



## **Planning Board**

### **Public Hearing and Meeting Minutes**

**February 12, 2024**

**Board:** Bonnie Ham, Margaret LaBarge, Kathryn Cordeiro, Scott Rice (BOS Rep)

**Alternate:** Igor Bily

**Absent:** Lee Freeman, Jerry Miserandino, Christina Payne

**Staff:** Cathy Riley

**Public:** Kristen Durocher (Floodplain Board of Adjustments, Conservation Commission), Steve Tower (Sabourn & Tower Surveying), Rex & Cheri Caulder, Jordan Watts, Jackson Felis, Randy Rutherford, Karen Rutherford, Lori O'Heir

**Zoom Public:** John Kimball, Lisa

#### **Appoint Alternate, Igor Bily to Board:**

*Margaret made the motion, Kathryn seconded and the vote was unanimous.*

Bonnie addressed Conservation Commission attendee Kristen Durocher, and invited her to become a Conservation Commission Representative to the Board.

*Margaret made the motion, Kathryn seconded and the vote was affirmative*

#### **Open Public Hearing- Gordon Pond Brook, LLC**

- Lot Line Adjustment: 105-015 & 105-015-001, 16 Steele Dr. & 180 Lost River Rd

Bonnie opened the Public Hearing at 5:02 pm.

Steve Tower from Sabourn & Tower Surveying attended to present the plans and details to the Board.

Steve handed out the plans, then explained that Gordon Pond Brook, LLC will take the front lot with the storage units on it and add on some land behind it. Area to be transferred is 4.5 acres, so the front lot will go from 1.5 acres to 6.7 acres, and the lot in back which will be the cabin colony rentals will be 12.12 acres to 7.57 acres. Steve added that the properties are served by town water and sewer, with a new sewer main and water main going up the main driveway, and will probably be put in in the Spring of 2024.

When asked by Bonnie about the driveway to the house, Steve replied that the existing driveway to the house is still there and will remain there, but the house at some point may no longer exist.

Steve noted that the owners will possibly be putting in more storage units.

Bonnie asked Steve if the driveway is sufficient, and Steve replied that yes, it will be built to town specs, and will be 50' width and all the engineering has been done with drainage in place, and will be a private road.

When Bonnie asked the public for any questions or comments, Kevin Foley from Zoom wanted to comment that he did not see an agenda posted and asked if the public hearings could be voted on.

Bonnie replied that the Public Hearings were noticed as required on the Town's website, and in the paper. Others in the audience stated that it was noticed on the website.

Scott did note that the agenda was not on the website (not a requirement) but the notice is on there.

A vote was held to approve the Lot Line Adjustment as presented.

*Scott made the original motion, Margaret seconded and the vote was affirmative.*

***Close Public Hearing at 5:10pm***

Scott wanted to note that on the website there was one spot where the meeting times for the Planning Board still stated 6:00 pm, Cathy will look for it and correct.

**Open Public Hearing- Rutherford**

- Minor Subdivision: 105-052 85 Paradise Rd.

Bonnie opened the second Public Hearing at 5:10 pm

Steve Tower from Sabourn & Tower Surveying again presented the plans and details to the Board.

Steve stated that the Rutherford Trust property would be subdivided basically in half to create a vacant building lot. The original size of the property is just over ½ acre with the house side at .29, and .23 acres to be on the vacant lot side. A shed is on the vacant side of the property and will probably be moved to the house lot side. When asked about setback from the new line, Steve replied that it does meet the setbacks.

When asked about sewer and water service, Steve stated that there was already sewer and water to the original house, and has met with Mike Welch, the Director of Public Works, and he determined that water and sewer would be accessible.

There were no additional questions asked from attendees.

*Margaret made the motion to approve as presented, Scott seconded the motion, and the vote was affirmative.*

***Close Public Hearing at 5:15 pm***

**Call Planning Board Meeting to Order**

Bonnie called the Planning Board meeting to order at 5:15 pm.

**Approval of Minutes-January 8, 2024**

*Kathryn made the motion to approve the minutes, Margaret seconded, Scott abstained and the vote was affirmative.*

**Selectmen's Report- Scott Rice**

Scott filled the Board in that they had just finished the Warrant and Budget that went up 3% that he stated that he did not think would increase taxes.

Bonnie noted that Jerry, Igor and Kathryn have signed up to run for the Planning Board.

### **Correspondence Received**

- Shoreland Permit Application notification letter from Granite Engineering re: 11 Sugar Plum Lane, (Lumen Nature Retreat).

This is for information only. No questions were asked, but Bonnie wanted to note that they were recently featured on NH Chronicles.

- **Boundary Line Adjustment:** Map/Lot 124-009 (Rte. 175) & Map/Lot 125-001 (Thornton Gore Rd) for next meeting (Public Hearing), March 11, 2024 at 5:00 pm.

The BLA Public Hearing will be regarding the properties of Donald Ayotte and Jeremy & Nancy Oliver.

- **Hazard Mitigation Meetings**

Bonnie announced that the meetings were being spearheaded by Chief Millar, and the first of multiple meetings will be held April 3, 2024 at 10:00 am.

Bonnie added that the Planning Board will help Chief Millar to develop a plan. Margaret noted that the meetings will also be zoomed, so people can participate from home.

### **Other Business**

- **Floodplain Ordinance-** go over details (added 2.8.24)

Bonnie explained that the Floodplain Ordinance, and asked Kristen if she looked it over carefully, with the February 8<sup>th</sup> deadline being met.

Kristen stated that her only comment was that we have a Warrant to vote on the changes to the Floodplain Ordinance, and in Section 2 in the second paragraph, it still references to the February 20, 2008 maps. Kristen added that this is on the version that is online from 2023. Kristen stated that it would have to be changed to February 8, 2024 on the floor at Town Meeting. Kristen also stated that she would be happy to make the motion at the meeting to amend the Warrant for the date.

- **Rules of Procedure**

Bonnie explained that Kathryn and Jerry who went over the Rules of Procedures over the subcommittee that consists of, who, and had some suggested changes that the entire board also went over and also make suggestions.

The different suggested changes were discussed such as appointment terms, alternate voting, oral voting, identification of all in the room on Zoom, having the disqualified member leave the table if conflict of interest and the Order of Business.

It was decided that the Order of Business in the updated Rules of Procedure would be changed to:

- 1) Call to Order
- 2) Roll Call
- 3) Public Hearing(s)
- 4) Approval of Minutes
- 5) Reports of Officers and Committees
- 6) Public Participation\*

\* With note at the bottom to indicate that Public Participation may be moved earlier in agenda.

- 7) Adjournment

It was decided that they would change to “chairman” instead of “chairperson” in all areas of the document so that it is consistent.

Also, the Public Hearing section, it was decided that all communications to be directed to the Chair in the future.

Kathryn and Jerry were thanked for their work on this document.

*Margaret made the motion to approve the documents with the amendments as recommended and discussed. Igor seconded the motion and the vote was affirmative.*

- **Discuss Computer replacement**

Bonnie stated that they have an offer from Judy in the Town office that they are getting a laptop computer replaced, so the computer is available for the Planning Board if they would like it rather than ordering a new one. Margaret confirmed that it already holds the programs that are needed by the Planning Board, so it would be easy to use. It was decided that the money in the budget will remain just in case they had another computer issue down the road. Margaret added that it will also have a backup program installed in the future.

- **FEMA Packet**

Bonnie noted that the FEMA packet was completed and submitted following our January 8<sup>th</sup> meeting.

- **Master Plan Subcommittee Meeting Discussion**

Bonnie stated that there was a Master Plan Subcommittee before this meeting. Bonnie added that they discussed previous meeting minutes and Margaret added handwritten notes into to the outline that Christina Payne had put together. Margaret stated that she will put a draft together for the committee to look at during the next meeting. A date for that meeting will be determined after the draft is ready.

Bonnie noted that they need the Masterplan to guide the Town and apply for grants. North Country Council suggested that volunteers need to be used to help the community. Other possible help might come from UNH with students in training, PlanNH, ReInvest, and First Impressions.

## **Public Participation**

Cheri Caulder stated that they were unable to attend the last meeting, so they watched it on YouTube. She suggested that if the Board has any questions that they feel free to ask them directly. Cheri also wanted to note that it is not just them that are applying for permits, and that it is also civil takeoffs such as Horizon, and Stony Ridge Environmental who they have hired to help them with all of their permitting.

Cheri also wanted to state that there was a problem addressed with the estimation for the Intent to Excavate that they are clarifying. Cheri added that if the State calls them and they get a job that they weren't planning on, they record and pay taxes on it, same property, three times.

Cheri also wanted to clear up confusion, that one of the areas was permitted for 10 acres only, and the Alteration of Terrain permit was for the whole parcel. She noted that they have spent thousands of dollars trying to do everything right. Cheri wanted to be sure that the Board will go directly to them with any questions on all of the permits and wetlands, and that they can be emailed.

Kristen with the Conservation Commission wanted to add that they review all of the applications so they would bring up to the Planning Board if they see anything irregular.

Margaret again asked Kristen if she would like to join the Board as a Conservation Commission Rep. Bonnie added that she would not be able to be a voting member, but still a great addition. When Scott asked if she could be made an Alternate, Bonnie said that they would research just what exactly they can do.

Kathryn asked Bonnie if Planning Board members have questions for the Caulders, how they would communicate. After some discussion, it was decided that -any communication between Planning Board members and citizens should go through the Chair & Secretary and be cc'd to all members.

Cheri brought up blasting notices and Bonnie wasn't there to chair, and Margaret only had an old notice, and not the additional notices that were sent, so she was wondering how to notify everyone on the board.

It was suggested to cc the Town administrator and [Planning@woodstocknh.gov](mailto:Planning@woodstocknh.gov).

Kristen added that the Conservation Commission will soon be adding a direct email that reaches all members of Conservation Committee for better communication with the public and with each other

Cathy suggested that they send to [planning@woodstocknh.gov](mailto:planning@woodstocknh.gov), and then the blasting notice email can be forwarded as a team email to planning board members, and Kathryn suggested that a cc can be sent back to the Caulders. All agreed.

Kristen wanted to update the Planning Board and stated that if she gets re-elected, she can update the Planning Board on the Floodplain Board of Adjustments, as well as the Conservation Commissions happenings during future meetings.

Kristen added that the Conservation Commission has been busy with Merriam Woods, and added that they now have a full board with seven members. The Conservation Commission is developing a management plan, and will be having a couple of workshops to power through some of the management plan issues which she added might fit into the Masterplan since it is town owned lands.

Bonnie stated that they will research the Rules of Regulation, and will double check the role that Kristen can play in the Planning Board.

### **Adjournment**

*Scott motioned to adjourn at 6:08 pm, seconded by Margaret and the motion passed.*