

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

May 21, 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: Mr. Katz, Mrs. Bruning, Mr. Van Lenten, and Mr. Ehmann.

OTHERS PRESENT

Planning Assistant Mr. Pollock, Fire Chief Cathy, Land Use Administrator Mrs. Vose, and Town Administrator Corey Davenport.

MINUTES

Mr. Shea made a motion, seconded by Mr. Mertz to approve the minutes of 4/16/24 as written. Vote was unanimous.

CORRESPONDENCE

- Mr. Broadhurst advised that Mr. Davenport has asked that the Planning Board provide their recommendation to the Selectmen on the sale of several tax deeded parcels. The Board agreed to discuss this under Other Business.
- Letter from Selectmen to Keri Camarigg & Mary Ann Coughlin, expressing approval for the location of their driveway.
- Copy of Letter of Decision for Variance for Scott Buitta, on a proposed septic system within the setback distance of a property line.
- Copy of Letter of Decision for Variance for Chad Mitchell, on a garage within the setback distance of a property line.

ANNUAL ELECTION OF OFFICERS

Mr. Broadhurst advised he was turning the meeting over to Mr. Mertz and once a Chair was elected, that person would take over the meeting and proceed with the remaining elections.

Mr. Mertz asked for nomination of Chair. Mr. Hays made a motion to elect Mr. Broadhurst to Chairman, seconded by Mr. Anderson. Mr. Mertz asked if there were any other nominations and as there was none the vote was unanimous in favor of Mr. Broadhurst.

Mr. Broadhurst asked for nominations for Vice Chair. Mr. Mertz made a motion, seconded by Mr. Vachon to elect Mr. Anderson as Vice Chair. With no other nominations the vote was unanimous for Mr. Anderson.

Mr. Broadhurst asked for nominations for Secretary. Mr. Hays made a motion, seconded by Mr. Anderson to elect Mr. Shea as Secretary. With no other nominations the vote was unanimous for Mr. Shea.

**PUBLIC HEARING –
Proposed amendment to**

At 6:09 pm Mr. Broadhurst opened the Public Hearing to discuss proposed amendment to the Subdivision Regulations.

Subdivision Regulations.

The Board reviewed an amendment to **Section VII. Subdivision Design Standard, E. Fire Regulations** to add requirements as recommended by Fire Chief Cathy. Mr. Mertz reminded the Board this was tabled at last month's meeting due to additional language that references NH State Fire Code RSA 153:1, which the Board wanted to review further before making a decision, which may be a substantial change for hearing purposes. As there was some discussion that some items in the code (ie. driveway width, fire hydrant requirements) appear to have certain requirements which are not supported by the Town's regulations, Chief Cathy said this is not an issue, based on the wording... "authority having jurisdiction". Mr. Katz clarified that Chief Cathy having jurisdiction can preempt the code.

There were no other questions or comments from the Board or anyone else present. Mr. Mertz made a motion, seconded by Mr. Anderson to adopt the proposed amendment to **Section VII. Subdivision Design Standard, E. Fire Regulations**. Vote was unanimous.

At 6:15 pm Mr. Broadhurst closed the Public Hearing and the Board signed certification sheets to reflect the fact that the proposed amendment was adopted by the Planning Board for Section VII. Subdivision Design Standard, E. Fire Regulations.

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

Mr. and Mrs. Tehan were present. Mr. Pollock advised that what remains to be done is a final approval by the Fire Chief after an inspection. Mrs. Tehan said they just received approval from NHDES for the septic and shared water supply. They have ordered their equipment, and once it's installed Chief Cathy can perform the inspection. She said they expect their state license for food service in the next few days. She said after getting the parking lot re-stripped they found they had more parking spaces and wanted to add two more picnic benches within the existing roped off area, which she showed on an amended site plan drawing. Mrs. Tehan said she was requesting the Board consider this amendment instead of having to reapply again - for an Amended Site Plan. Mr. Broadhurst said the Board could consider, that as they are almost ready for the Fire Chief's inspection, continuing this hearing to a date sooner than the next meeting date of 6/18. Relative to the request to amend the number of tables, Mrs. Vose reviewed the original abutter's notice which did not clarify the number of tables. Mrs. Tehan advised that there were no seats inside and the 2 additional picnic tables are within the square footage of area described in the initial site plan. Mr. Hays made a motion, seconded by Mr. Anderson that the Board accept this revised site plan adding 2 additional picnic tables with the required number of parking spaces to handle this, as not being a change that involves renotification of abutters. Vote was unanimous.

After discussion Mr. Mertz made a motion, seconded by Mr. Vachon to continue this application to 6/4/24 at 6:00 pm, at the Public Safety Building, in anticipation of approving the site plan, and if the inspection has not been done by that date the meeting would continue to 6/18/24 at 6:00 pm. Vote was unanimous.

PRELIMINARY
HEARING/SUBMISSION OF
APPLICATION (cont.)

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

Engineer Craig Bailey was present to represent Ms. Morgan. He said he had made the changes required by the Board to show the locations of the proposed well, home, and permitted driveway, and has added additional signature lines for member's signatures. Mr. Broadhurst said this satisfies the Board's requirements.

Mr. Hays made a motion, seconded by Mr. Mertz to accept the plan as complete. Vote was unanimous. Mr. Anderson made a motion, seconded by Mr. Hays to approve the plan. Vote was unanimous. The Board signed the plans.

PRELIMINARY
HEARING/SUBMISSION OF
APPLICATION

*Ralph & Karin Gravallese, 428
Coolidge Woods Road, Tax Map
R14, Lot 14, 2-lot subdivision*

Surveyor Colin Brown was present to represent the applicants.

Mr. Brown reviewed the plans which show a new 5.02 acre lot with possible location for a driveway, septic, well, and house.

Mr. Mertz asked if the soil calculations for lot sizing were included and Mr. Brown said they were, as was a driveway permit.

As there were no other questions from the Board or anyone present, Mr. Shea reviewed the submission requirements. Mr. Shea made a motion, seconded by Mr. Anderson that the subdivision did not have a regional impact as presented. Vote was unanimous.

Relative to any concerns by the Fire Chief, Chief Cathy advised that if this lot continued to have future subdivisions he may consider the need for a water supply in the area, but it is not needed for this application.

Mr. Mertz made a motion, seconded by Mr. Anderson to accept the application as complete. Vote was unanimous. Mr. Mertz made a motion, seconded by Mr. Hays to approve the subdivision application without conditions. With no further discussion the vote was unanimous and the plans were signed.

PRELIMINARY
HEARING/SUBMISSION OF
APPLICATION

*Keith Corriveau, 127 Blake Hill
Road, Tax Map R13, Lot 21, 2-
lot subdivision*

Surveyor Colin Brown was present to represent the applicant.

Mr. Brown reviewed the plans which show a new 5.02 acre lot with possible location for a driveway, septic, well, and house.

As there was seasonal runoff and a marsh Mr. Mertz asked if the soil calculations for lot sizing were included and Mr. Brown said they were and Mrs. Vose advised she looked at them and that this lot has a little over one usable acre, with slopes and soils considered.

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

As there were no other questions from the Board or anyone present, Mr. Shea reviewed the submission requirements. It was noted there was a driveway permit issued for the proposed lot.

Relative to any concerns by the Fire Chief, Mr. Pollock advised the same

comments made by Chief Cathy for the Gravalles subdivision, apply to this one as well relative to any future subdivisions of this lot.

Mr. Shea made a motion, seconded by Mr. Hays to accept the application as complete. There was no other discussion from the Board or others present. Vote was unanimous. Mr. Anderson made a motion, seconded by Mr. Mertz to approve the subdivision application without conditions. With no further discussion the vote was unanimous and the plans were signed.

**INFORMATIONAL/
CONCEPTUAL**

*Angelique Rossi, on property
belonging to Filomena Rossi &
CP Rossi Trust; 322 NH Route
104, Tax Map R11, Lot 10;
proposed Farmers Market*

Angelique and Paul Rossi were present. Mrs. Rossi advised they want to hold a Farmers Market in the Rossi's Restaurant parking lot, on Sundays, July 7th to October 6th, weather dependent, from 10am to 2pm. Mr. Broadhurst confirmed that these times were when Rossi's Restaurant was closed.

Mr. Broadhurst said the Board would determine what level of site plan review would be necessary and confirmed the members had reviewed Mr. Pollock's write-up on this proposal. Mr. Broadhurst asked if more than 30% of the vendors would be from out of the area and Mrs. Rossi said no and that she only has 8 vendors. Mr. Katz asked how the Farmers Market was handled when it was on the Town House lot and Mr. Mertz recalled that as Selectman a drawing was submitted to show parking, pedestrian and vehicular traffic would flow, and where vendors would be located. Mr. Pollock suggested a plot plan showing where the vendors would be placed, where parking would be located, and how the traffic and pedestrians could travel safely to the market. Mr. Rossi advised that vendors would be placed along the eastern side of the parking lot and vehicles would enter from the western parking lot entrance to park on the side where the Maple Creamery is. The Rossis confirmed that the Creamery will be open on Sundays. Mr. Broadhurst pointed out there are dedicated parking spaces for the tables being used by the Creamery. Mr. Rossi said they plan to prevent vehicles from entering the lot on the eastern side of the building and that they have overflow parking if needed. Mr. Vachon expressed concerns with extra traffic flowing west on Sundays during the summer, which Mr. Rossi said wouldn't be a problem. Based on requirements in the Site Plan Regulations, Mr. Mertz suggested this be handled through an "Expedited" Site Plan application, to include submission of a hand drawn sketch. Mr. Mertz said he was concerned with traffic trying to enter the eastern parking lot entrance and Mr. Rossi said he would put cones up to prevent traffic from doing anything other than pulling in and turning around to enter back onto Route 104. Mr. Mertz mentioned the need for bathroom facilities for the vendors and Mr. Rossi said they could work with the Maple Creamery on that. Relative to expedited site plan review Mrs. Vose advised the Rossis of the application process, deadline for the meeting on 6/18, and the fees required by regulation.

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

The Board recognized another person present who wanted to speak, so Mr. Anderson made a motion, seconded by Mr. Mertz to hear from him first prior to the next agenda item. Vote was unanimous.

OTHER BUSINESS

Dan Boynton said he was representing the Fire Dept for a fundraiser, scheduled for 6/15, located between the liquor store and the 104 Plaza. He

has permission from the property owner, and has spoken with the Plaza tenants, DD's and the liquor store and they have no issue with the use. It would be located on the grassy strip along Route 104 from 8am to 2pm, including setup and tear down, selling burgers, chips & drinks. Mr. Mertz said that area may be in the State right-of-way. Mr. Boynton said he spoke with New Hampton's NHDOT and they had no issue with it. The Board didn't think this required anything by the Planning Board given other fundraisers, ie. Girl Scouts/Boy Scouts, etc. Mr. Drake said he felt it would be good for the Board to be aware of the fundraiser as this was taking place on a parcel that has had compliance issues.

The Board reviewed a letter provided to them to formulate recommendations on 3 tax-deeded parcels the Selectmen were considering to offer up to bid. Mr. Davenport said they are looking for Planning Board input sooner than later so they can begin the process.

1. One 45 acre lot is backland and may be mostly desirable to abutters.
2. The 1.3 acres on Winona Heights Drive has some wet areas but has sufficient road frontage. He said the Conservation Commission will provide their opinion. It is unsure if it meets the buildable acre requirement.
3. Small, substandard lot (.13 acres) on West Shore Road which may be desirable to an abutter and is not lakefront.

Mr. Broadhurst said there had been talk in the past about adding another town cemetery as the Village Cemetery is nearly full, and asked if the 45 acre lot was suitable for this and Mr. Drake said he was familiar with the lot and it has a lot of ledge. Mr. Mertz pointed out how small the West Shore Road lot is and that it is a private road. Mrs. Vose advised that there had been discussion in the past that this lot may be desirable to the Fire Dept for turnaround purposes as the road is very narrow and there's difficulty with turnarounds. The Board looked at maps of the parcels, noting this lot was very narrow and not perpendicular to the roadway and Chief Cathy said he would take a look at it and that they recently had to back apparatus out of the roadway. Mr. Mertz asked how long the bid process would be open and Mr. Davenport said duration and uses would be up to the Selectmen. Mr. Hays asked if they were all legal building lots as they are separate lots of record and Mr. Davenport that it wasn't automatic that they are all buildable, when there is no existing structure to make it pre-existing, non-conforming. Mr. Mertz asked Chief Cathy to assess the sub-standard lot to see if makes a suitable turnaround. Mr. Anderson asked if workforce housing is possible on the 45 acre lot, but recognized that it would take a builder willing to create that. Mr. Davenport said the Selectmen would try to make the decision that is in the best interest of the Town, which may include the proposed use by a buyer. Mr. Pollock reminded the Board that discussions on workforce housing should be guided by the Master Plan and when the Planning Board makes recommendations on disposal of property they need to refer back to the Master Plan, as the Conservation Commission has done.

Mr. Katz suggested the Board make a recommendation to the Selectmen to offer the parcels for sale with the right to reject all bids, so that the Selectmen can begin the bid process and taking into consideration a possible turnaround possibility or cemetery.

Mr. Drake said it is unknown why the parcel on Winona Heights Drive was not included with the others when the Bald Ledge lots were merged, then put into conservation.

Mr. Davenport requested something in writing from the Planning Board, providing their recommendations.

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

- Mr. Shea advised that the Regulations and Ordinance Subcommittee is working on a complete rewrite of the Zoning Ordinance so it would be one warrant article, with finalization and review by counsel so it can go to public hearing in October.
- Mr. Davenport said that relative to the CIP subcommittee he cautioned having 5 full members being a part of any subcommittee otherwise it would have to be noticed as a Planning Board meeting.
- Mr. Mertz said the Master Plan subcommittee may wait as there was hope for a Planning Consultant to assist with that and invited any other interested members to join. Mr. Katz said he provided a recommendation to Mr. Davenport on a possible consultant to assist with the Master Plan.

OTHER BUSINESS

- Mr. Broadhurst recommended by-laws for the Planning Board.
- Mr. Mertz suggested changing the month for election of officers to April, instead of May.

ADJOURNMENT

Mr. Mertz made a motion, seconded by Mr. Anderson to adjourn the meeting at 8:26 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose