

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES**
Fire Department Training Room
26 Intervale Drive, New Hampton, NH 03256

April 16, 2024

CALL TO ORDER

Vice Chairman Mr. Broadhurst called the meeting to order at 6:00 p.m. and led the Board in the Pledge of Allegiance.

MEMBERS PRESENT

Regular Members: Mr. Broadhurst, Mr. Shea, Mr. Hays, Mr. Mertz, Mr. Anderson, Mr. Vachon, and Mr. Drake. Alternate members: Mrs. Hiltz – noting she was not sworn in yet, Mrs. Bruning and new alternate members Mr. Van Lenten and Mr. Ehmann.

OTHERS PRESENT

Planning Assistant Mr. Pollock, Fire Chief Cathy & Land Use Administrator Mrs. Vose.

MINUTES

Mr. Mertz made a motion, seconded by Mr. Anderson to approve the minutes of 3/19/24 with the following changes:

1. Pg 2, 1st sentence of last paragraph; remove “, seconded by” as there was no second to the motion.
2. Pg 4, under Other Business; discussion with the Mitchells, 6th sentence: strike the 2nd word “work” in the sentence.

Vote was unanimous.

CORRESPONDENCE

- Mr. Broadhurst read into record a copy of a letter sent to various Planning Board members whose terms were expiring which said the Selectmen decided that due to the large number of people interested in serving on this board they want to swap some members from regular to alternate positions and vice versa. Mrs. Hiltz thanked the Board for working with her during her years on the Board.

**PUBLIC HEARING –
Proposed amendments to
Subdivision Regulations.**

At 6:06 pm Mr. Broadhurst opened the Public Hearing to discuss proposed amendments to the Subdivision Regulations.

The Board reviewed an amendment to **Section V. Subdivision Review Procedures, I. Notification** on how this is handled. Mr. Pollock advised that this was more of a housekeeping issue. Mr. Broadhurst asked for any discussion.

Mr. Anderson made a motion, seconded by Mr. Shea to consider this a housekeeping issue. Vote was unanimous. Mr. Mertz made a motion, seconded by Mr. Vachon to approve the amendment. Vote was unanimous.

The Board reviewed an amendment to **Section VII. Subdivision Design Standard, E. Fire Regulations** to add requirements as recommended by Fire Chief Cathy. It was noted that Chief Cathy would like to add additional language that references NH State Fire Code RSA 153:1, as recommended by the State Fire Marshall’s office. Mr. Broadhurst asked for any discussion. Mr. Mertz asked if this new proposed amendment was a

substantive change to the language that requires another public hearing. Mr. Hays made a motion, seconded by Mr. Anderson that this was not a substantive change. Mr. Drake suggested the language in the RSA be reviewed prior to making any decision. Mr. Hays withdrew his motion. Chief Cathy said he would print off that RSA for the Board's review right away. Mr. Mertz made a motion to table discussion on this amendment until the end of the public hearing, seconded by Mr. Hays. Vote was unanimous.

The Board reviewed an amendment to **Section XI. Performance Guarantee, B. Inspection & D. Acceptance** to align the current language with recent changes to state statute. Mr. Broadhurst asked for any discussion. Mr. Anderson pointed out the word "to" under **D. Acceptance**, after "... improvements have been completed and ..." appears to be a typo. Mr. Mertz made a motion that this was not a substantive change and to accept the amendments to this section. This was seconded by Mr. Shea and unanimously approved as there was no further discussion.

The Board reviewed amendments to **Appendix C. Road & Driveway Design & Construction Standards, C. Dead-end Street/Cul-de-Sacs** to add specifications for cul-de-sacs and to allow for Hammerheads, with specifications added for those. Mrs. Vose advised that she made clerical corrections to the written numbers to match the dimensions shown. She provided the Board with some additional language proposed and a comment by - alternate member Mr. Katz, who was not present.

Relative to Mr. Katz's amendment to say the dead-end road should be measured from the centerline or discernable edge, the Board felt this change would have a negligible effect to this measurement. Mr. Hays made a motion that Mrs. Vose's changes were not substantive, seconded by Mr. Anderson. Vote was unanimous. Mr. Mertz made a motion, seconded by Mr. Hays to accept the amendments to Appendix C. including Mrs. Vose's small correction, and without Mr. Katz's suggested language. Vote was unanimous.

The Board brought back the discussion on **Section VII. Subdivision Design Standard, E. Fire Regulations** relative to language referencing fire code, as proposed by Chief Cathy. The Board was provided printouts of this fire code. Mr. Mertz said the current amendment proposed does not need this reference to be a requirement in the subdivision regulations. Relative to Chief Cathy's proposed language, Mr. Drake proposed that this fire code, be provided to the public for a future Public Hearing, which would allow the public and the Board, time to digest it.

Mr. Mertz made a motion, seconded by Mr. Vachon to take no action on the proposed amendment to **Section VII. Subdivision Design Standard, E. Fire Regulations**, but to consider this at a Public Hearing on 5/21/24. Vote was unanimous.

The Board signed certification sheets to reflect the fact that the proposed amendments were adopted by the Planning Board for:

1. Section V. Subdivision Review Procedures, I. Notification
2. Section XI. Performance Guarantee, B. Inspection & D. Acceptance.

3. Appendix C. Road & Driveway Design & Construction Standards, C. Dead-end Street/Cul-de-Sacs/Hammerheads.

At 6:42 pm Mr. Broadhurst closed the Public Hearing.

PUBLIC HEARING/Confirm conditions are met (cont.)

Keri Camarigg & Mary Ann Coughlin, Cedar Lane, Tax Map R7, Lot 22B, Amendment to previously approved subdivision for John & Allia Connors, Map R7, Lot 22.

Mr. Broadhurst said that the Town recently discussed this application with legal counsel for NHMA and the Town. Mr. Hays recused himself from this proceeding. Mr. Broadhurst appointed Mrs. Bruning to vote in place of Mr. Hays.

Mr. Hays advised he was withdrawing this application on behalf of Keri Camarigg & Mary Ann Coughlin. Mrs. Vose explained that the original subdivision (under the name Connors) was approved with the condition that the driveway be located in a specific location, crossing wetlands to reach the house, based on an abutter's concerns. Upon purchase of this new lot and subsequent construction of a home, Ms. Camarigg & Ms. Coughlin decided they wanted the driveway access point closer to the house, avoiding the wetlands crossing, and submitted an amended subdivision plan. Mrs. Vose said that discussion with legal counsel advised that as the driveway location was not strictly conditioned on the plan, it was considered a "subsequent" condition and was enforceable by the Selectmen. As the abutter no longer has an issue with the actual driveway location, the Selectmen at their meeting of 4/12/24 agreed that this condition was unnecessary and did not need to be enforced.

Mr. Hays returned to the Board.

PUBLIC HEARING/Confirm conditions are met (cont.)

Douglas & Doreen Tehan on property belonging to Filomena Rossi & CP Rossi Trust, 322 NH Route 104, Tax Map R11, Lot 10, Site Plan review

No one was present. Mrs. Vose advised that the Tehans are obtaining a new septic design which will allow for the use of the restaurant and the Maple Creamery.

Mr. Mertz made a motion, seconded by Mr. Anderson to continue this discussion to 5/21/24 for another update. Vote was unanimous.

PRELIMINARY HEARING/SUBMISSION OF APPLICATION(cont.)

Jessica Morgan, 178 Cross Road, Tax Map R1, Lot 31, 2-lot subdivision

Jessica Morgan was present and apologized that her engineer was not. She said she was emailed the plans but Mr. Bailey had not submitted them to the office.

Mr. Anderson made a motion, seconded by Mr. Shea to continue this discussion to 5/21/24 for another update. Vote was unanimous.

PRELIMINARY HEARING/SUBMISSION OF APPLICATION

Michael & Michelle Ettelson, 26 Jackson Pond Road, Tax Map R18, Lot 5, 2-lot subdivision

Mr. Ettelson and surveyor Anthony Randall were present. Mr. Randall provided new revised plans, which adds notes per NHDES requirements.

Mr. Shea asked what the easement was for and Mr. Ettelson advised it was to provide/maintain a cleared area so that he can land his plane on the property.

Mr. Randall reviewed the plans which show the current house being located on the new lot, and possible location for a new home on the larger lot remaining. He said he obtained state subdivision approval. He explained the lot sizing calculations to reflect that the minimum lot size requirements

are met.

Mr. Mertz made a motion, seconded by Mr. Anderson that the subdivision did not have a regional impact as presented. Vote was unanimous.

The Board reviewed the subdivision submission checklist, determining and that all required items were either submitted, on the plans, or were not applicable. Mr. Mertz made a motion, seconded by Mr. Hays to accept the application as complete. Vote was unanimous. Mr. Mertz made a motion, seconded by Mr. Anderson to approve the subdivision applications without conditions. With no further discussion the vote was unanimous.

**REVIEW OF STANDING
COMMITTEES** – Ordinance &
Regulations subcommittee

Mr. Shea advised that the Regulations and Ordinance Subcommittee met on 4/9/24 and discussed Conditional Use permits.

OTHER BUSINESS

Mr. Pollock reminded the Board that May would be election of officers. Mr. Mertz suggested that election of officers change to April and there was discussion that this may be possible beginning in 2025. Mrs. Vose advised the Planning Board does not have by-laws that dictate elections and reminded members of conference opportunities for training purposes.

Mr. Drake advised that no proposals were submitted for the RFP on a Planning Consultant, but that there was an individual that the Selectmen may reach out to, who may be willing to provide some assistance.

ADJOURNMENT

Mr. Mertz made a motion, seconded by Mr. Shea to adjourn the meeting at 8:44 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose