

1 **ANTRIM PLANNING BOARD**

2 **Public Meeting/Public Hearing**

3 **Thursday March 7<sup>th</sup>, 2024**

4 **DRAFT MINUTES**

5 **Members & Planning Staff present:**

6 Mark D. Murdough (Chair), Bob Edwards (Ex-Officio), Ken Rubin (Member), William Fluhr (Member),  
7 Lynne Rosansky (Member), Rebecca Hull (Alternate)

8 **Present over ZOOM:** John Anderson (Vice Chair), Carol Ogilvie (Planning Consultant), Donna Hanson  
9 (Selectman), Cory Staats, Jan Burowski, Kevin Proctor

10 **Members/Staff Absent:** Michael Redmond (Member)

11 **Others present:** Dennis Young (Self), Sam Ingram (Meridian), Stephen Morrissey (Self), Keith Fait  
12 (Self), Sharon Stickney (Self), Doris Edwards (Self), Lynn & Joe Wegman (Self), Peter Mellen, LLS  
13 (Surveyor for Susan Bartlett), Jess & Dave Holland, Jonathan Lefebvre (Fieldstone), Ralph & Constance  
14 Cody (Self), Matt Miller (Antrim W&S), and Sherry Miller (Self)

15 **CTO:** Chair Murdough called the meeting to order at 7:03PM.

16  
17 **Business Meeting:**

- 18     ▪ Review/Amend Drafted Minutes from 2/15/2024

19 Chair Murdough asked the members to review the minutes and note if there are comments/corrections to  
20 the minutes.

21 *On a motion by John Anderson /seconded by Lynne Rosansky, the Board voted to approve the minutes of*  
22 *2/15/24, with all in favor.*

23  
24 **Public Hearings:**

25 **I. Thompson Crossing Continued Public Hearing**

26 Chair Murdough noted that this hearing is a continuance from February 15, 2024. He stated that in the  
27 interim the applicant had met with the Select Board regarding the status of Thompson Crossing and that  
28 the Select Board voted to allow building permits for this subdivision without the need to upgrade to a  
29 Class V standard. The Planning Board had discussed this at the last meeting and had sent a letter to the  
30 Select Board recommending that the Class VI portion of the road be upgraded to a Class V standard.

31 Ms. Rosansky questioned how the Select Board could override the statute and Mr. Edwards explained that  
32 the Select Board has the authority to grant permits on Class VI roads. Mr. Ingram noted that the owner  
33 will work with the Road Agent to bring the road up to a standard that is suitable for emergency services.  
34 There will be an agreement for the new lots regarding liability similar to the agreement that is currently in  
35 place.

36 Mr. Ingram also cited RSA 674:41, which is the statute that outlines the process for getting a building  
37 permit on a Class VI Road. Ms. Rosansky again questioned how the Select Board could do this. Mr.  
38 Edwards and Mr. Anderson both stated that the law allows a Select Board to do this. Mr. Anderson also  
39 noted that this is about 1200 feet of road, and in his opinion, this is not a substantial stretch of road.

40 *On a motion by John Anderson/seconded by Bob Edwards the Board voted to close the public hearing*  
41 *and enter deliberation at 7:15 P.M., with all in favor.*

The Board discussed a road maintenance agreement that should also be in place, aside from the waiver of municipal liability that was previously mentioned. The question of a bond was discussed, with the Board ultimately deciding that a bond should be provided to protect the town in the event the road improvements are not completed. The Board also decided that there should be a written scope of work that describes exactly what work will be done, so that the applicant and the Road Agent have specific documented guidance.

Chair Murdough stated that if there were no more questions or comments, he would entertain a vote.

*On a motion by John Anderson/seconded by Ken Rubin, the Board voted 6-1 to approve the application for Thompson Crossing, subject to the following conditions:*

1. The applicant will submit a Road Maintenance Agreement tied to all property deeds that has been reviewed by Town Counsel and approved by the Select Board and the Road Agent.
2. The applicant will post a bond in an amount agreeable to the road agent, to ensure completion of the road improvements, released upon completion of the improvements to the satisfaction of the road agent.
3. The applicant will submit a scope of work regarding the details of the road improvements.
4. Road improvements will be completed to the satisfaction of the Road Agent prior to issuance of building permit.
5. The applicant will submit for the property file an easement for the hammerhead turnaround.

## **II. Bartlett Subdivision**

An application from Susan Bartlett for a minor subdivision for property located at Turner Hill Road, Antrim NH 03440 (Tax Map 215, Lot 017) in the Rural and Wetland Districts.

The Chair asked Ms. Ogilvie to read the public notice, which she did, and confirmed that the notice had been properly posted and abutter letters mailed. He then asked her to provide her Staff Report, which she did, noting that in her opinion, the application was complete and could be accepted by the Board.

Chair Murdough asked for a motion to accept the application as complete.

*On a motion by Ken Rubin/seconded by Lynne Rosansky, the Board voted 5-0 to accept the application as complete, with Bob Edwards recused.*

Chair Murdough called on the applicant to present the application. Peter Mellen identified himself as the land surveyor representing Susan Bartlett. He presented the proposal for the two-lot subdivision, noting that both lots exceeded the minimum area and frontage requirements for the zoning district and that the lots are on a Class V road.

Chair Murdough called on any abutters for or against; there were none, nor were there any other questions from the public or the Board.

*On a motion from Ken Rubin/seconded by Lynne Rosansky the Board voted to close the public hearing and enter deliberation at 7:55 P.M., with all in favor..*

Board members noted that the application meets all of the regulations and that there was no commentary from any abutters, town officials, or staff. Chair Murdough noted that the Conservation Commission did submit a review. Mr. Anderson suggested adding a condition regarding the natural resource area mentioned in the Conservation Commission review, to which Mr. Mellen responded that both lots have sufficient upland to develop and that when a septic design is prepared, the wetlands will have to be delineated.

84 *On a motion by Lynne Rosansky/seconded by Ken Rubin, the Board voted to approve the application,*  
85 *with Bob Edwards recused, with all in favor..*

86  
87 **III. Battaglia Subdivision**

88 An application from Battaglia Foundations, Inc for a 7-lot subdivision, 2-lot line mergers, and special use  
89 permit for wetlands crossings in order to construct a driveway for property located at Concord St, North  
90 Main Street, and Mescilbrooks Road Antrim NH, 03440 Tax Map 102, Lots 027, 028, and 055 in the  
91 Village & Residential District.

92 The Chair asked Ms. Ogilvie to read the public notice, which she did, and confirmed that the notice had  
93 been properly posted and abutter letters mailed. He then asked her to provide her Staff Report, which she  
94 did, noting that this is one application with three separate requests. She reviewed each request for  
95 compliance with the zoning ordinance and the subdivision regulations and found the application to be  
96 complete.

97 Chair Murdough asked the Board to review the application and determine whether it is complete. He  
98 clarified with Ms. Ogilvie that the three-part application can be accepted as one, but the Board will need  
99 to deliberate and vote on each part separately.

100 *On a motion by John Anderson/seconded by Bill Fluhr, the Board voted to accept the application as*  
101 *complete, with all in favor.*

102 Chair Murdough opened the Public Hearing at 8:23 P.M. and asked the applicant to present the  
103 application. Jon Lefebvre, Land Surveyor, introduced himself and stated that he is acting on behalf of the  
104 applicant. He noted that the lot is served by town water and sewer, which allows for smaller lots. The lot  
105 line adjustment is for the benefit of the neighbors to clear up some confusion about a lot line. He  
106 described the three shared driveways – one serving three lots, and two serving two lots each, and he  
107 referenced comments received from the Fire Chief and Water and Sewer Superintendent. He pointed out  
108 where the wetlands would be crossed – at the narrowest spot. He stated that they are working with DOT  
109 on the curb cuts and that DOT only allows three curb cuts for any property; also, there will be an HOA for  
110 maintenance of the shared driveways.

111 At this point the Chair noted that it was 8:41 P.M. and they needed to be mindful of the time and that a  
112 site visit still needed to be conducted; therefore, he would entertain a motion to continue the public  
113 hearing.

114 Lynne Rosansky moved to continue the hearing and Ken Rubin seconded the motion; however, Mr.  
115 Anderson stated that he would like to hear from the abutters, since they are present now. After a brief  
116 discussion, Ms. Rosansky withdrew her motion. Mr. Edwards moved and Bill Fluhr seconded to extend  
117 the meeting by 15 minutes, with all in favor.

118 Chair Murdough stated that the Board would now hear from abutters, first in favor, then opposed, and  
119 then any comments from others present.

120 Matt Miller (Water and Sewer Superintendent) spoke as both an abutter and on behalf of the Water and  
121 Sewer Department, favoring the proposal and seeking clarification on the new tie ins for service,  
122 respectively. Additional residents present indicated that they were primarily in attendance to hear the  
123 details of the proposal and none spoke in opposition.

124 Mr. Anderson asked if Mr. Lefebvre could color in the wetlands for the next meeting, to which he agreed.

125 The Board then discussed possible dates for the site visit. Chair Murdough then noted that at the next  
126 meeting on March 21<sup>st</sup> there will likely be new board members who will not have had the benefit of a site  
127 visit or the presentation of the application. The Board ultimately decided that the hearing should be  
128 extended to give new members time to familiarize themselves with the application.

129

130 *On a motion by John Anderson/seconded by Bob Edwards, the Board voted to continue the public*  
131 *hearing to Thursday, April 4, 2024, with all in favor.*

132

133 **Other Business:**

134     ▪ **2024 Topics: Revisit after Town Meeting**

- 135         ○ RV Ordinance
- 136         ○ Master Plan – Establish execution plan.
- 137         ○ Housing approach for Master Plan impact.
- 138         ○ Housing including cluster and tiny.
- 139         ○ Sign Ordinance
- 140         ○ Agritourism
- 141         ○ Bylaws – Business Meeting, March 2024
- 142             ▪ Communication standards

143     ▪ **Planning Administrative Report.** Ms. Ogilvie stated that she had nothing to report. Chair  
144 Murdough asked about recent FEMA correspondence. Ms. Ogilvie stated that she will follow up  
145 with the Code Officer.

146     ▪ **Other.** Mr. Edwards had information about the Pierce Lake cell tower. Chair Murdough  
147 suggested that this be placed on the next meeting's agenda.

148

149 **Motion to adjourn:**

150 *At 9:15 P.M. on a motion by John Anderson/seconded by Bob Edwards, the Board voted to adjourn, with*  
151 *all in favor.*

152

153 Respectfully submitted,

154 Carol Ogilvie

155

156 **Approved**