

**Town of Easton
Planning Board Meeting
May 3, 2018**

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Planning Board:

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| Denys Draper – Chair – Present | Tom Boucher (Alternate) – Not Present |
| Bob Lamanna – Present | Jim Collier (Alternate) – Present |
| Phil Reeder – Present | Frank Woodruff (Alternate) – Not Present |
| Anita Craven – Present | Bob Thibault (SB ex-officio Alternate) – Present |
| Zak Mei (SB ex-officio) – Present | |

Public in Attendance: Roy Stever, Debbie Stever, Stephan Nix, Scott Viveiros, Brenda Adam, Bill Adam, Bev Lamanna, Tara Bamford

The meeting was called to order at 7:09 PM by Planning Board Chair, Denys Draper.

Planning Board Business

Master Plan

- Bob Lamanna updated the board on key pieces of the Master Plan including survey goals of having an online version, scrubbing property lists, beating the past 30% response rate, 2 meetings of the Conservation Commission, and asking residents in June to bring forth their favorite photos of the town.
- Tara Bamford who is contracted by the town to revise the Master Plan was introduced and discussed the scope of services provided and reiterated that scheduling is vital, including an initial 1.5 hour meeting to discuss the survey, a July meeting to finalize the survey, and an additional meeting to discuss land issues and the action plan before the documents can come together.
- A handout representing the Master Plan roadmap and a 2006 survey draft with comments and questions from Tara Bamford was passed out to the board.
- The board discussed meeting times and everyone agreed to check on July 9, 10, and 11 as meeting date possibilities.

Mailing Address

- It was determined that all Planning Board official correspondence needs to be sent to the Town Hall mailing address, 1060 Easton Valley Road.
- Going forward, only mail sent to the Town Hall will be accepted.
- Zak Mei was asked by Denys Draper to set up an email account for the planning board for all official email correspondence. He agreed to do so.

- Phil Reeder noted that email correspondence should not be disseminated to all board members until the chair of the planning board has read the email. Some emails may not be appropriate for everyone.

Additional Planning Board Guidelines

- Denys Draper read a list of guidelines for discussion purposes. It was decided that these guidelines should be discussed at another meeting in order to be formalized in the actual Planning Board rules and regulations.

Minutes:

- After talking to the NH Municipal Association and a Planning Board Chairman in a neighboring town, Denys Draper realized there was an error in the amendments of the April 5 minutes at the April 19 meeting, as some of those changes could be considered as “significantly altered”.
- Anita Craven moved to revisit the April 5 minutes. Zak Mei seconded. All in favor. None opposed. Passed.
- Anita Craven noted that she said “this is not a public hearing” during the April 5 meeting.
- Bob Lamanna moved to accept the original April 5 minutes as written by Toni Woodruff with the addition of a bullet point under the heading “Viveiros Subdivision-Public Hearing” that “Anita Craven stated ‘this is not a public hearing’”. Phil Reeder seconded. All in favor. None opposed. Passed.

Planning Board Business Continued

Viveiros Sub-Division

- Preliminary Hearing Discussion
 - Jim Collier raised his confusion on the current stage of the application.
 - The Board had engaged in an informal consultation with the applicant.
 - Once an application was submitted, the Planning Board had erroneously acted as if the clock was started but without formally accepting the application as complete.
 - At that time, the applicant was still under the impression that we were in an informal relationship.
 - Phil Reeder stated that there were no check marks indicating whether the application was for a preliminary review or a final completed application.
 - Denys Draper stated that the clock was never started, and if it was started, it was started out of confusion.
 - Anita Craven explained that it was in the interest of the Applicant and interest of moving the application forward without unnecessary delays, that she proactively posted the notices for the Preliminary Hearing, according to guidelines from the NH OSI handbook.
 - Denys Draper stated the abutters list on the application was incorrect because at least two abutters were left off: the Town of Easton and Mr. Viveiros himself.

- Jim Collier notes that the applicant had argued that by submitting the application to the town, that is already constructive notice to the town.

Minutes Continued

- Zak Mei moved to add a bullet at the end of the April 19 minutes stating that the chair of the planning board will prepare a letter to the applicant summarizing our discussion and stating our concerns with the application. Bob Lamanna seconded. All in favor. None opposed. Passed.
- Phil Reeder moved to add Anita's attached page to the April 19 minutes as an addendum. Bob Lamanna seconded. All in favor. None opposed. Passed.
- Phil Reeder moved to accept the April 19 minutes as amended. Zak Mei seconded. All in favor. None opposed. Passed.

Correspondences to Planning Board

- Stephan Nix, attorney representing the Stevers, stated that their main concern has been addressed by the minutes discussion prior, and that his clients will address their other concerns when a public hearing on formal application eventually takes place.

Secretary Resignation

- Anita Craven moved to accept Mrs. Woodruff's resignation with regret and send her a letter of appreciation. Bob Lamanna seconded. All in favor. None opposed. Passed.

Viveiros Sub-Division

- **Abutters List Discussion**
 - Discussion ensued regarding the missing abutter notification to the town due to the cemetery property being an abutter.
 - Phil Reeder moved to send out the letters to notify the missing abutters and stop discussion on the application until then. Bob Lamanna seconded. No vote was taken at this time. (The motion was later withdrawn.)
 - Scott Viveiros disagrees with the Planning Board statement that the abutter list is incomplete.
 - Scott Viveiros noted that he came for a preliminary review but it turned into a public hearing.
 - Scott Viveiros observed that mistakes have been made and noted the need to put these aside. He reiterated the hope to move forward and work together.
 - Scott Viveiros asked to hear the letter mentioned by the board so that he is able to address those points one by one, and that he's able to do it quickly.
 - Anita Craven asked to hear what Denys Draper had planned to send.
 - Phil Reeder withdrew his motion to send out the letters to notify the missing abutters and stop discussion on the application until then.
 - Denys Draper read the bullets points from the draft letter:
 - You will have to apply for a lot line adjustment on Lots 25 and 26 before we can add those.

- You are requested to fill out a new application form for your subdivision application. You may not alter this form in any way. You may attach a letter to the board to the application if you wish.
- You are to submit an accurate abutter list. A separate list of those who should also be notified should also be submitted.
- A condition of your road construction is that it be to town specification as indicated in the Subdivision Regulation. This will involve inspections at some times(s) during the construction.
- The Subdivision regulations allow for town officials, particularly the Planning Board but not limited to the Planning Board to make site visits as deemed necessary during the process of approving any subdivision. This is at the convenience of the board with adequate notice. You may or may not decide to be present. Others who may become involved are the Conservation Commission, the Emergency Management Director, the Road Agent and the Fire Chief or his designee. This is not to be consider a complete list.
- While the board has agreed to accept the maps at current scale, this is not to be consider a final decision per RSA 674. The board has noted and informed you of several additions to the maps which are necessary to make your application complete
 - Stamp and signature of a surveyor licensed to work in the state of New Hampshire.
 - Indicate the location of your present home, septic and well on the map.
 - Indicate the location of the existing pond on the map.
 - Add the proposed road to second map for easier reference.
 - Note that you will need to decide on the request of the Emergency Management Director regarding fire fighting water concerns. You may either put a dry hydrant at the pond or consider locating a cistern somewhere within the subdivision, which will need to be indicated on the map. This may have to be approved by either the Fire Chief or the Emergency Management Director. At this point it is up to your discretion whether you decide to do this or not. The Planning Board would like your decision in writing so that it may be included in your file.
 - All wetlands need to be indicated on the map.
 - All riverines and wetlands buffers need to be indicated on the map.
 - The delineation of Lots 25 and 26 are not clear to the board at this time and need to be more clearly defined on the maps.
 - The soil types need to be shown on the maps.
 - Test pits (perc tests) need to be indicated on the lots.
- A copy of the draft letter was given to Mr. Viveiros.

- **Moving Forward**

- It was agreed that the board will meet to continue the preliminary hearing next Wednesday, May 9 at 7:00 PM. The Viveiros subdivision application will be the only item on the agenda.

Bob Lamanna motioned to adjourn the meeting at 10:21 PM. Phil Reeder seconded. All in favor. None opposed. Passed.

Next Planning Board Meeting: Preliminary Hearing – May 9, 2018.

Respectfully submitted,

Claire Mei
Secretary to the Easton Planning Board