the barn has been there for over fifty years and there wouldn’t be any benefit to taking it down.

Chairman Swayze asked if the Board had any questions. Hearing none, he opened the public hearing. Abutter George Holt said he feels this is a good plan. Hearing no other comments from the public, the chairman closed the public hearing and brought it back to the Board. Jeff Crosby stated that one abutter was present at the ZBA hearing and had no issue with the request; the appearance on the ground does not change. Mike Kaminski said the variance is a win/win situation.

Donna noted that the date in note #12 is incorrect. Ken Swayze said he has some
administrative notes to be addressed on the plan as well.

**Jeff Crosby made a motion** to approve the proposed subdivision for Jeanne Williams, Frances Hill, and Linda Porter of Tax Lot F2-01-04, dividing one 47.89-acre parcel located on Alexander Road into two residential lots utilizing the Large Lot Zoning provisions found in the Dunbarton Zoning Ordinance. Subject to the following conditions:

1. Submittal of a final, technically accurate, and graphically correct plan-set in full compliance with all current subdivision regulations and incorporating any and all additional requirements established during deliberations with the Board (per status reports, Planning Board meetings & minutes of 6/20/18, 7/18/18, 8/15/18, and 9/19/18 and other acknowledgments.)

2. Approval and receipt of all other required local, state and federal permits. There shall be no change(s) to the base plan(s) without re-consultation with the Board, as a result of such other permit approvals.

3. Payment of all fees and costs associated with the Dunbarton Planning Board application process.

4. That all specified work and improvements at the site, as specified by the Land Subdivision Regulations, be completed prior to the signing and filing of the mylar (i.e. survey monumentation must be in compliance, etc.).

5. Preparation, submittal, and filing of all deeds, legal instruments, and/or documents required or intended to be filed at the Merrimack County Registry of Deeds; in such content and form acceptable to the Town.

6. Variance and conditions granted by the Dunbarton Zoning Board on September 10, 2018 to be noted on final plan.

**Brian Pike seconded the motion. All were in favor.**

George Holt returned to the Board.

**OTHER BUSINESS:**

Mike Tardiff, CNHRPC – Mike said CNHRPC has just finished their update of the ten-year plan; the regional plan will feed into the State’s ten-year plan process. He spoke about large projects, such as the roundabout mentioned earlier in this meeting, and the need to build a case for such projects as long-term placeholders. Mike said he and Dean Williams will be working on this. Alison Vallieres said the historic houses at Page’s Corner need to be considered. Mike Kaminski said the Town will be getting proposals from their meeting in August with DOT. He said the safety issue is what drives the project. Mike said changing the configuration of the stop signs and lighting could be a short-term fix. The roundabout is considered the safest option. A center turn lane has also been mentioned. The Town will have a public hearing to discuss the options. Mike Tardiff said it is important to get the information into the Master Plan and the regional plan to build a case for the project. He said he and Dean will be soliciting towns for State road projects in the next month or so. Alison asked if this will be presented as various options to address safety issues, not just the idea of a roundabout. Mike said that was correct; all options would be included. He said the regional plan will be passed off to the State in May.
A draft of the Community Facilities chapter of the Master Plan has been given to Donna. She will be working with Katie Nelson to get the chapter updated. Mike said they are one meeting away from having the draft done.

Alison asked to address a couple of items on the public input survey and community visioning session lists that were handed out at the last meeting. The survey results showed that many do not have concerns about parking in the Town Center; Alison said this is very much an issue during events. The second item was that the community wanted impact fees to be implemented; Alison said it was agreed in the past that the Town was not interested as they are hard to manage. Mike Tardiff explained that the lists are a summary of responses received. He will look into the summaries to ensure that the responses are accurately portrayed.

Mike spoke about Land Use and Housing chapters of the Master Plan. He said he wants to make sure the perspective of the Planning Board is clear, protecting the Town at the same time. He said it is important to have an appropriate mix of housing and wants to reflect the appropriate tone in the Master Plan. Mike said Dunbarton has the lowest rate of rental housing in the region. He feels the Town is doing it right by allowing multi-family housing along the State highways, workforce housing, ADUs, and open space development. It was noted that these are all available, but the Town does not see anyone making use of the current options. Mike said he is pretty comfortable with what the Town has. He has emphasized commercial development along the highway and included cottage housing. He said he wants to be sure the Town has met regulatory and statutory requirements and has a defendable document.

Mike spoke about implementation of the chapters and process. He said four chapters will be reviewed next month; the rest will be ready for the month after. He will do an executive summary. Jeff Crosby asked again about the safety at the four corners, saying the Town wants to be onboard with the project. Mike Kaminski said the Town is waiting for verbiage from DOT, then will conduct a public hearing. Jeff asked what Mike Tardiff wants from the Town. Mike said a letter or email from the Selectboard, stating that they want the project in the regional plan. There is a form to be completed to get it into the ten-year plan. Ken Swayze noted that traffic from other towns impacts the intersection. He asked how Dunbarton gets them to support the project. Mike said it is all part of the regional process.

Mike said the Road Surface Management System (RSMS) is ready to go. He would like to arrange a meeting between the Town and Dean Williams. Jeff Crosby said he is not available for meetings until mid-October. Mike will coordinate a mid-October, early morning meeting.

Brian Pike said he was looking at information for an upcoming planning conference and wondered if there are funds in the budget for this. Ken said there is a budget; Brian should speak with Line or Donna about availability.

Brian said he reviewed a legislative update recently distributed by Donna. He asked if there is anything that needs to go into Zoning amendments. Ken said there is nothing for the Zoning Ordinance. Donna said she is reviewing the update and will make note of any items that should be addressed. She and Mike Cumings have made notes of Zoning Ordinance issues they have come across in the department. Donna gave an overview of the list to be
considered. Ken asked Donna to do a summary with recommended language for the next meeting. He stated that it was passed a couple of years ago that RSA references can be added to the Zoning Ordinance without going to the voters. Ken said he would like to see an accurate log of amendments in the back of the Zoning Ordinance.

Donna informed the group that the November meeting falls on the evening before Thanksgiving and asked about rescheduling to another date. Ken stated that the Planning Board is required to hold a regularly scheduled meeting every month. There was discussion of members’ availability, having the meeting and adjourning if no quorum, and the possible inconvenience to applicants and abutters. Donna said she did some research and learned that the meeting date can be changed with proper notice. **Alison Vallieres made a motion to move the November 21, 2018 meeting to November 28, 2018; seconded by Jeff Crosby.** George Holt asked if the meeting room would be available. He suggested going to the following week since the Board already has it reserved in the event of needing to have a workshop. He said because they are not sure of the room, he would encourage all to vote no on the motion. **Majority vote: No. Motion failed.**

**Brian Pike made a motion to move the November 21, 2018 meeting to December 5, 2018; seconded by George Holt. Majority vote: Yes. Motion carried.**

**Brian Pike moved to adjourn the meeting at 8:30 p.m.; seconded by George Holt. All were in favor.**

Respectfully submitted,
Donna White