**Town of Woodstock**

**Planning Board**

**Meeting Minutes**

**November 13, 2023**

**5:00 pm**

**Board:** Margaret LaBarge, Lee Freeman, Kathryn Cordeiro, Jerry Miserandino, Scott Rice

**Absent:** Bonnie Ham, Christina Payne, Igor Bily

**Staff:** Cathy Riley

**Public:** Roy Sabourn, John Kimball, Karen Rutherford, John & Victoria Marshall, Melanie Dixon, Randy Rutherford, Damian Schlooning, Lori O’Heir, Cheri Caulder, Rex Caulder.

**Zoom**: Kevin, Mike, iPhone 11

**Call to Order:**

Margaret called the Public Hearing to order at 5:00 pm

**Public Hearing: Havlock/ Baumgardner Subdivision, Lot 119-011**

Roy Sabourn of Sabourn & Tower Surveying introduced himself and explained to the board the details of the subdivision of Lot 119-011. Roy stated that he was there to represent Tiffany Avery Baumgardner, who was willed the deed after the death of Linda Havlock in 2013.

Mr. Sabourn stated that the only differences from the original submission was that they now have the State Subdivision Approval for Lot 1 only. Roy went over the notes at the bottom on the plan that included that interested parties in the property were either interested in the house but not all the land, and a party that was interested in the land and not the house, so the owner submitted an application for a minor subdivision. He added that the property with the house has a paved driveway, but the residual land has a temporary driveway, so there is possible access for Lot 2. He also mentioned that the gravel driveway in lot 2 in the subdivision is now state permitted for approved access.

Mr. Sabourn mentioned that the tiny 10’x10’ piece was deeded out a long time ago to owners across the street which is now Ishi Properties for an old spring access. There is no sign of where that spring is now, and nothing really exists on that land.

Mr. Sabourn also pointed out Note 19 on the plans regarding an old lease agreement from 1995 to erect a chlorinator plant that is no longer there. The lease is in the process of being released by the Select Board after two public hearings.

He noted that there were State permits for driveway and subdivision, Lot 2 didn’t need anything other than the driveway permit. Mr. Sabourn then asked if there were any questions that he could answer, and

One member of the public asked for clarification about the history of the pipeline from the reservoir and he explained the history.

*A motion to accept the plans as presented was made by Scott, seconded by Jerry and the vote was affirmative.*

Roy noted that there was a scheduled closing on Friday. He offered to take the signed mylar plan directly to the Registry of Deeds, along with the check for the LCHIP fee.

*A motion for Margaret to sign the plan, and for Roy to submit the plans to the Registry of Deeds was made by Scott, seconded by Lee and the vote was affirmative.*

**The Public hearing was closed and the Planning Board meeting began at 5:15 pm.**

**Approval of Minutes**

***September 11, 2023***

*Motioned by Lee, seconded by Scott, and the vote was affirmative.*

***October 16, 2023***

*Motioned by Lee, seconded by Jerry, Scott Abstained, and the vote was affirmative.*

***October 18, 2023***

*Motioned by Lee, Kathryn and Scott Abstained.* It was decided to defer the minutes to the next meeting.

**Selectmen Report**

Scott informed the Board that they were working on Budgets and the Tax Rate.

**Correspondence Received**

***Information Packet from John Kimball***

John Kimball had submitted a large packet of research on his request for the Board to look at the procedures required when dealing with Land Use Regulation requirements.

Margaret stated that she personally needed more time to look through the packet before making any comments, and several other Board members agreed, the Board thanked John for submitting the information and the matter was deferred to the next meeting.

John Kimball wanted to make a comment that he wanted new members to understand the Planning Board obligations.

***Blasting Notice from Caulder***

The only notice the Board had available was the hard copy from the original blasting in October. Caulder stated that he had sent out another two since then. Board members recall there was an email sent around, but Margaret was unable to bring it up on her computer at this time, so will be addressed later in the meeting.

**Rules of Procedures- Review and Sign**

Margaret noted that the time was changed for all meetings going forward, so that will need to be updated in the Rules of Procedures document, as well as a signed copy should be put up on the website. Margaret stated that the Board would also have to watch more closely that members of the public address the Board and not each other, as well as address the Chairperson with respect.

 Another point noted by Margaret was that the Board needs to be careful in how the Board conducts and delivers information outside of meetings, and discussions over email. Margaret added that if a quorum is met, then the meeting needs to be opened to the public and noticed. Margaret also noted that if sub-committees meet, then those meeting also must be noticed to the public.

3.

All Board members agreed, and Margaret asked members if they would be willing to be part of a sub-committee to look through the current Rules of Procedures and make sure it is accurate and changes are submitted to be updated, signed and put on website. Jerry volunteered, and Kathryn volunteered to work with Jerry.

**Adoption of Subdivision Regulation**

Margaret stated that the current Minor Subdivision Regulation document description had language that sounds like it could potentially include more than three properties in the minor subdivision if there was a pre-existing road. Margaret stated that Bonnie brought the wording to the State legal consultants, and they suggested that the language needs to be tightened up and corrected so that there are no loopholes, and is clear in description.

Margaret stated that the next steps for the Subdivision Regulation committee will be to go through and adjust the wording, then bring to the Town’s Legal Counsel to go over one more time. At that point, the document will go before the Planning Board in a Public Hearing where the members of the public can look at it and make comments. The last step would be the adoption of the Subdivision Regulation.

Margaret was looking for a second Board member to be a part of the Sub-committee to help her to go through and get the document reviewed, and Lee volunteered.

**National Flood Insurance Program**

Margaret informed the attendees that the next steps for applying for the Flood Insurance rating system. She stated that the Board was invited by the Office of Planning and Development to be part of their local committee that includes towns that are part of the Community Rating System. The meeting is coming up fairly soon, so members of the Planning Board, Conservation Commission, and Floodplain Board should all be taking part in that. The goal will be to complete the application and join the Community Rating System which will allow the Town to start reducing rates for floodplain insurance.

**Budget**

Two items on the budget were being considered for a change that included that the secretary be paid fairly, and also to maintain the budget as closely as possible to 2023 numbers. Budget will be signed today so it can move forward.

**Blasting Notice Revisit**

Margaret read the presented blasting notice; however, it was the one that was already completed.

Cheri Caulder stated that there were two additional notices that had gone out with more than 24-hour notice since then to all that need notifications. John Kimball wanted to state that he has been getting notices and he was very appreciative of them, and thanked the Caulders.

Margaret then thanked the Caulders and John Kimball, stating that she was glad to hear that they had found a solution that works for them.

4.

**Public Participation**

Margaret addressed the many members of the public that were attending to see if they had any comments. Three attendees were there because they were the future purchasers of the parcel that was part of the public hearing earlier, and stayed for the rest of the meeting.

Randy Rutherford was in attendance and introduced himself and this wife Karen. He stated that they lived at the end of Paradise Road, and they were interested in sub dividing their property into two lots down the road and were looking for some informal feedback and information from the Planning Board.

Mr. Rutherford presented the Board with some draft plans. Mr. Rutherford stated that they were now living at the property full time, and they were looking to put another house on the property once it is sub-divided. After explaining the plans, Mr. Rutherford did state that he was only concerned watershed procedures because of a small pond that was 75-100 feet away, but that he was above.

Scott let Mr. Rutherford know that he will need a building permit once the longer process of sub-dividing the land is completed. Mr. Rutherford was also concerned if the new property line will be too close to the neighbor’s house, as well as a shed. Mr. Rutherford added that was looking to see if he could get a variance for the shed but Scott stated that it would be unlikely, and would then become a Select Board issue.

The owners stated that they will wait until they get to that point, and then ask the Select Board for a variance. The Board recommended that the surveyor would be the person who could make a determination and let him know how to proceed.

When asked about next steps, the Board recommended that after surveying, the surveyor will help handle the next steps of notifying the abutters, and gave him the normal timeline for notices.

**Adjournment**

*Margaret made a motion to adjourn at 5:45pm, seconded by Lee and the vote was affirmative.*

*Planning Board Meetings are available live through zoom, all meetings are recorded and posted at the Town’s website: woodstock.nh.gov*

*Minutes approved 1/08/2024*