Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – January 12, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Jane Johnson, Joe Smith, Richard Sainsbury and Selectmen's Representative Sylvester Karasinski. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Alternate Jim McConnell and Alternate Liz Traynor

Others Present: Planning and Community Development Director Sara Carbonneau, Jay Blanchard of Nickate Property, LLC

Minutes:

- Minutes from December 22, 2016 were considered. There was a **motion** by Skiba to approve the Minutes of December 22, 2016. There was a second by Smith. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

A. PUBLIC HEARING

Site Plan Review - Nickate Property, LLC, seeks to construct a 2000 s.f. addition to the existing building. The property is situated at 147 South Winchester Street and is shown at Tax Map 72, Lot 50 situated in the Business District.

Public Hearing opened at 6:01 p.m.

Mr. Blanchard said nothing had changed since the previous meeting.

Public Hearing closed at 6:02 p.m.

Skiba **moved** to approve the application of Nickate Property, LLC to construct a 2000 s.f. addition to the existing building on property situated at 147 South Winchester Street and shown at Tax Map 72, Lot 50 in the Business District. There was a second by Smith and all were in favor. ***Motion passed.***

OTHER MATTERS

Modification of Existing Home Occupation Permit

Request by Kathryn Wrona to modify her existing home occupation permit to permit the removal of the existing building (consisting of 192 s.f.) and construct a new building (consisting of 288 s.f.), an increase of 96 s.f.

Carbonneau spoke about Wrona's desire to have a larger building for her gift shop. She noted that the applicant didn't need to come to the Planning Board, and therefore the request provided is for information purposes.

> Johnson **moved** to approve the request of Kathryn Wrona to modify her existing home occupation permit to permit the removal of the existing building consisting of 192 s.f. and construct a new building consisting of 288 s.f., an increase of 96 s.f. There was a second by Smith. All were in favor. ***Motion passed.***

Mitchell Sand & Gravel Asphalt Plant Operations
Carbonneau spoke about the Winchester asphalt plant being able to operate 24 X 7 with advanced notice. She provided a letter from the Winchester Planning Board which stated the Winchester Planning Board had approved the amendment to the asphalt plant site plan for operations. The amendment would allow the applicant to operate the asphalt plant 24/7 for the time period of April through December 1, 2017 and giving notice of night work to the Town of Swanzey 48 hours in advance. Carbonneau pointed out that notice isn't adequate for notification of residents impacted by that activity.

Carbonneau asked how the Board wished to address this matter. Concerns expressed by Carbonneau were a lack of notification of regional impact, and if notification to the "impacted" residents is considered – what is the "universe," etc. Carbonneau stated that it could be problematic if someone who was not notified (for example, someone on Sandy Road) was negatively impacted by the extended operation of the asphalt plant. The idea of using the telephone alert system was proposed. Johnson suggested a notice be provided to residents via Code Red, asking if they wish to opt-in to notification. Johnson also suggested email notification for those who are willing to take email.

Again, Carbonneau said she was concerned about what the defined area for notification might be. And if someone is not included, then there might be a legal concern. Skiba said that he thought it will be a problem if we don't notify folks. Discussion continued about asking folks if they want to be notified with a red alert when the Town receives notification that the asphalt plant will be operating 24/7. Karasinski said that Emergency Management Director Bruce Bohannon probably has names to notify, based on his database from alerts associated with Vermont Yankee. Discussion continued asserting that once residents are given an opportunity to get an alert call, if they do not opt in there is no responsibility by the Town.

Upcoming Event
Carbonneau mentioned that the Coffee & Conversation with the Selectmen will be held between 9 – 11 a.m. at the Police Department to be part of an Open House for residents to review the proposed Police Department addition plans.

Next Meeting: January 26, 2017

ADJOURNMENT
Motion to adjourn was made by Smith. There was a second to the motion by Skiba with all in favor. ***Motion passed***. Adjournment occurred at 6:15 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – January 26, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Jane Johnson, Richard Sainsbury and Selectmen's Representative Sylvester Karasinski. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Joe Smith, and Alternates Jim McConnell and Liz Traynor

Others Present: Planning and Community Development Director Sara Carbonneau, and applicants Patrick Coll and Ronald Rovinski.

Minutes:

- Minutes from January 12, 2016 were considered. There was a **motion** by Johnson to approve the Minutes of January 12, 2016. There was a second by Skiba. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Skiba that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Johnson with no further discussion. All were in favor. ***Motion passed.***

A. PUBLIC HEARING

Multi-Tenant Application – Patrick Coll wishes to use a portion of the premises situated at 649 West Swanzey Road for a bakery business. The property is shown at Tax Map 73, Lot 26 situated in the Business District. The property is owned by David Gale.

Public Hearing opened at 6:01 pm

Page opened the hearing by asking Coll about his business plan. Coll said he would be making a lot of homemade goods. Rovinski will be the baker. Page noted improvements needed to be made to the property as directed by the Fire Chief. He said that any approval would be contingent upon sign off by Fire Inspector. He asked the Board for concerns. Karasinski asked to see the street number on the sign. Carbonneau confirmed for the record that the business would be open from 5 am to 4pm seven days a week for retail and open to midnight for business work.

Public Hearing closed at 6:05 pm

Skiba **moved** to approve the application of Patrick Coll to use a portion of the premises situated at 649 West Swanzey Road for a bakery business on property shown at Tax Map 73, Lot 26 situated in the Business District and owned by David Gale contingent on requirements of the Fire Inspector and Code Enforcement. There was a second to the motion by Sainsbury and no further discussion. All were in favor. ***Motion passed.***

B. DISCUSSIONS/OTHER BUSINESS

Free-standing Sign Application – Patrick Coll wishes to install a free-standing sign (replacing the existing sign face) on property situated at 649 West Swanzey Road. The property is shown at Tax Map 73, Lot 26 situated in the Business District. The property is owned by David Gale.

> Karasinski **moved** to approve the request of Patrick Coll to install a free-standing sign (replacing the existing sign face) on property situated at 649 West Swanzey Road, shown at Tax Map 73, Lot 26, situated in the Business District and owned by David Gale contingent on the street number be placed on the sign. There was a second to the motion by Johnson and no further discussion. All were in favor. ***Motion passed.***

Southwest Region Planning Commission (SWRPC) discussion ten-year plan for transportation

Carbonneau informed the Board that the SWRPC is looking for feedback for highway projects for their ten-year plan. She said one project is one the list, bridge south of Blake Road and north of Katie Lane. SWRPC is asking for input as to which State roads need attention and should be considered for perhaps a road safety audit or other fixes.

Route 32 /Sawyer's Crossing intersection was discussed. Carbonneau noted some signage changes were made to improve conditions at the intersection. The State has come up with two alternatives – "T" the intersection or to do a roundabout. The State will be visiting the Town sometime in March to discuss further. She said money has been programmed for 2019 and the date for advertising would be 2018. Page asked about the implication for disturbing fresh paving since there is a plan for paving of State Route 32 from Swanzey to the State border in 2018. He also noted that the contract for paving now includes the sewer covers.

State Route 32 and State Route 12 intersection was discussed. Carbonneau said some minor modifications have been made, fencing has been removed. She noted the airport director had suggested turning Lake Street into State Route 32 to solve some of the issues around trying to make a left turn from State Route 32 onto State Route 12 heading north. Carbonneau noted that SWRPC states the roundabout at State Route 12 and Lake Street has decreased the traffic at the intersection of State Route 32 and State Route 12, but that intersection is still in failure. Carbonneau asked for the Planning Board to include reference to this in a letter to the New Hampshire Department of Transportation (NH DOT). Page noted replacing culverts at intersection at State Route 101 and Lower Main Street, Keene, NH, is planned, reducing traffic lanes from five lanes to two during construction.

Carbonneau also raised the subject of State Route 10 and the State Route 10 Corridor Study which was presented several months ago. She said the study noted two segments are bad (State Route 10 south of intersection with Base Hill Road and between Winchester Street and Sawyer's Crossing Road – both having serious injuries and/or fatalities.) She noted that these segments should be included for further study – and include Whittemore Farm Road/Ash Hill intersection as well. She also noted the intersection of Cobble Hill Road and Route 10 is a bit suspect. Johnson spoke about the distance to the speed limit sign going north off Ash Hill Road onto State Route 10. There was a discussion about other traffic issues on State Route 10 and speed limits. Skiba suggested that perhaps speed limit signs need to be more frequent especially just after a main artery joins the State road.

Carbonneau also noted that Flat Roof Mill Road and Swanzey Lake Road are maintained by the State and if Board members have any issues with those roads they should be included in the letter that is proposed. She asked the Board to make note of traffic issues to be included in the letter. The State may be able to address some of these.

Carbonneau also spoke about people crossing State Route 10 to get to Gomarlo's store and that is a concern since traffic is heavy and fast on that section of State Route 10. There is no cross walk or other means for folks to cross State Route 10 to get to the post office or to the store. Johnson said there is also no place for pedestrians on Winchester Street for folks who want to walk to Market Basket. Johnson suggested lowering the speed limits for highly populated areas. Summer usage of Swanzey Lake Road is an issue since there is no shoulder on the road.

ZBA Workshop

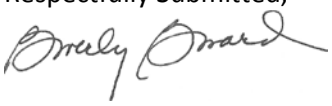
Carbonneau spoke about the Zoning Board of Adjustment (ZBA) workshop being held by the City of Keene in March and she encouraged Board members to participate if they can put it on their schedules. She said the workshop is expected to begin at 6 pm on March 7, 2017.

Next Meeting: February 9, 2017

ADJOURNMENT

Motion to adjourn was made by Skiba. There was a second to the motion by Sainsbury with all in favor. ***Motion passed***. Adjournment occurred at 6:39 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – February 23, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Jane Johnson, Richard Sainsbury, Joe Smith and Selectmen's Representative Sylvester Karasinski. The Chair took the roll and read aloud the agenda for the meeting. Alternate Liz Traynor joined the meeting at 6:03 pm.

Absent: Alternate Jim McConnell

Others Present: Planning and Community Development Director Sara Carbonneau, Arnie Filipi, and Mike Ploof.

Minutes:

- Minutes from January 26, 2016 were considered. There was a **motion** by Self to approve the Minutes of January 26, 2016. There was a second by Sainsbury. All were in favor except Smith who abstained. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

A. OTHER APPLICATIONS- The following application is being considered for completeness only. Comments will be limited to the completeness of the application only.

1. **Subdivision Application** - Arnie Filipi wishes to subdivide Tax Map 32, Lot 3 into 9 lots. The subject premises are located off Old Homestead Highway and Carlton Road and situated in the Residence District. The property is also situated in the Flood Plain, Shoreland Protection and Wetlands Conservation Overlay Districts. The property is owned by Arnie Filipi via a conveyance recorded on January 27, 2017.

   Carbonneau noted the map for corrections to the title block and one of the abutters. She also noted samples from other towns regarding shared driveways. Arnie Filipi was present to speak to the Board. He indicated on a plan the boundaries of the wetlands, the driveways, and the lots. He said the lots vary from 1.7 to 1.1 acres and 17.35 acres remain undeveloped in the plan. He noted three common driveways on State Route 32 and three driveways on Carlton Road. He noted that a utility pole will be moved to accommodate one of the driveways. Filipi also displayed the Shoreland protection setback from the river and pointed to the tail-end of two northern most lots that will be adjacent to the setback line. He displayed the 125 foot setback line on the map. He also showed the building envelope near to the wetlands, which meets all setback requirements. Carbonneau said test pits have been dug on the lots. She asked Filipi to provide data on the test results and he agreed to do so.

Chair Page said the question is whether or not the application is complete and ready to go to public hearing.

> Skiba **moved** to accept the application as complete and ready to go to public hearing. There was a second by Self and no further discussion. All were in favor. ***Motion passed.***

The Chair indicated that March 9, 2017 will be the public hearing.

2. **Subdivision Application** - Jonah Ketola wishes to subdivide Tax Map 51, Lot 14 into two lots and to adjust the common boundary of Tax Map 51, Lot 14 and Tax Map 51, Lot 15. The properties are located on Sawyers Crossing Road. Tax Map 51, Lot 14 is owned by the Estate of Kenneth Blair; Tax Map 51, Lot 15 is owned by Keith & Prudence Fraser.

   Mike Ploof was present representing the applicant. Jane Johnson recused herself from deliberation since she is an abutter. Page seated Traynor for Johnson.

   Ploof explained the changes to the boundary line. With the change, Lot 51-15 will be 4 acres and Lot 51-14 will be 3.6 acres and a new third lot will be 3.4 acres. He explained that zoning for the Rural/Agricultural zone is a minimum of 3 acres. He said he has obtained a permit for a shared driveway.

   > Smith **moved** to accept the application as complete and ready to go to public hearing, second by Sainsbury. All were in favor. ***Motion passed.***

   Public hearing will be March 9, 2017.

   Carbonneau noted a need to correct the tax map because the applicant had the lots surveyed and found the appropriate pins.

   Johnson returned to deliberations.

B. DISCUSSIONS/OTHER BUSINESS

Letter from Town attorney regarding Carpenter Home

Carbonneau explained that a Town committee posed the idea of placement of an easement on the Carpenter Home property and that Town Counsel had responded to the idea with a letter suggesting that an easement was not a good idea but that the Town could consider the possibility of purchasing the land at fair market value. The reason for this line of thought is that the land associated with the Carpenter Home is subject to being returned to heirs should the Carpenter Home operations cease. Therefore there are concerns about keeping the land available to the public who now enjoy access to the land for hiking and recreating.

Carbonneau asked for guidance from the Planning Board about this idea. Page said his opinion is that the Town ought to be out of the nursing home business. He said that it is not serving the original purpose which was for the indigent members of Swanzey and many of the residents were not residents of Swanzey before entering the Home. He also said that the operation is losing money and he said that he thought that towns cannot be profitable running an assisted living facility. He noted no other town is operating an assisted living facility. Page said he cannot support the operation.

Carbonneau noted the land reverts to the heirs should the Home cease to operate and asked the Board if the land is valuable from a recreational point of view. Page stressed the Attorney's letter said any sale of the property has to be done at fair market value otherwise the heirs could take the action to court.

Page asked where the funding would come from to purchase the land at fair market value. Karasinski said there isn't easy access to the land without the Carpenter Home house and surrounding land should the Town decided to subdivide the land and separate the Carpenter Home land from the rest of the property. Carbonneau noted there is money in the Conservation Land Acquisition account. And she again asked if the Board feels the land is important enough to start taking steps toward investigating options. Page agreed to get the process going to investigate subdividing the property and find out fair market value. There was a discussion about how to delineate just the Carpenter Home land to separate it out and Skiba said it needs some work to figure that out. Carbonneau noted that research would also be needed to determine who the heirs are.

Skiba suggested the Board of Selectmen set up a committee to do the research. Carbonneau said she knows that the Open Space Committee is very much in favor to retain the land to be used by the residents of the community. Carbonneau also agreed with idea of exploring the Town's to options. Traynor suggested looking at a map to better see the land in question.

> Skiba **moved** to recommend to the Board of Selectmen that they create a committee to research the options for the Carpenter Home land. Smith seconded the motion. There was no further discussion and all were in favor. ***Motion passed.***

Upcoming Events of Interest

- Tuesday, February 28th, there is a panel on Housing in the area. The session is free.
- March 7, 2017 there is training at the Keene public library for Zoning Board and zoning issues, right-to-know law, and minutes.
- Johnson noted that on March 6, 2017 a speaker will be at the Conservation Commission 4:00 p.m. meeting to talk about GIS mapping.

Next Meeting: March 9, 2017

ADJOURNMENT

Motion to adjourn was made by Skiba. There was a second to the motion by Johnson with all in favor. ***Motion passed***. Adjournment occurred at 6:50 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – March 9, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Jane Johnson, Joe Smith, Richard Sainsbury, Selectmen's Representative Sylvester Karasinski, and alternate Liz Traynor. Traynor was seated for Skiba. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Don Skiba and alternate Jim McConnell

Others Present: Planning and Community Development Director Sara Carbonneau, Michael Ploof (Fieldstone Lane Consultants), Joe DiBernardo (DiBernardo Associates), Arnie Filipi, Sharon Monahan (certified wetlands scientist) and numerous interested abutters and citizens.

Minutes:

- Minutes from February 23, 2017 were considered. There was a **motion** by Smith to approve the Minutes of February 23, 2017. There was a second by Johnson. All were in favor. ***Motion passed.***

Regional Impact: Carbonneau noted that both of the applications on tonight's agenda were determined at the February 23, 2017 meeting not to have any regional impact.

A. PUBLIC HEARING

1. **Subdivision & Boundary Line Adjustment Application** – Jonah Ketola wishes to subdivide Tax Map 51, Lot 14 into two lots and to adjust the common boundary of Tax Map 51, Lot 14 and Tax Map 51, Lot 15. The properties are located on Sawyers Crossing Road. Tax Map 51, Lot 14 is owned by the Estate of Kenneth Blair; Tax Map 51, Lot 15 is owned by Keith & Prudence Fraser. Michael Ploof from Fieldstone Land Consultants appeared before the Board. Jane Johnson stepped down from the table as she is an abutting property owner to the Fraser parcel. Public hearing opened.
   Ploof reviewed the plan, noting the size of the lots after the proposed subdivision and the proposed boundary line adjustment. Ploof reviewed the zoning district and the minimum lot size, frontage and building setback requirements. Ploof also stated that the applicant has already received state subdivision approval, as well as a driveway permit from the State of NH. Ploof noted that the driveway would be relocated to the west and would be a shared driveway between the newly created lots. Ploof had previously provided Board members with a copy of a proposed "Declaration of Common Driveway and Utility Easements and Maintenance Agreement."

   Carbonneau confirmed with Ploof that the shed currently located on the proposed line of the boundary line adjustment area would be removed. In addition, she confirmed that the shed located to the east of the adjusted property line is at least 20 feet from the proposed line. Public hearing closed.

Motion by Self to grant the subdivision application and boundary line adjustment subject to the deeds for the boundary line adjustment being recorded at the same time that the plan is recorded. Seconded by Smith. Vote: All in favor.

Johnson resumed her seat at the table.

2. **Subdivision Application –** Arnie Filipi wishes to subdivide Tax Map 32, Lot 3 into 9 lots. The subject premises are located off Old Homestead Highway and Carlton Road and situated in the Residence District. The property is also situated in the Flood Plain, Shoreland Protection and Wetlands Conservation Overlay Districts. The property is owned by Arnie Filipi via a conveyance recorded on January 27, 2017. Filipi, Joe DiBernardo, and Sharon Monahan were present on behalf of the applicant. Numerous abutters and interested citizens were also present. Public hearing opened.

   DiBernardo reviewed the plans before the Board, noting that the proposed property was located in the Residence District. Separate plans showing the proposed lot lines, driveway locations, turnaround easement to the Town of Swanzey, base flood elevation and Zone AE and Zone X dividing line, location of regulatory floodway, jurisdictional wetlands and Town of Swanzey wetlands' setback, and test pit location and 4K area were reviewed. It was noted that 8 of the 9 lots were in excess of 1 acre, and the remaining 9th lot was 17.35 acres. DiBernardo noted that 8 of the 9 lots were out of the special flood hazard area and out the floodway.

   With respect to questions or concerns from Board members, Johnson expressed concern regarding the use of fertilizers and other potential contaminants to the wetlands and underlying aquifer. Page stated that the Town does not regulate fertilizer use adjacent to wetland areas. Page also stated that the groundwater protection ordinance that "is in the works" does not apply to single family residences.

   Mr. Perry raised concerns about drainage and whether pollutants from the developed lots would flow towards his property. He stated that the entire field "flooded completely last week." DiBernardo stated that according to the FEMA maps the entire field should not flood. Abutting property owner Walter Perkins stated that according to the line shown on the map, the FEMA delineation appears correct, noting that his house would be flooded if the entire field floods and that has not happened during his ownership of the property. Conservation Commission Chair Wally Smith expressed concern about basements flooding. Abutting property owner Tom Forest inquired about the base flood elevation and was told that it was 479 feet. DiBernardo noted that house elevations were approximately 490 feet. Interested citizen Barbara Skuly stated that she is concerned that there is not sufficient area on the largest lot (17.35 acres) to construct a house and septic system that would meet the town's 125 foot setback from wetlands (for the leaching portion of the septic system). Filipi stated that he dug a test pit on the 17.35 acre lot – while he had not provided this information as it was not required as the lot is in excess of 5 acres – he stated that the soils tested well. Mr. Stroshine expressed concern that the development of 9 houses on the property could negatively impact the water table, local wells, and the water supply for the schools. Karasinkski noted that water withdrawals for a single family residence are fairly minimal. Page reiterated that he did not believe that there would be any negative impact on the aquifer. Abutter Kathie Forest expressed concern about flooding on Carlton Road and if that would impact the 3 lots off of that roadway.

   Abutting residents also expressed concern regarding the speed limit along Route 32 and that fact that motorists often exceed the speed limit. They also expressed concern that the passing zone on Route 32

is dangerous. Abutter Melisaa Kress stated that she is concerned that the State DOT has approved the driveway curb cuts and that she is very concerned about the traffic in the area and the speed at which it travels.

Johnson stated that she would like to see a site visit scheduled. Self stated that he did not feel that a site visit was needed, as the property is very visible from the roadway. T. Forest spoke in support of a site visit. Motion by Johnson to conduct a site visit, with the expectation that reference points along the easterly property lines of the lots along Route 32 are marked, as well as markers showing the limits of the 100 year flood plain. Seconded by Sainsbury. DiBernardo noted that the driveway locations and the test pit locations are currently marked. All in favor: Johnson, Sainsbury, Page, Smith, and Traynor. Opposed: Self and Karasinski. Site visit is scheduled for Saturday, March 18, 2017 at 10 a.m. without further notice.

Carbonneau noted that the site visit is considered to be part of the public hearing process. She also asked that when the site visit takes place that questions be directed through the Board chair and that side conversations do not take place. Following conclusion of the site visit, the public hearing will re-convene on Thursday, March 23, 2017 at 6:00 p.m. at Town Hall.

ADJOURNMENT

Motion to adjourn was made by Smith. There was a second to the motion by Self with all in favor. ***Motion passed***. Adjournment occurred at 7:00 p.m.

Respectfully Submitted,

Sara H. Carbonneau, Planning & Community Development Director
Secretary, Pro Tem

Town of Swanzey, New Hampshire
Swanzey Planning Board
Site Visit Minutes – March 18, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

A site visit of the Swanzey Planning Board was called to order at 10:00 a.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Jane Johnson, Joe Smith, Richard Sainsbury, Selectmen's Representative Sylvester Karasinski and alternates Jim McConnell and Liz Traynor.

Absent: Don Skiba

Others Present: Planning and Community Development Director Sara Carbonneau, Steve Filipi, Joe DiBernardo, and Sharon Monahan (the latter three on behalf of Arnie Filipi) and abutting property owners Mr. Perry, Walt Perkins, and Tom Forest.

Location: The site visit took place on property shown at Tax Map 32, Lot 3 owned by Arnie Filipi.

Representatives of the applicant pointed out the following:
Location of telephone pole along Carlton Road to be re-located.
Southwesterly corner of the 17.5 +/- acre lot.
General location of the easterly bounds of the lots along Old Homestead Highway.
479 base flood elevation.
Location of buildable area on the 17.5 +/- acre lot.
Were advised that the location of the proposed curb cuts along Route 32 were staked.
Were advised that the location of the test pits were staked.

Monahan provided Carbonneau with a memorandum responding to Barbara Skuly's concerns regarding Pootatuck soils and its drainage classification, as well as clarifying that not all floodplain soils are hydric soils or wetlands.

Next Meeting: March 23, 2017

ADJOURNMENT

The site visit adjourned at 10:30 a.m. The Chair announced that the public hearing on this matter was continued without further notice to Thursday, March 23, 2017 at 6:00 p.m. at the Swanzey Town Hall.

Respectfully Submitted,

Sara Carbonneau, Planning & Community Development Director
Recording Secretary, Pro Tem

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – March 23, 2017

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The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Jane Johnson, Joe Smith, Richard Sainsbury, Selectmen's Representative Sylvester Karasinski, and alternate Liz Traynor. Traynor was seated for Skiba. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Don Skiba and alternate Jim McConnell

Others Present: Planning and Community Development Director Sara Carbonneau (who served as secretary), Joe DiBernardo (DiBernardo Associates), Arnie Filipi, Brian Stone, Lauren Ali Taha, David Gale, and Walt Perkins.

Minutes:

- Minutes from March 9, 2017 and March 18, 2017 (site visit) were considered. There was a **motion** by Smith to approve the Minutes of March 9, 2017 and March 18, 2017. There was a second by Self. All were in favor. ***Motion passed.***

Regional Impact: Motion by Smith that nothing on tonight's agenda has regional impact requiring notice to surrounding communities or to the regional planning commission. Seconded by Johnson. Vote: All in favor.

A. PUBLIC HEARING

1. **Subdivision Application –** Arnie Filipi wishes to subdivide Tax Map 32, Lot 3 into 9 lots. The subject premises are located off Old Homestead Highway and Carlton Road and situated in the Residence District. The property is also situated in the Flood Plain, Shoreland Protection and Wetlands Conservation Overlay Districts. The property is owned by Arnie Filipi via a conveyance recorded on January 27, 2017. Filipi and Joe DiBernardo were present on behalf of the applicant. Abutting property owner Walt Perkins was also present. This public hearing was continued from March 9, 2017 and from the March 18, 2017 site visit. Public hearing re-opened.

   DiBernardo reviewed the plans before the Board, noting that the proposed property was located in the Residence District. Separate plans showing the proposed lot lines, driveway locations, turnaround easement to the Town of Swanzey, base flood elevation and Zone AE and Zone X dividing line, location of regulatory floodway, jurisdictional wetlands and Town of Swanzey wetlands' setback, and test pit location and 4K area were reviewed. It was noted that 8 of the 9 lots were in excess of 1 acre, and the remaining 9th lot was 17.35 acres. DiBernardo noted that 8 of the 9 lots were out of the special flood hazard area and out the floodway. DiBernardo reminded the Board members as to the location of various landmarks noted at the March 18, 2017 site visit. Carbonneau noted that test pit data for the 17.35 acre lot was provided in the Board member's packet, and a copy of the prior 1989 subdivision plan referenced in Sharon Monahan's letter was also provided. There were no further comments from Board members or abutting property owners. Public hearing closed.

Motion by Self to approve the subdivision subject to receipt of approval from the State of New Hampshire for subdivision approval. Seconded by Smith. Vote: All in favor with the exception of Johnson who voted against approval. Johnson stated that she felt that the proposal was too densely developed for the area. Motion carried.

2. **Home Occupation Application -** Brian Stone wishes to utilize the property situated at 39 Goodell Avenue for a septic pumping business, with two trucks being housed at the location and a home office. The property is situated in the Residence District, shown at Tax Map 30, Lot 5-4. Brian Stone appeared before the Board. No abutters were present. Public hearing opened.

   Carbonneau stated that Stone had received a variance from the Zoning Board of Adjustment on February 27, 2017 for a home occupation in excess of 300 s.f. as required by the zoning ordinance. The approval essentially allows the applicant to construct another garage to store a second truck for the business. This garage will mirror the garage currently located on the east side of the premises. There will be no change to the home office or to the existing easterly garage. Board members asked if the 2nd driveway was a concern or an issue. Carbonneau noted that DPW Director Lee Dunham has reviewed the location of the proposed second driveway and does not have any concerns regarding the same. Public hearing closed.

   Motion by Self to approve the Home Occupation Application. Seconded by Johnson. Vote: All in favor.

3. **Multi-Tenant Application –** Lauren Ali Taha wishes to use a portion of the premises situated at 647 West Swanzey Road for a barber shop. The property is shown at Tax Map 73, Lot 26 situated in the Business District. The property is owned by David Gale.

   Attached Sign Application – Lauren Ali Taha wishes to install attached signs on property situated at 647 West Swanzey Road, Tax Map 73, Lot 26. Signs will be installed on the east and north sides of the building, each consisting of 21 s.f. Lauren Ali Taha and David Gale appeared before the Board. No abutters were present. Public hearing opened. Board members also considered the sign applications.

   Ali Taha stated that she will be the only employee of the business. Carbonneau noted that Code/Fire have been through the property and that a minor improvements will need to be made. She also noted that a building permit will need to be obtained to install plumbing for the sink, as well as any electrical work that may be needed. Public hearing closed.

   Also, Ali Taha wishes to install signs on the building. Board members reviewed the sign applications and had no questions or concerns.

   Motion to Smith to approve the multi-tenant application and the sign applications. Seconded by Traynor. Vote: All in favor.

B. OTHER APPLICATIONS –

1. **Free-Standing Sign Application –** Northern NE Conference of Seventh Day Adventists wish to install a free-standing sign on property owned by L&G Berube Realty Trust. L&G's property is shown at Tax

Map 3, Lot 3 situated in the Business District. This application is subject to the applicant receiving a variance for an off-premise sign. Carbonneau stated that the public hearing on the variance application to the ZBA was continued to April 17, 2017. Motion to continue the sign application to April 27, 2017. Seconded by Sainsbury. Vote: All in favor.

C. DISCUSSIONS/OTHER MATTERS –

1. **Election of Officers –** Motion by Smith to nominate Page as Chair and Self as Vice Chair. Seconded by Sainsbury. Vote: All in favor.

2. Board members discussed concerns regarding the parking of tanker trucks in residential driveways. Carbonneau stated that she would follow-up on these concerns with Code Enforcement and Fire. Carbonneau noted that unless the property owners are running businesses from their property, there is little that Code/Fire can do (as the town does not have any regulations restricting the parking of these types of vehicles if a business is not being run from the property).

3. Carbonneau updated the Board on correspondence with William Lambert (NH DOT) regarding roadway concerns, noting that Mr. Lambert will be meeting with NH DOT District IV engineer John Kallfelz within the next month or so.

4. Sainsbury mentioned that a yellow directional sign on Holbrook Avenue has not been changed to reflect the new street name (still has Homestead Avenue on the sign). Carbonneau stated that she would bring this to DPW Director Lee Dunham's attention, but noted that this is likely a State issue.

ADJOURNMENT
Motion to adjourn was made by Smith. There was a second to the motion by Johnson with all in favor. ***Motion passed***. Adjournment occurred at 6:35 p.m.

Respectfully Submitted,

Sara H. Carbonneau, Planning & Community Development Director
Secretary, Pro Tem

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – April 27, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Richard Sainsbury, Joe Smith, Jane Johnson, Selectmen's Representative Gus Lerandeau, and Alternate Jim McConnell. The Chair took the roll and read aloud the agenda for the meeting. McConnell was seated for Skiba.

Absent: Don Skiba and Alternate Liz Traynor.

Others Present:
Director of Planning and Community Development Sara Carbonneau, Arnie Filipi, Judson Dexter, and Pamela Dexter.

Minutes:

- Minutes from March 23, 2017 were considered. There was a **motion** by Self to approve the Minutes of March 23, 2017 and a second by Johnson. All were in favor except Smith and Lerandeau who abstained. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there are no items on the agenda which can be construed to have potential for regional impact. There was a second by McConnell with no further discussion. All were in favor. ***Motion passed.***

A. OTHER APPLICATIONS – The following application is being reviewed for completeness. Comments will be limited to the completeness of the application only.

1. Subdivision Application – Arnie Filipi wishes to subdivide Tax Map 34, Lot 34 into 3 lots. The subject premises are located off Whitcomb Road and situated in the Rural/Agricultural District. If the Planning Board determines that the application is complete, a public hearing will be held on May 11, 2017 at the Swanzey Town Hall at 6:00 p.m. Arnie Filipi appeared before the Board. No abutters were present.
   Filipi reviewed the plans before the Board. Filipi noted that the property is in the Rural/Agricultural District where a 3 acre minimum lot size is required (exclusive of wetlands and steep slopes). Filipi noted that the plans delineate wetland and steep slope areas. Test pit locations and test pit data are also shown. Filipi stated that State Subdivision Approval has been received. Proposed driveway locations are shown; Carbonneau noted that feedback from DPW Director Lee Dunham has not yet been received. Motion by Smith to accept the application as being complete. Seconded by McConnell. Vote: All in favor.

B. DISCUSSIONS/OTHER BUSINESS –

1. Ash Hill Art Institute – Request for minor amendment to site plan. The applicant wishes to construct two decks for use for outside events. The property is situated at 83 Ash Hill Road, located in the Rural/Agricultural District. The property is shown at Tax Map 51, Lot 8. Judson and Pamela Dexter appeared before the Board. Johnson stepped away from the table as she is an abutting property owner. The Dexters stated that they would like to construct two decks on their property in order to better utilize the outdoor area for programming. One deck would be attached to the house, the other deck would be in the area of the foundation of the old barn. Carbonneau reminded Board members that outside activities were included as part of the original site plan approval.
   Motion was made by Self to approve the request of Ash Hill Art Institute to construct two decks on the property as presented on the revised site plan. There was a second to the motion by Smith and no further discussion. Vote: All in favor.

   Johnson resumed her seat at the table.

Carbonneau updated Board members regarding the following:

- Work on the Town Hall roof will take place during the summer months. Meetings will likely be held at Whitcomb Hall.
- Exterior painting of Whitcomb Hall to take place this year.
- Noted that the Zoning Board of Adjustment approved a special exception for a detached ADU (DADU) shortly after the revised ordinance passed in March. Construction is now taking place on the unit. Also noted that there have been other inquiries about attached ADUs.
- Page stated that the sewer commission will be extending the sewer line down Cobble Hill Road (east of Route 10) this year.

ADJOURNMENT
Motion to adjourn was made by Smith. There was a second to the motion by McConnell with all in favor. ***Motion passed***. Adjournment occurred at 6:30 p.m.

Respectfully Submitted,

Sara Carbonneau,
Recording Secretary Pro Tem

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – May 11, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Jane Johnson, Richard Sainsbury, Joe Smith, and Alternate Jim McConnell. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Alternate Liz Traynor, Selectmen's Representative Gus Lerandeau

Others Present: Planning and Community Development Director Sara Carbonneau, Arnie Filipi, Michael York, Jacquelyn Trombly, and Joe DiBernardo representing Arnie Filipi.

Minutes:

- Minutes from April 27, 2016 were considered. There was a **motion** by Self to approve the Minutes of April 27, 2016. There was a second by Sainsbury, subject to the correction that Jane Johnson was not an abutter to Ash Hill Art Institute; she stepped down from deliberations as she is a board member of Ash Hill. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARING
Public Hearing opened at 6:02 p.m.

Subdivision Application - Arnie Filipi wishes to subdivide Tax Map 34, Lot 34 into 3 lots. The subject premises are located off Whitcomb Road and situated in the Rural/Agricultural District. DiBernardo was present to speak about the subdivision requested. All three lots have required frontage by ordinance. State subdivision permits have been received from the State of New Hampshire. Carbonneau noted that the Department of Public Works (DPW) Director has reviewed the plans regarding access, and has no problems with access.

No questions from the public.

Johnson asked about one lot which was lacking a well in the plans. DiBernardo said the lot is greater than 5 acres and therefore the State does not require the plan to show the placement of the well.

Public hearing closed at 6:06 pm.

> **Motion** was made by Self to approve the request of Arnie Filipi to subdivide Tax Map 34, Lot 34 located off Whitcomb Road and situated in the Rural/Agricultural District into 3 lots. There was a second by Skiba, all were in favor. ***Motion passed.***

DISCUSSIONS/OTHER BUSINESS

Appointment of 2 alternate member positions

Carbonneau said the term of one position expires at Town Meeting 2020 and the other term expires at Town Meeting 2019. The Chair introduced the candidates for the Alternates to the Planning Board. York gave a short summary of his history and qualifications. McConnell has already been serving as an Alternate and is well known by the members of the Planning Board. Carbonneau said one position is two years and one is three years. The members asked McConnell his preference and he indicated three years.

> Self **moved** to nominate McConnell for three years as an Alternate to the Planning Board with term ending at Town Meeting 2020, second by Sainsbury, all were in favor. ***Motion passed.***
>
> Smith **moved** to nominate York for two years as an Alternate to the Planning Board with term ending at Town Meeting 2019, second by Self, all were in favor. ***Motion passed.***

Frazier and Son Furniture store proposed patio

Carbonneau said that Frazier and Son Furniture located on State Route 32 is looking to display outdoor furniture for sale on a concrete pad which will be 50 feet by 20 feet. Jacquelyn Trombly said there is no canopy planned, just poured concrete patio with a fence. The furniture will not come in at night. It was noted that the platform will not be closer to the road. Discussion was held regarding whether or not the proposed patio is a minor modification to the existing site plan. The consensus among the members was that the proposed patio is a minor modification.

> Smith **moved** to approve the request of Frazier and Son Furniture for a minor modification to an approved site plan on State Route 32 for a 20 X 50 concrete pad at the north end of the existing building, without canopy. There was a second by Johnson, and all were in favor. ***Motion passed.***

L&G Propane requests a minor modification to their approved site plan

Carbonneau said the original plan was for a 12 X 12 structure to cover the pipes in a fire cistern located on Forbush Lane. She continued saying that size structure was eventually determined to be insufficient. She said that L&G Propane has decided that a 20 X 15 structure is required to cover all the pipes. Carbonneau noted that L&G Propane will be going to the Zoning Board of Adjustment (ZBA) for a modification of the setback variance. Page said he felt the request is for a minor modification.

> Self **moved** to approve the request of L&G Propane for a modification to an approved site plan for a 20 X 15 structure to cover cistern pipes at Forbush Lane, contingent on ZBA approval of the modification of the setback variance for the project. Second by Smith, and all were in favor. ***Motion passed.***

Aerobatics at airport

Carbonneau spoke about aerobatics at the Dillant-Hopkins airport having been approved by the City of Keene once again for this summer.

Work planned for Whitcomb Hall and Town Hall

Carbonneau noted that Whitcomb Hall will be painted this summer and will take about 6 weeks. She also said that the Town Hall roof will be removed entirely and replaced during the summer. She noted that some

meetings will be held at Whitcomb Hall while Town Hall is being worked on. There will be many weeks of preparation.

Grange
Johnson spoke about the Grange needing to be emptied of items and asked for assistance in removing items. There was a brief discussion about possible use of the building once the building is emptied.

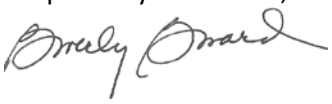
Recreation plans and Rental fees for Whitcomb Hall
Carbonneau noted that the Jungle Book movie will be presented at Whitcomb Hall this coming Saturday night. Bernard noted that Whitcomb Hall has a revised rental agreement which requires $20.00 per hour for Swanzey residents to rent it, plus $50.00 flat fee for use of the kitchen, and $25.00 per hour for non-Swanzey residents in addition to the $50.00 flat fee for use of the kitchen.

Water Protection Review
Carbonneau said that at the next Wednesday Board meeting the Water Protection Committee will be presenting a request to the Selectmen to approve moving forward with next steps for creating a proposed water protection ordinance for a Warrant Article in 2018.

Next Meeting: May 25, 2017

ADJOURNMENT
Motion to adjourn was made by Smith. There was a second to the motion by Self with all in favor. ***Motion passed***. Adjournment occurred at 6:34 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – May 25, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Jane Johnson, Selectmen's Representative Gus Lerandeau, Alternate Michael York and Alternate Jim McConnell. The Chair took the roll and read aloud the agenda for the meeting. Page seated McConnell for Smith. Johnson recused herself for the first item. Page seated York for Johnson. Liz Traynor joined the meeting at 6:04 pm. Page seated Traynor for Sainsbury.

Absent: Richard Sainsbury, Joe Smith

Others Present: Planning and Community Development Director Sara Carbonneau, Greg Johnson, Conservation Commission Wally Smith, James Wilcoxen from ProCraft Corporation, Andrew Madison from Granite State Rural Water Association, Barbara Skuly, and Roberta Visser.

Minutes:

- Minutes from May 11, 2016 were considered. There was a **motion** by Lerandeau to approve the Minutes of May 11, 2016. There was a second by Self. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Skiba that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by McConnell with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARING - Public Hearing opened at 6:02 p.m.
New Tenant Application
James Wilcoxen wishes to use the premises situated at 209 Flat Roof Mill Road for the manufacture of architectural millwork and custom cabinetry. The property is shown at Tax Map 14, Lot 22 situated in the Business and Rural/Agricultural District. The property is owned by K&P Properties, LLC.

Wilcoxen was present with the building plans for the site. He also provided some photographs of the type of work his business, ProCraft Corporation, does. ProCraft manufactures custom moldings and cabinetry mostly for commercial and institutional markets and has been doing so since 1991. Some clients include Keene State College, Keene Middle School, and the Monadnock Regional High School. Wilcoxen said that the business is currently in 10,000 square feet of space in New Boston, NH and he is outgrowing this space. He said he wants to take advantage of existing buildings and the building on Flat Roof Mill Road would be ideal for what they do. He said there is a fair amount of backlog work waiting for them. He noted they might also hire up to six people during the next year. They have about 15 people employed as of now. Wilcoxen said the business is a member of the Architectural Woodwork Institute. They are also involved in green manufacturing and are compliant with those best practices. He went on to say that given membership in Architectural Woodwork Institute their business is basically high quality wood cabinetry.

Carbonneau referred to feedback from various Town departments. She said the Fire Inspector has been out to the building and any changes would need building permits. She also said the Fire Inspector has no objection to the application going forward.

McConnell asked if ProCraft would be closing the business in New Boston. Wilcoxen responded that space is what they needed and extra space is cheaper here. An older building in good shape is most cost effective for their business. It was noted that a fire pond is to the right of the building. Wilcoxen said they are receiving quotes for sprinkling the building and that being next to the river means there would be plenty of water as a source for sprinkling. He said once they have approval, it would take about six months to move. They would be utilizing the entire building.

Self asked about the discharge system. Wilcoxen said wood shavings are free to any local person who wants them. Waste such as plastic laminate or particle board goes into a dumpster that is filtered inside the building. Self asked about noise made by blowers. Wilcoxen said that his blowers will be inside the building and although he does have a blower that runs outside, it operates one hour a day. Skiba asked if it could be placed on the river side of the building, away from homes, and Wilcoxen said he could probably do that. Wilcoxen said they would try to be sensitive to neighbors; they want to be good neighbors. He also noted the business does get a couple of trucks a week, mostly rough lumber. He said this building is not as well insulated as his current building and he will have to look into that in the future. He spoke about heat and said they are looking at getting a pellet boiler to replace what's currently there. His shavings can be sold to a pellet maker who can sell them back to their business for heating. He said they want to use their wood waste efficiently.

Page noted that any approval from the Planning Board would be subject to final approvals from Fire Department and Code Enforcement. Greg Johnson spoke briefly. He said that ProCraft Corporation also made cabinetry for Nicola's restaurant and Keene Middle School, and Johnson said he toured the plant. He said the plant was very clean and all equipment state-of-the art. Johnson said we would be proud to have ProCraft as a member of our community.

Page asked the attendees at the meeting if there were any other comments, and there were none.

Public hearing closed at 6:24 pm.

> **Motion** was made by Lerandeau to approve the request of James Wilcoxen to use the premises situated at 209 Flat Roof Mill Road for the manufacture of architectural millwork and custom cabinetry on property shown at Tax Map 14, Lot 22 situated in the Business and Rural/Agricultural District and owned by K&P Properties, LLC, subject to Fire Department approval and Code Enforcement approval. There was a second by McConnell, all were in favor. ***Motion passed.***

Wilcoxen thanked the Board and the Board wished Wilcoxen good luck with his business expansion.
Jane Johnson rejoined the deliberations. Therefore York returned to non-voting status.

DISCUSSIONS/OTHER BUSINESS

Presentation by the Swanzey Source Water Protection Committee

Bernard provided a presentation to summarize for the Planning Board the findings of the Source Water Protection Committee, which is asking the Planning Board for support for a proposed Source Water Protection ordinance. Should the Planning Board approve the ordinance, it would go to Town Meeting vote in March of 2018. Bernard also provided a packet of several pages summarizing the findings of the committee and a draft of

the proposed ordinance, a shortened version of some 80+ pages of the entire document. Page suggested the members read the entire document. Madison mentioned changes in the ordinance that need to be completed based on input from Carbonneau. She spoke about Conditional Use permit assigned to the Planning Board in the document and suggested a Special Exception instead that would go to the Zoning Board of Adjustment (ZBA).

> McConnell **moved** to encourage the Source Water Protection Committee to take the next steps for determining a final version of the proposed ordinance for the Planning Board to review and comment on. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

Carbonneau added that sometime in September she anticipated would be the appropriate time for the Planning Board to propose the ordinance, should it decide to sponsor it. She also noted that should the Planning Board not endorse the ordinance, the committee can place the ordinance before the public via petition.

Bernard agreed to send the entire document, including the revised ordinance, to the members of the Planning Board. Traynor asked what Madison's qualifications were and he indicated his role with Granite State Rural Water Association and his work with the towns of Hillsboro, Hinsdale, and Walpole in creating a Source Water Protection ordinance for those towns. Jane Johnson explained how the committee reviewed other town's ordinances and reviewed each of the terms, making them suitable for Swanzey. Madison also referred to the New Hampshire Department of Environmental Service (DES) who provided a template ordinance for towns in New Hampshire to use should they wish to develop an ordinance. This template was also part of the Swanzey Source Water Protection Committee's review and research.

Review of Memorandum from Town Administrator Michael Branley re Planning Board representative to the Capital Improvement Program Committee (CIPC)

There was a discussion about naming someone to officially represent the Planning Board. It was noted that Skiba is an At-Large member of the CIPC as well as a member of the Planning Board and he preferred to remain with that status. Johnson said she was willing to serve as the official representative of the Planning Board.

> **Motion** was made by McConnell to appoint Jane Johnson as the official representative to the CIPC from the Planning Board. There was a second to the motion by Self and no further discussion. All were in favor. ***Motion passed.***

Next Meeting: June 8, 2017

ADJOURNMENT

Motion to adjourn was made by Lerandeau. There was a second to the motion by McConnell with all in favor. ***Motion passed***. Adjournment occurred at 7:00 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – June 8, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Jane Johnson, Joe Smith, Selectmen's Representative Gus Lerandeau, Alternate Liz Traynor, Alternate Michael York and Alternate Jim McConnell. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated McConnell for Sainsbury.

Absent: Richard Sainsbury

Others Present: Planning and Community Development Director Sara Carbonneau, Dave Bergeron (Brickstone Land Use Consultants), Bob Furlone, John Revilla and Eric Stanley, Wendy Pelletier.

Minutes:

- Minutes from May 25, 2016 were considered. There was a **motion** by Self to approve the Minutes of May 25, 2016. There was a second by Skiba. All were in favor except Smith who abstained. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by McConnell that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Smith with no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATIONS – The following application were reviewed for completeness. Comments were limited to the completeness of the application only.

- **Site Plan Review Application - SAR Realty of Langdon** seeks to construct a 36' x 24' two-story addition to the existing structure. The property is situated at 258 Old Homestead Highway and is shown at Tax Map 19, Lot 99 situated in the Industrial Park District. If the Planning Board determines that the application is complete, a public hearing will be held on Thursday June 22, 2017 at 6:00 p.m. at the Swanzey Town Hall.

  Discussion: John Revilla and Eric Stanley were present to discuss their project with the Board. Revilla said the business has run out of space. Their business is collections for credit unions across the country. He said there is currently a carport at the back of the building and that carport is 22 feet wide. He said the carport will be torn down and 24' by 36' building addition will replace the carport. From the front of the building only the roof line will be seen. He said there is adequate room for parking and the parking area is gravel and there is no concern for drainage. Page asked if there were abutters present and there were none.

  Smith **moved** that the application is complete and will go to public hearing on Thursday June 22, 2017. There was a second by McConnell. All were in favor. ***Motion passed.***

- **Site Plan Review Application - Brickstone Land Use Consultants, agent on behalf of Furlone, LLC**, seeks to construct 8,800 s.f. of self-storage space (contained within 3 buildings). The property is situated off Old Homestead Highway and is shown at Tax Map 36, Lot 5 situated in the Business District. If the Planning Board determines that the application is complete, a public hearing will be held on Thursday, June 22, 2017 at 6:00 p.m. at the Swanzey Town Hall.

  Discussion: Dave Bergeron was present to discuss their project with the Board. Bergeron reviewed the plan for airport mini-storage units. The new storage units would be close to State Route 32. He indicated wetlands in the area. He showed landscaping around the building. He said there will be three buildings and lot coverage is about 26%. There would be a new driveway and the driveway permit will be submitted to New Hampshire Department of Transportation (NH DOT). Traffic is calculated at low intensity use. Bergeron noted there will be a gate with key access code to access the property. Erosion control is going to a retention pond at the back of the property. Lighting plan is to light the interior. The lights will have motion sensors to turn themselves off and on as needed. Light level is low. The fixtures are small and basically for security. Skiba asked about Federal Aviation Administration (FAA) requirements. Bergeron explained utility poles were raised for the solar array which is closer to the airport property than the site under discussion. He said these poles are higher than the mini storage buildings and the FAA had no problem with the poles. He continued saying the light fixtures are downcast fixtures.

  > **Motion** was made by Skiba that the application is complete and will go to public hearing Thursday, June 22, 2017. There was a second to the motion by McConnell and no further discussion. All were in favor. ***Motion passed.***

- **Subdivision Application – Wendy Pelletier, agent on behalf of Judith Clark and Haley Lancey**, wishes to subdivide Tax Map 30, Lot 18 into 2 lots. The subject premises are located off Warmac Road and situated in the Rural/Agriculture District. If the Planning Board determines that the application is complete, a public hearing will be held on Thursday, June 22, 2017 at 6:00 p.m. at the Swanzey Town Hall.

  Discussion: Wendy Pelletier was present to speak to the Board about her request. She said the back lot will be 5+ acres and the other lot would be about 6 acres. She spoke about the driveway access. She said there are no wetlands on the site. Page asked about a Fire Department approved turnaround and Pelletier indicated the end of the driveway. She said she thought they do need to have a by-pass since the driveway will be longer than 300 feet. Carbonneau said that there has to be driveway permits to access the rear lot and existing lot, in order to obtain a building permit. In addition, she stated that State Subdivision approval is not required, as both lots are in excess of five acres.

  > McConnell **moved** that the application is complete and will go to public hearing on Thursday, June 22, 2017. There was a second by Smith. All were in favor. ***Motion passed.***

DISCUSSIONS/OTHER BUSINESS

Upcoming Events

Carbonneau noted all July meetings will be held at Whitcomb Hall because of work being done on the roof of Town Hall. She also noted Old Home Day is July 15th and that Town government will have at least two spaces to

provide information to the public. She invited the Planning Board members to participate. Southwest Region Planning Commission SWRPC annual meeting was briefly mentioned.

Water Protection Proposed Ordinance
Self spoke about the Water Protection Plan and how much of the prohibited uses mentioned were already covered in existing prohibited uses. He noted exceptions for mining currently, and automotive service repair shops are permitted. He said there is quite a bit of overlap and wondered if the proposed ordinance would be better targeting source water wellheads instead of the aquifer. He asked for a larger map of the protection areas being proposed. He also spoke about a list of regulated substances and noted the list is long and is a lot for Code Enforcement to have to deal with. He said there are 20 pages of regulated substances in the CFR referenced in the proposed ordinance. He also spoke about the Conclusion page which he said incorrectly indicates 7,230 residents are served by 25 public drinking water suppliers. He noted that most are on private systems. Bernard pointed out that earlier in the document it correctly states that the majority of water users are on private wells. Self said the conclusion needs to be re-written to make that clear. Carbonneau said she would follow up with Andrew Madison and ask for an enlarged map of the protection areas.

Next Meeting: June 22, 2017 at Town Hall.

ADJOURNMENT
Motion to adjourn was made by Lerandeau. There was a second to the motion by McConnell with all in favor. ***Motion passed***. Adjournment occurred at 6:30 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – June 22, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page. Members present: Glenn Page, Scott Self, Don Skiba, Joe Smith, Richard Sainsbury, Selectmen's Representative Gus Lerandeau, Alternate Michael York and Alternate Jim McConnell. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated York for Johnson.

Absent: Jane Johnson and Alternate Liz Traynor

Others Present: Planning and Community Development Director Sara Carbonneau, Dave Bergeron from Brickstone Land Use Consultants, Bob Furlone, Wendy Pelletier, Eric Stanley, Robert Colby

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. The Chair stated there was nothing new on the agenda and therefore no need for further consideration.

PUBLIC HEARINGS
Site Plan Review Application - SAR Realty of Langdon
The applicant seeks to construct a 36' x 24' two-story addition to the existing structure. The property is situated at 258 Old Homestead Highway and is shown at Tax Map 19, Lot 99 situated in the Industrial Park District. Public hearing opened.

Stanley was asked if anything had changed in the plans from the prior presentation and Stanley said, "no". Lerandeau asked if there were any Town related issues. Carbonneau said the applicants will need a building permit but none of the department heads had any concerns. Public hearing closed.

> **Motion** was made by Lerandeau to approve the request of SAR Realty of Langdon to construct a 36' X 24' two-story addition onto an existing structure on property situated at 258 Old Homestead Highway and shown at Tax Map 19, Lot 99 in the Industrial Park District. There was a second by Smith and all were in favor. ***Motion passed.***

Site Plan Review Application - Brickstone Land Use Consultants, agent on behalf of Furlone, LLC
The applicant seeks to construct 8,800 s.f. of self-storage space (contained within 3 buildings). The property is situated off Old Homestead Highway and is shown at Tax Map 36, Lot 5 situated in the Business District. Public hearing opened.

Bergeron was present to provide a plan of the project. He pointed out the location of the storage facility close to State Route 32. He said the land is mostly wooded now, and the soils are tight with some sand. There is a stream through the property which passes under State Route 32 via a culvert. He noted there will be pavement immediately around the three buildings. The area will be surrounded by a fence and a gate for control of entry. It is a 24 hour operation. Bergeron said there will be landscaping along the wall facing State Route 32. He said

there will also be landscaping at the entrance where a sign is planned. No water or sewer on the site. There will be electrical service mainly for security. The fixtures are small and are downcast. There will be no electrical service inside the buildings themselves. There is battery backup for the lights. He spoke about drainage on the property – the land slopes to the rear. The paved areas will run to catch basins, which will run to a retention pond. Bottom of pond will be lower than the outlet discharge pipe which is designed to keep storm water clean. He also noted the retention pond is designed with enough additional water storage to accommodate a 50-year storm. 2.61 CF per second is the projected post-development runoff from the property/the pre-development runoff was calculated at 3.69 CFS. Bergeron said the driveway permit has been issued by New Hampshire Department of Transportation (NH DOT). Bergeron passed out copies of the driveway permit to the members to review. McConnell noted the driveway permit was issued by local NH DOT. Bergeron said that was normal for local requests which generate low traffic; he estimated 10 trips per day for the business. He said snow storage has been planned for within the fenced in area and there is no wetland impact. Bergeron addressed a water line on State Route 32, which runs beneath the proposed driveway and he said they will have to add fill to raise the driveway, which should make the waterline more secure. Bergeron passed out elevation views of the proposed buildings. The roofs will be asphalt.

McConnell asked about climate control and Bergeron said there is none for the buildings. Self asked about turn radius between two buildings. Bergeron said the space provided for the paved area is 24 feet between buildings which is sufficient for turnaround. Public hearing closed.

> **Motion** was made by Lerandeau to approve the request of applicant Brickstone Land Use Consultants, agent on behalf of Furlone, LLC, to construct 8,800 s.f. of self-storage space (contained within 3 buildings) on property situated off Old Homestead Highway and shown at Tax Map 36, Lot 5 situated in the Business District. There was a second by Skiba and no further discussion. All were in favor. ***Motion passed.***

Carbonneau noted this property is in Tax Increment Finance (TIF) district.

Subdivision Application – Wendy Pelletier, agent on behalf of Judith Clark and Haley Lancey
The applicant wishes to subdivide Tax Map 30, Lot 18 into 2 lots. The subject premises are located off Warmac Road and situated in the Rural/Agriculture District. Public hearing opened.

Pelletier was present to show the plan for the two lot subdivision to the Board. She showed the existing house and kennel. The plan showed a proposed future driveway at the eastern end of the second lot, but for now they will use the same entrance as the kennel.

Mr. Robert Colby, an abutter, asked about the proposed driveway, which he was told, would have to be ten feet from his property line. He was assured that the driveway, should it be built in the future, will follow the Town's regulations for setbacks from Colby's property line.

Carbonneau said that the proposed backlot is more than 5 acres, and therefore doesn't need to go to New Hampshire Department of Environmental Services (NH DES) for approval for septic design. Self asked about any necessary changes to the existing driveway and Pelletier said there is plenty of room for the driveway with a 30 foot easement. Public hearing closed.

> **Motion** was made by Smith to approve the request of Wendy Pelletier, agent on behalf of Judith Clark and Haley Lancey to subdivide Tax Map 30, Lot 18 into 2 lots on premises located off Warmac Road and

situated in the Rural/Agriculture District. There was a second to the motion by Lerandeau and no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATIONS

Free-standing Sign Application – Northern NE Conference of Seventh-Day Adventists

The applicant wishes to install a free-standing sing on property owned by L&G Berube Realty Trust. L&G's property is shown at Tax Map 3, Lot 3 situated in the Business District. This application is subject to the applicant receiving a variance for an off-premises sign.

This application was not discussed as the applicant has asked for a continuation based on a continuation of Zoning Board of Adjustment (ZBA) review.

DISCUSSIONS/OTHER BUSINESS

Correction for June 8, 2017 Minutes

Carbonneau noted that Johnson requested a change to the June 8, 2017 minutes indicating that Bernard was speaking as a member of the Water Protection Committee.

Minutes:

Minutes from June 8, 2017 were considered. There was a **motion** by Lerandeau to approve the Minutes of June 8, 2017 as amended. There was a second by Smith. ***Motion passed***

Location of Meetings in July and August

Carbonneau reminded the members of the Board that in July and August meetings will be held at Whitcomb Hall.

Complete Streets Application

Carbonneau noted the Town is applying for a Complete Streets $10,000.00 grant, which has no required match. However, she said there would be approximately $3,000.00 in costs for DPW to dig holes and put up signs, administration time for survey work, and some mailing costs, all of which would be in-kind match. She talked about signs for Town local roads with information about clearance between cars and bikes. She said some signs will identify the Town as a Complete Streets town. She asked if the Planning Board would be willing to issue a letter of support for the grant application.

Lerandeau asked for a sample sign to review. Carbonneau showed the Board a sign which read, "3 feet minimum to pass bicycles". Lerandeau asked for the RSA that is the State law the sign refers to and Carbonneau said she would get the State law to him. She noted that there is required a 3 feet minimum to pass a bicycle when you are going 30 MPH but higher minimum separations when going at higher speeds. Lerandeau asked how such a law would be enforced. Carbonneau agreed that enforcement is difficult but said the signs are meant to make drivers aware of bikers. Skiba pointed out there should be a law about biker responsibility on the roads as well as for drivers of cars.

Self asked about putting bike lines in place on roads and Carbonneau said the problem is that every year you have to repaint the lines, which becomes an annual cost.

Motion was made by Sainsbury to issue a letter of support for the Complete Streets application for a $10,000.00 grant. There was a second by Smith. Lerandeau abstained from voting, and Self voted "no". All others voted "yes". ***Motion passed.***

Self said he thought the funds could be better spent. He said that signs are not going to be paid attention to and they will be confusing, who has to give 3 feet, the car or bike. He said he would rather see money spent on the rail trail. Carbonneau said that $10,000.00 is not much for improving roads. Lerandeau pointed out that vehicles that share the road should also share the cost and right now bicycles riders use the road at no cost to them. There was a brief discussion about how to finance maintenance of roads. It was also noted that bicycles put less wear on the roads than cars.

Next Meeting: July 13, 2017 at Whitcomb Hall, 17 Main Street, Swanzey.

ADJOURNMENT
Motion to adjourn was made by Lerandeau. There was a second to the motion by Smith with all in favor. ***Motion passed***. Adjournment occurred at 6:41 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – July 13, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Don Skiba, Richard Sainsbury, Jane Johnson, Selectmen's Representative Gus Lerandeau, Alternate Liz Traynor and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated York for Self and Traynor for Smith.

Absent: Scott Self, Joe Smith, Alternate Jim McConnell

Others Present: Alyce Romaneck, Barbara Skuly, Joanne Stroshine

Minutes:

- Minutes from June 22, 2017 were considered. There was a **motion** by Lerandeau to approve the Minutes of June 22, 2017. There was a second by Skiba. Johnson and Traynor abstained since they were not present at that meeting. All else were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Johnson that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATIONS (The following application is being considered for completeness only. Comments will be limited to the issue of completeness.) –

Site Plan Review Application
Allyce Romaneck wishes to operate a "family child care" center from property located at 23 Spring Street, shown at Tax Map 57, Lots 74 & 75. The property is located in the Residence District. If the Planning Board determines that the application is complete, a public hearing will be held on Thursday, July 27, 2017 at 6:00 p.m. at Whitcomb Hall, 17 Main Street, Swanzey, New Hampshire.

Romaneck explained the purpose of her application and noted that she did receive Zoning Board of Adjustment (ZBA) approval for up to 15 children although she intends to have fewer. The Chair referred to the fence in the backyard that has not been installed as yet. Romaneck said that is the plan; the backyard will be all enclosed with fencing. She spoke about the driveway and putting in some parking space, hopefully with turnaround room.

The Chair asked Skuly if she had anything to say and Skuly responded that the application looked complete to her. She did not have anything else to add at this point in time.

Johnson asked Romaneck about her application for licensing. Romaneck said that a health inspection, code enforcement inspection and fire inspection have to occur before a State License can be issued. She also said the State license person will measure and approve what space can be used and the number of children to be cared for given the square footage available for use for daycare. She said she plans to take care of her own child and five others, initially. She said she cannot apply for the license without the inspections being done and approval from the Planning Board of the Town.

Lerandeau asked Carbonneau if she thought the application is complete and Carbonneau responded that it is.

> **Motion** was made by Lerandeau that application of Allyce Romaneck to operate a "family child care" center from property located at 23 Spring Street, shown at Tax Map 57, Lots 74 & 75 and located in the Residence District is complete and ready to go to public hearing. There was a second by Skiba. All were in favor. ***Motion passed.***

Public hearing will be held July 27, 2017 at Whitcomb Hall.

OTHER APPLICATIONS

Request for Voluntary Merger

Beverly A. Ells and Amy L. Lehr request a voluntary merger of properties shown at Tax Map 20, Lots 56 and 57 (located off Marcy Hill Road). Chair Page said the item before the Board is to authorize the Chair to sign documentation approving the merger. Carbonneau noted that Lot 57 has the house on it and Lot 56 is a vacant lot. If merger is approved, the combined parcel will be shown on Tax Map 20, Lot 57. The merger would go into effect April of 2018 for taxation purposes; it takes effect immediately for land use regulation purposes. The Board saw no issues with the merger.

> **Motion** was made by Lerandeau to authorize Chair Glenn Page to sign the form merging Lot 57 and Lot 56, shown on Tax Map 20, as requested by Beverly A. Ells and Amy L. Lehr. There was a second to the motion by Skiba. All were in favor. ***Motion passed.***

Free-standing Sign Application

Mike Pappas wishes to install a free-standing sign consisting of approximately 1.22 square feet. The property is situated at 6 South Road, shown at Tax Map 31, Lot 3 and situated in the Residence District.
Discussion began regarding the current presence of illegal signs on the property. Chair Page suggested that no action be taken on the request for the free-standing sign until the illegal signs on the property have been removed. Skiba noted that fencing to screen loam pile from State Route 32 which was agreed upon by Pappas at the site plan review has not been done.

> **Motion** was made by Lerandeau to defer the request of Mike Pappas to install a free-standing sign consisting of approximately 1.22 square feet on property situated on 6 South Road, shown at Tax Map 31, Lot 3, in the Residence District until such time as illegal signs presently on the property are removed and the site is in full compliance with the site plan review that was approved by the Planning Board on November 10, 2017. There was a second to the motion by Skiba. All were in favor. ***Motion passed.***

DISCUSSIONS/OTHER BUSINESS

New Hampshire Department of Transportation (NH DOT) Proposal

Carbonneau referred to a packet and letter received by the Town from NH DOT regarding proposals for safety changes to the intersection of Sawyer's Crossing and State Route 32 – T-intersection or roundabout. She said the meeting will be open to the public for review of drawings at 6:00 p.m. At 6:30 will be a formal presentation.

Carbonneau said that notification has gone to Town departments which might be impacted such as the Police and Fire Departments and the Carpenter Home. She said the NH DOT has notified the abutters along State Route 32 and Sawyer's Crossing Road and the Monadnock Regional School District (MRSD). Carbonneau said she is hopeful that the MRSD will be present at the NH DOT meeting.

Carbonneau encouraged folks to attend the meeting. She noted that 80% of the time the intersection as it is today works just fine, but during peak hours like early morning commute and between 2 and 4 pm in the afternoon, the intersection doesn't work very well and there are clear safety concerns. She noted that funding is coming from Highway Safety Improvement funds and if not used for this project, the money will go to some other town in the State.

Old Home Day
Carbonneau reminded the Board of the parade and the Town Government booth. She noted that there will be sign up forms for the Recreation Department and also some giveaways for those who visit the booth.

Whitcomb Hall Barbecue
Carbonneau noted that the Whitcomb Hall Barbecue is scheduled for Saturday August 26th.

Town Committee Membership
Carbonneau noted that there are a number of committees with openings for regular and alternate members. She encouraged members of the Board to speak to friends and neighbors about becoming active in Town committees. Carbonneau noted that Swanzey Recreation has a Facebook page and it is important to reach out to folks younger than 50 to get involved with the Town. Social media is one way to do that.

Update on Route 32 paving project & Cobble Hill Upgrades
The Chair gave an update on the paving project on State Route 32, which is moving from south to north along State Route 32. Page also provided an update on the work being done at Cobble Hill Road.

Building Projects in Town
Carbonneau spoke about building projects: painting of Whitcomb Hall and Police Department addition is moving ahead. She said the slab is completed and it is very sturdy. Sometime in August the Town Hall roof work will begin and the members of the Board should expect to continue to meet at Whitcomb Hall in September.

Water Line Project
Carbonneau noted that she received a call from Geo-Insight with regard to New Hampshire Department of Environmental Services (NH DES) consideration of extending the West Swanzey water line to add the properties impacted by MtBE pollution. However, those properties are beginning to get water samples that are approaching normal. She said NH DES will continue to pursue testing. Skiba said he had a conversation with NH DES and they said if they come back with zero impurities, the money goes away. It was noted that last year's drought decreased the water table and that water samples could be skewed by the lowered water table.

Public Input – Swanzey Preservation Society Tag Sale

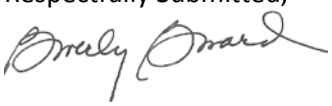
Joanne Stroshine spoke about Old Home Day. She also spoke about the Swanzey Preservation Society planning a yard sale on August 12 and could use some help. She said they need some bodies to man the tables and are also looking for donations to sell. They would like to have 20 tables. She suggested that the Town Committees would be interested in helping and noted that anyone willing to help out should contact Jane Johnson or Joanne Stroshine. There was a discussion about having the yard sale held in the morning. Johnson said there will be more fund raisers but no tag sale on Saturday, July 17, during Old Home Day.

Swanzey Uncovered
Traynor asked about frequency of publication of the Swanzey Uncovered newsletter and Carbonneau said they go out quarterly, not monthly. The next will be limited to the website, except for a few copies, since it is costly to mail out the newsletters. It's over $1,000 to mail them.

Next Meeting: July 27, 2017

ADJOURNMENT
Motion to adjourn was made by Skiba. There was a second to the motion by Lerandeau with all in favor. ***Motion passed***. Adjournment occurred at 6:46 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – July 27, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Joe Smith, Alternate Jim McConnell, Alternate Liz Traynor and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Selectmen's Representative Gus Lerandeau

Others Present: Allyce Romaneck, Director of Planning and Community Development Sara Carbonneau, and Residents Barbara Skuly and David Hoitt

Minutes:

- Minutes from July 13, 2017 were considered. There was a **motion** by Johnson to approve the Minutes of July 13, 2017 with change noted by Traynor of an error in the date referenced in the Pappas discussion. It should be November 2016. There was a second by Sainsbury. Smith and Self abstained. All else were in favor. ***Motion passed.***

Regional Impact: The Chair noted there was nothing new on the agenda tonight and therefore no need to consider regional impact.

PUBLIC HEARING

Site Plan Review Application

Allyce Romaneck wishes to operate a "licensed family child care" center from property located at 23 Spring Street, shown at Tax Map 57, Lots 74 & 75. The property is located in the Residence District. Public hearing opened.

Romaneck explained the purpose of her application and noted that she did receive Zoning Board of Adjustment (ZBA) approval for up to 15 children although she intends to have fewer at the start. Romaneck said the backyard will be enclosed with fencing. She spoke about the driveway and putting in some parking space, hopefully with turnaround room. She said has been a Director of Child Care Centers in the past. She noted that the front porch will be the entryway and the kitchen exit will be access for children to backyard.

Skiba asked about fencing being in before the business is in operation and he asked about combining two lots to provide more space. Romaneck said that combining the lots has to do with reducing the number of tax bills. She noted that a mortgage company is involved in the merging of the lots and there are some misunderstandings that are slowing down the process.

Neighbor Barbara Skuly asked about parking spaces shown on the drawing of the proposed business to be on the street. She expressed concern about those parking spaces and asked the Board to withhold approval of them until expansion requires more spaces.

Romaneck said the fence has to be completed before State licensing will be granted. She said she expects to put a picket fence in front and different fencing for the rear. She noted walk-through by staff from the State has been done, but all the other inspections for Fire, Code, Health, and final State licensing have yet to be done.

Skuly asked that the right-of-way between Skuly and Romaneck properties be left as it is now, as a vegetated buffer, and that approval by the Planning Board state that a vegetative buffer be maintained between the two properties. When asked by Hoitt about the planned widening of the driveway and the possible removal of trees, Romaneck said no trees would come down.

Carbonneau made note that ZBA approval was granted with the condition that the Special Exception would be void should the applicant not become licensed (or maintain a State license) for a Child Care Center by the State of New Hampshire. Public hearing closed.

> **Motion** was made by Skiba to approve the application of Allyce Romaneck to operate a "family child care" center from property located at 23 Spring Street, shown at Tax Map 57, Lots 74 & 75 and located in the Residence District on condition of completion of fencing in the back yard, the passing of all Code, Health, Fire, and Licensing Inspections, and maintenance of an existing vegetative buffer between Lots 75 and 76. There was a second by Self. All were in favor. ***Motion passed.***

DISCUSSIONS/OTHER BUSINESS

New Hampshire Department of Transportation (NH DOT) Proposal for Route 32/Sawyer's Crossing Rd.

Carbonneau referred to a packet and letter received by the Town from NH DOT regarding proposals for safety changes to the intersection of Sawyer's Crossing and State Route 32 – T-intersection or roundabout. Carbonneau showed the drawings to the Board members. T-section would be a level "E" at peak commuting times during the day; ratings go from "A" to "F" with an "F" rating a failure rate. Level "E" is pretty close to failure. And it does nothing to reduce speed in the area.

She showed the roundabout option which would reduce speed on State Route 32. She noted that the location of crosswalks, which some members considered to be too close to the roundabout itself and not in the best location for the schools. Skiba spoke about the crosswalks being moved back because of problems in the roundabout when stopping for pedestrians. Carbonneau spoke about easier access to Simeneau Lane and said the Town might consider making the Simeneau Lane one way in with outbound lane being next to the Grange building. York suggested crosswalk lights to go on when pedestrians are crossing. He said pedestrians activate the lights.

Carbonneau said the project would be funded by the Federal Highway Safety Improvement Program. The funds are targeted for projects like this one and if Swanzey doesn't use the funds, some other town will. Page said the State is looking for a consensus about one or the other option. Skiba suggested a group of local people be allowed to assist with the State design planning. Carbonneau also noted that the process will take time and that the design is not completed and won't be until the end of next year.

She continued saying that she understood that no private property owners are impacted with the roundabout construction (with reference to land takings). She did note there could be property acquisition required from the school district and the town. There was a discussion about the possibility of removal of some trees.

Page pointed out that now State Route 32 is a decent road with new paving it might make for even more traffic and increased speed by drivers. Traynor said she did not believe that a roundabout slows down traffic and she didn't see the need for any changes to the intersection.

There was a discussion about having crosswalks further away from roundabouts. Discussion included references to other roundabouts where crosswalks close to the roundabout itself can cause potential accidents when cars stop in the roundabout to accommodate pedestrians in the crosswalk.

> **Motion** was made by Skiba to recommend to the State of New Hampshire Department of Transportation (NH DOT) a preference by the Swanzey Planning Board for a roundabout solution to the safety issues at the intersection of State Route 32 and Sawyer's Crossing Road, and giving authority to Chair Page to sign a letter to the NH DOT to that effect and stating the Board would like to be included in phases of planning for the design of the roundabout, particularly when it comes to the crosswalks. There was a second to the motion by Sainsbury. Self suggested including in the letter the possibility of moving the crosswalks and possibly integrating Simeneau Lane into the roundabout as an exit. Smith said the plus on the roundabout is that it will slow traffic down. Page asked for a vote. All voted in favor by saying "aye", except for Johnson who voted "nay". ***Motion passed.***

Carbonneau noted that both State Route 32 and Sawyer's Crossing Road are State roads, maintained by the State and the final determination as to how to proceed will be up to the State to decide.

Aquifer Ordinance Update

Carbonneau noted the changes made to the proposed ordinance whereby "special exception" language replaced "conditional use" language. Carbonneau noted the existence of a larger map showing the aquifers – but the map doesn't have the underlying parcels on it. Carbonneau said she could get a hard copy of the entire ordinance document to the members of the Board. She noted that in August there could be a general vote as to whether to support or not to support the initiative going forward but public hearings (if the Board decides to go forward with an ordinance) would occur sometime between mid-November and mid-January. McConnell asked about making the document public and Carbonneau said the document is a public document and can be provided to anyone who asks. McConnell suggested that the document be placed on the website so that anyone could look at it and give to the committee as much input as possible.

New State Law regarding Electrical Outlets

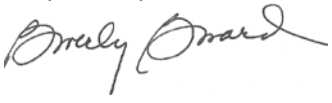
Skiba noted a new State of NH law with regard to electrical outlets and ARC fault fixtures. Skiba asked if the law now requires a permit for a homeowner to change an outlet, which will cost money. McConnell said it was a controversial issue at the State Legislature.

Next Meeting: August 10, 2017 at Whitcomb Hall.

ADJOURNMENT

Motion to adjourn was made by Johnson. There was a second to the motion by Smith with all in favor. ***Motion passed***. Adjournment occurred at 6:52 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – August 10, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Selectmen's Representative Gus Lerandeau, Alternate Jim McConnell, Alternate Liz Traynor and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated McConnell for Smith.

Absent: Joe Smith

Others Present:
Eagle Scout Luke Mabe, who is working on a Communications Badge, Doug Hamshaw, and Patrick Short

Minutes:

- Minutes from July 27, 2017 were considered. There was a **motion** by Johnson to approve the Minutes of July 27, 2017. There was a second by McConnell. All else were in favor except Lerandeau who abstained. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Sainsbury that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

A. OTHER APPLICATIONS (The following application was considered for completeness only. Comments were limited to the issue of completeness.) –

1. **Site Plan Review Application**
   Hamshaw Lumber wishes to utilize the property situated 3 Whittemore Farm Road for the storage of utility and horse trailers and wood pellets. The property is shown at Tax Map 51, Lot 1-1, situated in the Commercial/Industrial District. If the Planning Board determines that the application is complete, a PUBLIC HEARING will be held on Thursday, August 24, 2017 at 6:00 p.m. at Whitcomb Hall.

   Discussion: The board discussed that application which stated that the business intends to store trailers and pellets on the site.

   Motion was made by Johnson that the application of Hamshaw Lumber to utilize property situated at 3 Whittemore Farm Road for storage of utility and horse trailers and wood pellets, shown at Tax Map 51 Lot 1-1 and situated in the Commercial/Industrial District is complete and ready for Public Hearing, which will take place on Thursday, August 24, 2017 at 6:00 p.m. at Whitcomb Hall. There was a second to the motion by Self who said for the record that the Planning Board usually requires more for a site

plan and it should be stated in the motion that the Planning Board waives the requirements based on the fact that the land is being used without any changes to the site.

Self **moved** to table the motion by Johnson stating that the Planning Board should waive the requirement for a site plan since the land is being used as is, without any changes; the land is being used only for storage, no requirement for a normal site plan, no drainage plan needed. There was a second by McConnell. All were in favor except Lerandeau who abstained. ***Motion passed.*** **Johnson's motion was tabled**.

Motion was made by Johnson that the Planning Board waives the requirements for a site plan based on the fact that the land is being used without any changes to the site and that the application of Hamshaw Lumber to utilize property situated at 3 Whittemore Farm Road for storage of utility and horse trailers and wood pellets, shown at Tax Map 51 Lot 1-1 and situated in the Commercial/Industrial District is complete and ready for Public Hearing, which will take place on Thursday, August 24, 2017 at 6:00 p.m. at Whitcomb Hall. Self seconded the motion and there was no further discussion. All were in favor except Lerandeau who abstained. ***Motion passed.***

Doug Hamshaw arrived at the meeting after this matter was considered. The Board informed him that he should be present at the public hearing on August 24th to address any concerns or questions the Board may have.

B. OTHER APPLICATIONS –

1. **Free-standing Sign Application**
   Summit Distributing, LLC wishes to install a new free-standing sign on property situated at 472 Old Homestead Highway. The free-standing sign will be installed in the same location and the same square footage as the existing free-standing sign. The property is shown at Tax Map 34, Lot 33-2, situated in the Business District.

   Discussion: Skiba said there is a change because the sign will be electronic; sign on Route 32 (Neighbors). Carbonneau noted there is no street number on the property and that will be required. She recommended street number be included on the free-standing sign as a condition of approval of the Board.

   Motion was made by Lerandeau to approve the request of Summit Distributing LLC to install a new free-standing sign on property situated at 472 Old Homestead Highway in the same location and same square footage as an existing free-standing sign, including street number, and shown at Tax Map 34, Lot 33-2 in the Business District. There was a second to the motion by Skiba and all were in favor. ***Motion passed.***

2. **Sign Permit Application**
   Monadnock Ford wishes to replace the current "Roundtree" sign representing a former owner of the business with a "Monadnock" sign, representing the new owners of the business at property situated at 119 Monadnock Highway, Map 18, Lot 87-2 in the Business District.

Motion was made by Lerandeau to approve the request of Monadnock Ford to replace an existing building sign for Roundtree Ford with sign for Monadnock Ford on property situated at 119 Monadnock Highway, Map 18, Lot 87-2 in the Business District. There was a second to the motion by Skiba and all were in favor. ***Motion passed.***

C DISCUSSIONS/OTHER BUSINESS –

Aquifer Protection Proposed Ordinance

Carbonneau informed the Board that the aquifer map with overlay showing the zoning for the Town would (hopefully) be ready for discussion on August 24th. Bernard noted that the Aquifer Protection Study Committee has been asked to join the August 24, 2017 meeting to answer questions by the Board.

Motion was made by McConnell to table the discussion of the proposed Aquifer Protection Ordinance until August 24th. There was a second to the motion by Lerandeau. All were in favor. ***Motion passed.***

Reminders and Updates provided by Carbonneau

- Grange Tag Sale will be August 19, 2017
- Whitcomb Hall barbecue is 26th of August
- Planning Board recommendation about a proposed roundabout was sent to the State. The Board of Selectmen will be discussing the roundabout at the meeting next Wednesday.
- Inspection of manholes was completed. Page spoke about the paving of Route 32 by the State Department of Transportation (NH DOT).
- Next Zoning Board of Adjustment (ZBA) meeting on Monday August 21, 2017 and will be addressing 15 unit condominiums off West Street. August 24th is the date that the project is scheduled to be presented to the Planning Board. Carbonneau said the project is for mini condos – one bedroom units. She suggested Board members stop by Town Hall to review plans.

Water Resources Protection Proposed Ordinance

Self indicated he had reviewed the materials for the proposed ordinance and there were a number of typographical errors, which he pointed out. He also noted risks for residential land use on different pages were inconsistent. And he once again pointed out that the Conclusion gives incorrect information as to the number of people served by public water suppliers versus private wells. He said the correct numbers are public and private water systems serve approximately 1,574 persons and 5,656 persons are served by private wells.

Discussion continued regarding delineation of zones and property lines. Page noted that the aquifer map with overlay map with lot numbers will help determine that. Skiba noted that the wellhead protection area is designated by the State with 400 feet circle. Self spoke about zoning currently protecting a lot of the land already. Self said that also there are references to “conditional use” in the draft of the ordinance on a number of pages which should refer to “special exception”. Carbonneau looked through materials and opined that some of the references to conditional use are generic and do not reference permits. She said perhaps they should be called “provisional uses” or something of that nature.

Public Input

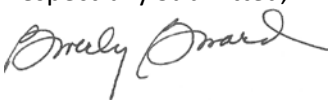
Eagle Scout Luke Mabe was present to take notes about the Planning Board meeting. He said he is working on a Communications Badge which required him to attend a town meeting. He asked a question about the water discussion.

Illegal Signs
A brief discussion occurred about signs that are not legal by Town regulations. Carbonneau said letters will be going out about removal of the signs.

Next Meeting: August 24, 2017

ADJOURNMENT
Motion to adjourn was made by McConnell. There was a second to the motion by Skiba with all in favor. ***Motion passed***. Adjournment occurred at 6:44 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – August 24, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Joe Smith, Selectmen's Representative Gus Lerandeau, Alternate Jim McConnell, and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Alternate Liz Traynor

Others Present:
Director of Planning and Community Development Sara Carbonneau, Wendy Pelletier, David Williams, Douglas Hamshaw

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Lerandeau with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARING
Site Plan Review Application – public hearing opened at 6:03 p.m. and closed at 6:06 p.m.
Hamshaw Lumber wishes to utilize the property situated 3 Whittemore Farm Road for the storage of utility and horse trailers and wood pellets. The property is shown at Tax Map 51, Lot 1-1, situated in the Commercial/Industrial District.

Discussion: Hamshaw said they are using the lot for wood pellets and trailers. What brought up the need to come to the Planning Board was a request for a light pole that would not impinge on any neighboring property owners and the desire to put up a security camera. He also noted there was some concern about having a closed gate which could impede fire access. If that is an issue, he said he could address it. Hamshaw said they did do some drainage to improve the lot. When asked about fencing he said there is no chain link fence. He said the fence is a wooded fence which was added to the fencing that was already in place. He noted adding agricultural wire fencing at the back of the lot.

There were no further questions from the Board or anyone else present.

> **Motion** was made by Skiba to approve the request of Hamshaw Lumber to utilize the property situated at 3 Whittemore Farm Road and shown at Tax Map 51, Lot 1-1 in the Commercial/Industrial District for the storage of utility and horse trailers and wood pellets, subject to Fire Department approval. There was a second to the motion by Johnson and no further discussion. All were in favor. ***Motion passed.***

There was a brief discussion about opening and closing public hearings.

OTHER APPLICATIONS –(The following application was considered for completeness only. Comments were limited to the completeness of the application.)

Site Plan Review & Subdivision Application
Wendy Pelletier, agent on behalf of David Williams, wishes to construct a multi-family housing project (15 unit condominium complex) at property situated at 23 West Street. The property is situated in the Business District and is shown at Tax Map 57, Lot 7. If the Planning Board determines that the application is complete, a PUBLIC HEARING will be held on Thursday, September 14, 2017 at 6:00 p.m. at Whitcomb Hall.

Discussion: Pelletier was present to review the plot plan for the proposed development with the Planning Board. She spoke about the entrance and parking for residents and visitors. She said there will be two parking spaces for each unit, one in a carport. She said all the drainage will be handled on site. There will be rain gardens and swales. Pelletier went through the drainage plan saying that post development will not exceed pre-development water in the area. She showed the landscaping plan. She noted all utilities will be underground.

Lerandeau asked whether the parking lot would be gravel or paved. Pelletier said the first 20 feet of entrance will be paved, the rest gravel. Skiba asked about the size of the small units and who might purchase them. Pelletier replied that the focus will be on elderly since the units are single bedroom, 22' X 22' feet. She showed a floor plan for the units. Williams said that sometimes criminals target older folks when they know where they congregate such as in 55+ age limit communities. He said he felt that having a mix of owners, the elderly might be more comfortable and safer.

Page stressed to the Board that the goal of this meeting was the completeness of the application.

Carbonneau added that a waiver for driveway setback has been requested and that Department of Public Works Director Lee Dunham has not responded to that request as yet. Skiba noted there is a Zoning Board of Adjustment (ZBA) request still on the table. Carbonneau said that by State law, the Town cannot mandate the order of approvals, either from the State or locally. . She noted that ZBA has decided to do a site visit on September 11, 2017 at 5:30 p.m. She suggested for the sake of efficiency that the Planning Board members might want to visit on the same night. She did emphasize that should any discussion occur during that site walk where questions are asked and a response is given, then the meeting will be considered a public meeting and need to be noticed. She said it may not be considered a Planning Board meeting if no one talks, but recommended noticing it as a Planning Board meeting.

Self asked about snow removal. Pelletier said it will be on the plan at the next meeting.

> **Motion** was made by Lerandeau that the application of Wendy Pelletier, agent on behalf of David Williams, to construct a multi-family housing project (15 unit condominium complex) on property situated at 23 West Street, located in the Business District and shown at Tax Map 57, Lot 7 is complete. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***
>
> **Motion** was made by Self to attend the site visit with the ZBA on September 11, 2017 at 5:30 p.m. as a properly noticed Planning Board meeting, noting that the Planning Board's public hearing on this matter would commence as previously noticed on September 14th at 6:00 p.m. Smith seconded the motion. All were in favor. ***Motion passed.***

Self asked Williams about staking out the building sites and Williams said that they are already staked out.

DISCUSSIONS/OTHER BUSINESS

Proposed Aquifer Protection Ordinance – postponed until September 14, 2017

Carbonneau passed out copies of the plan. She also passed out copies of the proposed ordinance. She noted no changes have been made. All revisions will be made at one time, during the review. She noted the map with lot boundaries displayed. She said she could send a PDF document of the same should any member want a copy. Self asked about including zoning boundaries. Carbonneau said she would try but it might be too busy with so much information and therefore difficult to read.

Wilson Pond Dams

Carbonneau informed the Board that next Wednesday the Board of Selectmen is holding a Public Information meeting at the airport regarding the Wilson Pond dams. They will be discussing options for the dams and the Dubois & King study that was done a number of years ago. She said the discussion will include impact on Wilson Pond and State Route 32. She asked the Planning Board members to be there if possible. She said there is much money involved and many decisions to be made.

Whitcomb Hall Barbecue

Carbonneau reminded the members of the Planning Board that this Saturday is the Whitcomb Hall barbecue.

Town Hall Roof

Carbonneau said work is progressing on the Town Hall roof. Wiring has begun. For month of September meetings will be held at Whitcomb Hall. Bernard noted the Board of Selectmen have chosen a charcoal grey for the metal roof of Town Hall.

Grange Hall Yard Sale

Johnson noted that the Grange yard sale raised over $900.00.

State Route 32 Lines

Smith asked when the State would finish painting the white lines on the one side of Route 32 that is not painted. He asked Carbonneau to speak to New Hampshire Department of Transportation about when they plan to finish. Carbonneau said she would. She also mentioned that the former Passing Zone on State Route 32 now is a No Passing Zone with a double yellow line in front of the housing development that is going in there. Since there will be curb cuts into State Route 32 for driveways, it would no longer be safe to allow for passing.

Next Meeting: September 14, 2017

ADJOURNMENT

Motion to adjourn was made by Lerandeau. There was a second to the motion by Smith with all in favor. ***Motion passed***. Adjournment occurred at 6:30 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Zoning Board of Adjustment, Swanzey Board of Selectmen & Swanzey Planning Board
Meeting – September 11, 2017
23 West Street
Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

A meeting of the Selectmen, the Planning Board, and the Zoning Board of Adjustment (ZBA) occurred beginning at 5:30 p.m. at 23 West Street, Swanzey, NH when the Vice Chair of the ZBA called the meeting to order. The meeting was a site visit and continuation of a public hearing for the ZBA which was continued from August 21, 2017. The meeting was a site visit for the Planning Board and a site visit for the Selectmen.

ZBA members present: Vice Chair Bob Mitchell, William Hutwelker, Bryan Rudgers, Alternate Jane Skantze, Alternate Eric Kallio, and Alternate Adam Mulhearn.
Absent: Keith Thibault, Sarah Tatro, Alternate Shane Bryant and Alternate Marty Geheran.

Planning Board members present: Chair Glenn Page, Scott Self, Don Skiba, Jane Johnson, Joe Smith, and Alternate Michael York.
Absent: Richard Sainsbury, Selectmen's Representative Gus Lerandeau, Alternate Jim McConnell and Alternate Liz Traynor.

Present were Selectmen Kenneth P. Colby, Jr., W. William Hutwelker III, and Sylvester Karasinski. Also present was .

OTHERS PRESENT

Recording Secretary Beverly Bernard, Town Administrator Michael Branley, Director of Planning and Community Development Sara Carbonneau, Director of Department of Public Works (DPW) Lee Dunham, David Williams and Wendy Pelletier, agent on behalf of David Williams, Tim Goldthwaite from Meridian Land Services, and many neighbors and/or abutting property owners including Bradley Howe, Donna Aron, Patty and Richard Fairbanks, Jessica and Adam Cullis, Tim Carrier, Chad Bryant, Barbara Skuly, Brenda and Travis Castor, and Donna White.

SITE VISIT

Site Plan Review and Subdivision Application and Special Exception Application

Wendy Pelletier, agent on behalf of David Williams, wishes to construct a multi-family housing project (15 unit condominium complex) at property situated at 23 West Street. The property is situated in the Business District and is shown at Tax Map 57, Lot 7.

After Mitchell called the meeting to order and opened the public hearing at 6:00 p.m. he informed those gathered that any questions will be limited to the physical site. He said the following tonight's site visit/public hearing, the public hearing will be continued to September 18, 2017 at 7:00 p.m. at Whitcomb Hall where other issues can be raised at that time. Bernard read the agenda for the meeting to the gathering. The next item to be addressed was a letter of recusal from Keith F. Thibault, ZBA Chairperson. See attachment below.

The site visit began at the entrance to the property at 23 West Street. Williams described the work being done on the front building and informed the gathering that the driveway would be wider than visible at present. He pointed out surveyor stakes indicating the new location of the driveway. He said that the plants currently adjacent to the driveway will be removed in order to make way for the driveway expansion but that a vegetative buffer will be

added. Pelletier noted that the front space at the street will probably be used for postal boxes. The front building will house water pump and utilities, as well as one residential unit – a change from the original plan. Williams said large trees will be removed from the site adjacent to the driveway. He noted that an abutter property owner will be also using the new driveway.

The group walked deeper into the property where the revised plan was presented for review. At this point, Mitchell asked that all questions be directed to him and that each person with a question identify themselves.

Williams pointed out orange stakes which indicated the road to be built into the property to service the units, and blue stakes indicating the building units themselves.

Rudgers asked if Williams had purchased the neighboring property for the driveway and Williams said that "no", he had not purchased that property, but have come to agreements with the abutting property owners (Alleys) regarding the property line (confirming that the survey and markers established by Pelletier are correct). Williams stated that the driveway for the project will be able meet the driveway setback requirement of 10 feet. However, he will need to remove a portion of the existing structure in order to do so.
Williams pointed to a puddle of water and spoke about how drainage from neighboring higher ground tends to collect in this spot. He said that he would be adding rain gardens and other drainage areas. He referred to rain gardens and to infiltration basins that will assist in keeping water on the property and not impacting neighbors. Carbonneau pointed out that the plan presented today is a revised plan and that the ZBA members should take a look at it. Skuly asked more questions about the planned rain gardens and Williams said he did not anticipate any water impacting on the driveway; it would be dry. Pelletier noted that the driveway will be raised up. Goldthwaite said he took into consideration water coming off higher ground in his drainage plan. Donna Aron asked who determines what are wetland locations and Pelletier responded that a certified wetland scientist was used for that service. Rudgers asked Carbonneau how wetlands are defined in NH. She stated that she is not a wetlands scientist, but noted that wetlands are defined by the Army Corps of Engineers and have 3 parameters – hydrology, vegetation, and soils. Brad Howe asked if the drainage plan will keep water from adding to the wet area to the west of the proposed project and Williams confirmed that it would.

Tim Carrier asked how much land clearing would be occurring. He is an abutter and was concerned that trees and shrubs would be removed such that it would reduce his privacy. Williams said that he did expect to rid the land of large trees, particularly dead ones which could pose a hazard to residents, and would be putting in a vegetative buffer.

Brenda Castor, an abutting property owner to the rear of the property, asked about the proposed parking area and if Williams would be raising a fence on the boundary line. Williams pointed out the proposed parking area and said he was not planning on a fence at the rear of the property. There was a discussion about the markers for the property lines and whether or not the surveyor had done them accurately. Castor said she did not think the markers were accurate and said she and her husband would have their own survey done to confirm the boundary line at the rear of their property. Mitchell said he had duly noted the Castor's concerns.

The group walked deeper into the property and as far as the rear property line. Williams pointed out the locations of the proposed rear units where the blue stakes were. Several people consulted the plan. Cullis asked about the carport location for a particular unit and it was pointed out to him. Scott Self also asked about the parking area and Williams indicated an area to the west which is currently treed.

Williams was asked about his timeline for construction and he responded that he has no deadline. Donna White asked how much the driveway will be raised and Goldthwaite said about 3 feet, in locations.

Eric Kallio asked if there would be any re-planting of trees for buffers to abutting property and Williams said he will plant some shrubs for privacy, both for the neighbors and for the unit owners. Pelletier pointed out there is a landscape plan for the project.

Travis Cullis asked whether the project would be multi-phased or single phased and Williams responded that his attorney is working on those details. Williams did say that he envisioned the project lasting 2 or 3 years. A concern was voiced regarding the noise of dump trucks coming and going and Williams said that the units are small in size and they will be built quickly. He also said he would build some units, and then there would be a quiet period until those were sold. After which time trucks would be involved when the next set of units were being built. White asked whether the drainage will be completed first and Williams said some will be done, as required to take care of the drainage due to construction.

Rudgers asked if the units would have fire sprinklers. Williams said they would not. He said sprinklers create a potential for damage from mold which is higher than for fire damage. Donna Aron asked about the wells and Williams said there is only one artesian well planned but there would be storage tanks to address capacity. He also noted that he is prepared to hook the system up to Brown Water Company system if need be.

Aron pointed out that the property at one time was covered with old buses, cars, and snowmobiles and she said she had a concern about contamination of the soil from leaks from those vehicles. She asked that an independent soil assessment be made on the property. Mitchell asked Aron if she had photos of the land with vehicles on it to support her claim and she responded that she would look among her archive photos for one. Aron said she was afraid that the site might be a toxic waste dump. It was noted that some residents in the area have dug or drilled wells.

Castor spoke briefly about handling of burned out pumps when there is a low water table. He also walked into the wooded area to point out pink markers indicating the property line between his property and Williams' property. Both Brenda and Travis Castor said they were concerned about water on their property coming from the development. Rudgers and Mulhearn tried to clarify what Castor was saying about the pink markers and confirmed that the markers were indicating the property line.

Carrier asked how the wetlands were delineated and Pelletier said that soil borings were taken and the type of soil is part of the assessment. She said the wetlands scientist also note the high water line. Mitchell asked if there were any further questions about the site and there were none.

CONCLUSION OF SITE WALK; PUBLIC HEARING CONTINUATION & ADJOURNMENT

Motion was made by Hutwelker to conclude the site walk and continue the Public Hearing without further notice to the September 18, 2017 meeting of the **Zoning Board of Adjustment** at 7:00 p.m. at Whitcomb Hall. There was a second to the motion by Rudgers and no further discussion. All were in favor. ***Motion passed.*** The Site visit ended at 6:21 p.m.

Motion was made by Self to adjourn the meeting of the **Planning Board**. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed***. Adjournment occurred at 6:21 p.m.

Motion to adjourn the meeting of the **Board of Selectmen** was made by Karasinski. The motion was seconded by Hutwelker without further discussion. All were in favor. ***Motion passed.*** Adjournment occurred at 6:21 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Approved on

MEMORANDUM

To: Swanzey Zoning Board of Adjustment
Attention: Robert Mitchell – ZBA Vice Chairperson

From: Keith F. Thibault, ZBA Chairperson

Date: September 5, 2017

Subject: Recusal – Williams Application/23 West Street

Please accept this memorandum as my recusal from the 23 West Street Special Exception application for property owner David Williams. It has come to my attention that a potential conflict of interest exists between the applicant and me.

This potential conflict of interest arises from the fact that my employer is one of the abutters to the applicant's property on West Street. SCS Housing Inc., a wholly-owned subsidiary of Southwestern Community Services, owns the property at the corner of Route 10 and West Street, which abuts the 23 West Street property. I am employed by Southwestern Community Services, which operates a single-classroom, pre-school facility on that site.

I personally feel that I could be impartial in this application's proceedings and any subsequent decision(s). However, I feel that a recusal may, in part, help to prevent the town and ZBA from legal challenges and/or litigation arising from any ZBA decision(s) relative to this application.

I apologize for the timing of this decision as well as any confusion or concerns arising from this recusal. Please do not hesitate to contact me with any questions. Thank you.

CC: Sara Carbonneau, Director of Planning & Community Development

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – September 14, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Joe Smith, Selectmen's Representative Gus Lerandeau, Alternate Jim McConnell, Alternate Liz Traynor and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated York for Johnson.

Absent: Jane Johnson

Others Present:
Director of Planning and Community Development Sara Carbonneau, Wendy Pelletier, David Williams, Tim Goldthwaite and Attorney James M. Callahan, Aimee Doiron, Debbie Cloutier, Patricia LaFountain, Jim and Susan Ells, Jim Condap from Pilgrim Pines Conference Center, Andrew Madison from Granite State Rural Water Association, and resident Patrick Short.

Minutes:

- Minutes from August 24, 2017 were considered. There was a **motion** by Skiba to approve the Minutes of August 24, 2017. There was a second by Lerandeau. All else were in favor. ***Motion passed.***
- Minutes from August 10, 2017 were considered. There was a **motion** by Skiba to approve the Minutes of August 10, 2017. There was a second by Lerandeau. All else were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Self with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

Site Plan Review Application and Subdivision Application - Public Hearing opened at 6:02 p.m.
Wendy Pelletier, agent on behalf of David Williams, wishes to construct a multi-family housing project (15 unit condominium complex) at property situated at 23 West Street. The property is situated in the Business District and is shown at Tax Map 57, Lot 7.

Discussion: Pelletier reviewed the plot plan for the 15 units. She spoke about the driveway entrance and the servicing of the road to the units and parking spaces. Drainage will be taken care of onsite using infiltration swales. Water will infiltrate into the ground. The road will be raised about 1-2 feet to allow for drainage above the present level of earth. The entrance will be paved and the rest of the parking area and road will be gravel. Units are 22 X 22 feet and each unit has a carport. She noted landscaping plans for the project and said the project will be tapping into Town sewer system. Snow storage will be in swales. Lighting will be residential lighting on units, no light poles.

Page asked Goldthwaite about the stone base sand back fill on top, and said current specs require a different system and he spoke about man holes as well. Goldthwaite said they could change the plan appropriately.

Patricia LaFountain asked about whether the units would be for 55+ residents and Pelletier said that was not planned. LaFountain also asked about privacy fence or trees and shrubs. Pelletier said there is no plan for fencing at this time. LaFountain also spoke about a natural spring on her property and she asked what would happen to her spring. Page asked if there would be any impact on neighboring wells, and engineer said excavation should be limited to sewer system installation and no impact on ground water.

Skiba about the backyards of the California Street property owners and said since visually there will be more people there and asked if there would be any fencing or shrubs there. Pelletier said there is no plan for fencing at the rear of the property. Williams said that someone cleared woods & shrubs that were there in the past. Skiba asked about soil testing since someone at the site walk noted the presence of cars, buses, and other aging vehicles on the property. Williams noted it was brought up that vehicles were stored there and said he has a letter that states it was cleaned up by the previous owner. ***Appendix A.**

Attorney Callahan also spoke about this issue. He said there is no reported incident reported to the State about this property regarding potential contamination.

Susan Ells asked about the planned driveway. Pelletier said the driveway will be 24 feet wide. Page explained there will be a ten-foot setback from the property line and that would be achieved by removing a portion of the existing building. Jim Ells asked whether anyone has tested any of the soils there. Attorney Callahan said unless there was notice of underground tank or something of that nature, New Hampshire Department of Environmental Services (NH DES) would not ask for testing. Mr. Ells said that given all the trucks that were on the property, he thought the environment would be impacted. Callahan said that whatever was out there would be relatively benign, unlike a manufacturing operation, since it would have been associated with residential use. He stressed that the first step is some history of reporting to the State about potential problems and that sort of thing isn't done on an anecdotal basis.

Smith asked about the boundary survey not matching a neighbor's sense of where his boundary line is. Attorney Callahan said licensed professional surveyors were hired to determine the boundary lines. He continued saying it is reasonable to accept the fact that a license professional will not engage in fraudulent behavior and delivers accurate information.

McConnell began a discussion about the expense associated with soil testing. Goldthwaite said that with a 5 acre site the cost depends on the number of borings and it could be thousands of dollars. Callahan said it is expensive when it gets to the level of digging multiple holes in the ground. If there was a dry cleaner there or gas station that would give reason to pursue, but in this case there is nothing of that sort on this site. McConnell said that it seems to him that you could dig a hole relatively inexpensively to test the soils. Callahan said that if you get a professional engineering firm to do the work, it would become expensive because there is a protocol to the process. Callahan said he didn't feel there was any concern in this regard otherwise he would have advised Williams to not purchase the property.

There was a discussion about the water well that will be going in and it will be tested for contamination. Williams said that tests need to be done regularly for community wells. Carbonneau said that community water supplies need to be tested either every 6 months or once a year and reported to NH DES. Community wells are required to be tested. Skiba said he lives in an area with community wells and the regular tests performed are

for coliform; other chemicals are tested on a non-regular basis. Callahan noted that if something inappropriate shows up in the water, then they cannot get a Certificate of Occupancy (C.O.) for the units. When asked about the expected price of the units, it was reported to be between $80,000 and $90,000 per unit.

There was a discussion about the impact of the project on property values in the area and the possibility that property values were decrease. Callahan said they have indication that the value would actually go up. Callahan handed a letter to Chair Page from Ryan Goodell, Realtor with The Masiello Group, Better Homes and Gardens, which stated that the proposed development would have a positive effect on the neighborhood.*** Appendix B.**

York said he is a realtor and no one can anticipate into the future what value will be for any property.

Self asked about natural drainage. Pelletier said the natural flow is westward. She said the water will be impounded in the swales/infiltration basins. There was a discussion with Goldthwaite showing the drainage plans to Scott Self. Goldthwaite said the drainage is designed for going into the ground.

Lerandeau asked about any changes to the plan the Planning Board originally received. Pelletier said the on;y change is to the position of the driveway. She said the existing driveway of neighbors will be discontinued since it encroaches on Williams' property. She noted there is a private easement and construction vehicles currently in place will be removed and stored elsewhere. Only private vehicles will be using the driveway.

It was noted that the Zoning Board of Adjustment (ZBA) will be reviewing the Special Exception application for this proposed development next Monday evening.

There were no further questions from the Board or anyone else present.

Public Hearing closed at 6:38 p.m.

> **Motion** was made by Skiba to approve the request of Wendy Pelletier, agent on behalf of David Williams, to construct a multi-family housing project (15 unit condominium complex) at property situated at 23 West Street on property situated in the Business District and shown at Tax Map 57, Lot 7 subject to approval by ZBA. There was a second to the motion by Self and no further discussion. All were in favor except Smith who was opposed and Lerandeau abstained. Five votes in favor, one opposed. ***Motion passed five to one.***

New Tenant Application – Public Hearing opened at 6:41 p.m.
Aimee Doiron wishes to use the premises situated at 140 Monadnock Highway, Unit #9 for a dog grooming business. The property is shown at Tax Map 18, Lot 69 situated in the Business District. The property is owned by Beacon Property Mgt., LLC.

Discussion: Amy Doiron was present. Carbonneau noted the applicant's business is going into a location that was set up as a dog grooming salon. She said Code Enforcement and Fire have visited the location and there is an exit sign which needs to be changed to an Emergency Exit but otherwise are okay with the request.

There were no further questions from the Board or anyone else present.

Public Hearing closed at 6:43 p.m.

Motion was made by Lerandeau to approve the request of Aimee Doiron to use the premises situated at 140 Monadnock Highway, Unit #9 for a dog grooming business on property shown at Tax Map 18, Lot 69 situated in the Business District and owned by Beacon Property Mgt., LLC. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

Free-standing and attached Sign Permit Applications
Aimee Doiron wishes to replace existing signage with new signage for the dog grooming business situated at 140 Monadnock Highway, Unit 9, on property shown at Tax Map 18, Lot 69, situated in the Business District.

There was a brief discussion about the existing sign and no further questions from the Board.

Motion was made by Skiba to approve the request of Aimee Doiron to replace existing signage with new signage for the dog grooming business situated at 140 Monadnock Highway, Unit 9, on property shown at Tax Map 18, Lot 69, situated in the Business District. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

Multi-Tenant Application – Public Hearing opened at 6:43 p.m.
Debbie Cloutier wishes to use a portion of the premises situated at 766 West Swanzey Road for a gift shop. The property is shown at Tax Map 72, Lot 56-1 situated in the Business District. The property is owned by Bruce Willard & Theresa Hebert.

Discussion: Debbie Cloutier was present and said they would be using most of the building. There is a hot dog stand on the premises. Page asked if there were any abutters present and there were none. Smith asked about the possibility that the business might be opening on Monday and Tuesday and pointed out that any approval from the Board would be limited to what is on the application that states opening on Wednesday through Sunday. Cloutier agreed to make the change to a potential for opening seven days a week.

There were no further questions from the Board or anyone else present.

Public Hearing closed at 6:45 p.m.

Motion was made by Lerandeau to approve the request of Debbie Cloutier to use a portion of the premises situated at 766 West Swanzey Road for a gift shop open seven days a week on property shown at Tax Map 72, Lot 56-1 situated in the Business District and owned by Bruce Willard & Theresa Hebert. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

Free-standing and Sign Permit Applications
Debbie Cloutier wishes to replace existing free-standing signage with new signage for her gift shop. The property is situated at 766 West Swanzey Road, shown at Tax Map 72, Lot 56-1, situated in the Business district.

Discussion: There was a brief discussion about the existing sign and Carbonneau pointed out that the applicant needs to make sure that Code Enforcement and Fire are satisfied. There were no further questions from the Board.

Motion was made by Lerandeau to approve the request of Debbie Cloutier to replace existing free-standing signage with new signage for her gift shop on property situated at 766 West Swanzey Road,

shown at Tax Map 72, Lot 56-1, situated in the Business District. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATIONS –(The following application was considered for completeness only. Comments were limited to the completeness of the application.)

Site Plan Review Application
Pilgrim Pines/East Coast Conference wishes to construct a 1,750 square foot arts and crafts building. The property is situated off West Shore Road and is shown at Tax Map 46, Lot 16 situated in the Rural/Agricultural District. If the Planning Board determines that the application is complete, a Public Hearing will be held on Thursday, September 28, 2017 at 6:00 p.m. at Whitcomb Hall, 17 Main Street, West Swanzey, NH.

Discussion: Jim Condap was present to discuss the application with the Board. The Board reviewed the packet of materials with Condap. Page said the question before the Board is to whether the application is complete.

There were no further questions from the Board members.

Motion was made by Lerandeau that the application of Pilgrim Pines/East Coast Conference to construct a 1,750 square foot arts and crafts building on property situated off West Shore Road and shown at Tax Map 46, Lot 16 situated in the Rural/Agricultural District is complete and ready for Public Hearing, which will take place on Thursday, September 28, 2017 at 6:00 p.m. at Whitcomb Hall, 17 Main Street, West Swanzey, NH. There was a second to the motion by Self and no further discussion. All were in favor. ***Motion passed.***

DISCUSSION/OTHER BUSINESS
Correspondence from Monadnock Regional School District dated September 1, 2017 regarding proposed building project (Request pursuant to RSA 674:54).
Carbonneau noted the Town has received a letter from David P. LaPointe, Facilities Director of SAU 93 in regard to asking permission to build a 3000 square foot storage building to replace three existing structures.
*** Appendix C.**
Carbonneau said the Planning Board has the option to request a public hearing if the use is either a new use or change in use, and she referred to the appropriate New Hampshire statute. Traynor said that she thought they should show the Planning Board what they are intend to do since it will be a 3,000 square foot building. Board members felt that they did not have enough information to render a decision, as to whether or not they should conduct a public hearing. Board members asked that Carbonneau contact Mr. Lapointe and request that he attend the September 28th meeting of the Board and bring with him a plan that shows the proposed structure and its location and indicate on the plan what structures will be removed, and describe what will be stored in the proposed structure.

Motion was made by Self to ask the Monadnock Regional School District (SAU 93) to bring to the Planning Board more information and a drawing of the proposed building, identifying the location where the building will be constructed. There was a second by Lerandeau. All were in favor. ***Motion passed.***

Sainsbury left the meeting.

Proposed Drinking Water Protection Ordinance

Andrew Madison was present to assist with questions. Self made some observations. He noted that most of the areas proposed are covered by existing zoning regulations. Carbonneau pointed out the zoning underlay and the proposed aquifer areas are shown on the large drawing available for review. Self provided some examples: the Town does not allow snow dumps, and gasoline is already covered by the State. He referred to the number of chemicals being regulated by the proposed ordinance. Self reiterated that much of the coverage is already present with current regulations by Special Exception. Self said that he felt it is almost all covered already. He said the report should be introduced into the Master Plan. He spoke about Education and Outreach in the plan and he said he thought that was a good idea. He said underground storage tanks and handling of chemicals are already regulated. Self did refer to the MTBE contamination from a gas station in the past and said it is not likely to happen again.

Patrick Short spoke about parts per billion (ppb) of chemicals in his water supply. Self said it his opinion that we already have this covered and should add the report to the Master Plan so that Education and Outreach could be added since households can contribute to polluting water supplies.

Traynor spoke about the dumping of oil on private property and perhaps an Amnesty Day would be appropriate. She said she thought Education and Outreach would be important to reach some people rather than penalize people. Self pointed out the hazardous collection days are available.

Smith asked Madison about the number of communities that have an aquifer protection ordinance and Madison said about half of NH communities have these ordinances. Smith asked about any negative comments about business development in the community due to the ordinance and Madison said no. Smith also asked Madison to respond to the point that present Zoning regulations already cover the aquifer beneath Swanzey. Madison said safeguards are not always in place. Madison asked the Board is it worth the risk. He asked that the Board consider what it sees on State Route 10 looking like in 10-20 years with more gas stations being safe because there are more safeguards.

Smith said that an ordinance would help educate residents of the Town. Having the ordinance out there might be a way to communicate better to residents. Carbonneau said it is difficult to enforce regulations when you have similar regulations. Carbonneau suggested taking what is missing and add it to the existing ordinance. Underground storage tanks were discussed. Supplementing areas not already covered was suggested.

Page suggested taking the backup information from Madison's report and make it a supplement to the Master Plan so that is officially on record, add to existing regulations anything that is not already covered and do some Outreach and Education communication. Carbonneau noted that adding to the Master Plan requires a public hearing.

> **Motion** was made by Self that the Planning Board add the entire report from the proposed Aquifer Protection Ordinance to the Master Plan as a supplement to the Master Plan. There was a second by Skiba and six voted yes and no one was opposed. ***Motion passed.***

It was also suggested that someone go through existing zoning to see where it might be weak to add missing factors such as underground storage tanks in a specific zoning.

Karasinski asked questions about salt in water supply or the next emergent contaminant, would NH DES weigh it as seriously. Would a water ordinance supersede existing ordinances asked Karasinski and have more teeth in it.

There was a discussion about the recommendation to change the zoning. Carbonneau said that would also require public hearings. She said public hearings typically need to take place in December and January at the latest for specific changes to the zoning ordinance. Carbonneau recommended a public hearing on December for adopting portions on the Master Plan. She noted a Visioning Statement for the Master Plan still needs to be adopted. Self suggested that the Board might read through the ordinance to discover where we are covered and where we are not covered.

Carbonneau said that residential use is more worrisome regarding disposal of certain items and the more information that can be conveyed to residents the better. She noted that there are old Aquifer Protection brochures that were done years ago that can be handed out. Traynor said the map is good and can show people where they live and where the aquifer is located. Carbonneau said we can use the drawing as public information and maybe we could get it up on the website.

Smith asked about a new painting contractor doing business in town that he hadn't seen in any Planning Board meeting requesting permission to do so. Carbonneau said she would bring that to the attention of Code Enforcement.

Next Meeting: September 28, 2017

ADJOURNMENT
Motion to adjourn was made by Smith. There was a second to the motion by Self with all in favor. ***Motion passed***. Adjournment occurred at 7:42 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

APPENDIX A

M&L ASPHALT SVC, LLC
PO BOX 297
WEST ST
WEST SWANZEY, NH 03469
(603) 355-1230
Mlllc0593@yahoo.com

DATE 9/13/17

To Whom It May Concern.

I was hired by the estate of Robert Britton to clean up and remove all contents on the Property on west street by NH regulations . Most of the contents were sold by a family member Terry and removed By a flat bed truck.
The rest of contents were put into dumpsters and removed by the Company Scrap It.

Larry Alley

APPENDIX B

69A Island Street • Suite 3 • Keene NH 03431
603 352 5433 Office • 603 357 2772 Fax

www.masiello.com
www.bhgrealestate.com

Better Homes and Gardens REAL ESTATE | THE MASIELLO GROUP

Town of Swanzey
620 Old Homestead Highway
P.O. Box 10009
Swanzey, NH 03446

September 14, 2017

To Whom It May Concern,

Regarding the proposed development at the Williams property located at 23 West Street. It is my opinion that the project will not negatively effect the value of the surrounding properties. I have reviewed the plans and feel it will have a positive effect on the neighborhood. With pride of home ownership and thoughtful layout, this will have a positive effect on the surrounding properties and beautify the location.

Please feel free to contact me with any questions or concerns at 603-313-7541.

Kindest regards,

Ryan Goodell
Realtor - Associate Broker
Residential-Commercial-Investment
BH&G -The Masiello Group
69A Island St. Suite 3
Keene, NH 03431

APPENDIX C

Monadnock Regional School District
EXCELLENCE IN EDUCATION

SAU 93
600 Old Homestead Highway, Swanzey NH 03446

603-352-6955

www.mrsd.org

RECEIVED
SEP 01 2017
TOWN OF SWANZEY

September 1, 2017

Town of Swanzey
620 Old Homestead Highway
Swanzey, NH 03446

To Whom it May Concern:

We are seeking permission from the town of Swanzey to build a 3000 sq. ft. storage unit on the south side of the High School between the High School and the tennis courts. The storage unit will be built by the students and teachers of the trades classes. It will be overseen by the facilities Dir. This unit will replace 3 existing sheds that currently act as storage.

Thanks for your consideration of this matter.

David P. LaPointe
Facilities Director of SAU 93

Lisa A. Witte, C.A.G.S.
Superintendent of Schools
lwitte@mrsd.org

Jeremy Rathbun, M.Ed.
Interim Director of Curriculum, Instruction & Assessment/Title I

Catherine Woods, C.A.G.S.
Director of Student Services
cwoods@mrsd.org

Jane Fortson, CPA
Business Administrator
jfortson@mrsd.org

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – September 28, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Joe Smith, Selectman Kenneth Colby, Alternate Jim McConnell, Alternate Liz Traynor and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting.

Absent: None

Others Present:
Director of Planning and Community Development Sara Carbonneau, Jim Condap was present representing Pilgrim Pines/East Coast Conference, Kristin Trombly and David P. LaPointe, Facilities Director of SAU 93.

Minutes:

- Minutes from September 14, 2017 were considered. There was a **motion** by Smith to approve the Minutes of September 14, 2017. There was a second by Skiba. All else were in favor. ***Motion passed.***
- Minutes from September 11, 2017 site visit were considered. There was a **motion** by Smith to approve the Minutes of September 11, 2017 as submitted, second by Skiba. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having a potential for regional impact. **Motion** was made by Skiba that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Smith with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

- **Site Plan Review Application – Pilgrim Pines/East Coast Conference**
  Pilgrim Pines/East Coast Conference wishes to construct a 1,750 s.f. arts and crafts building. The property is situated off West Shore Road and is shown at Tax Map 46, Lot 16 situated in the Rural/Agricultural District.

  Public Hearing opened at 6:03 p.m.
  Condap was present to answer any questions from the Board about the proposed building. Carbonneau noted that Code Enforcement and Fire Department have no concerns. There were no additional comments from members of the public, nor the Board.
  Public Hearing closed at 6:05 p.m.

  Motion was made by Johnson to approve the construction of a 1,750 s.f. arts and crafts building on property situated off West Shore Road and shown at Tax Map 46, Lot 16 situated in the Rural/Agricultural District. There was a second by Smith. All were in favor. ***Motion passed.***

A. OTHER APPLICATIONS (The following application was considered for completeness only. Comments were limited to the issue of completeness.)

- **Site Plan Review Application**
  Kristen Trombly wishes to utilize the property situated at 515 Monadnock Highway for retail sales and services. The property is shown at Tax Map 15, Lot 14 situated in the Business District. If the Planning Board determines that the application is complete, a PUBLIC HEARING will be held on Thursday, October 12, 2017 at 6:00 p.m. at Whitcomb Hall.

  Discussion: Page said the narrative in the packet seems to vary somewhat from retail sales. Trombly said she wasn't sure what to put in the application and was advised by Carbonneau to put "retail sales and services," as the primary purpose was for an elder care service. She said this is an offshoot of caring for her mother. She could offer a service to other people since she is doing it anyway for her mother. She said she is also planning on a small retail shop to sell things that the clients might make. Example: painting a piece of furniture and stenciling it. Those sales would be given to the Alzheimer's organization.

  Page asked about renovations to the building which is the former Swanzey Diner located on State Route 12. Trombly said there will be major renovations and the purchase of the property is contingent on getting approval from Planning Board. She spoke about concerns that Code Enforcement had. She said the main concern is the driveway permit for parking plan with New Hampshire Department of Transportation (NH DOT). She said the concern is that folks used to park in front of the building and were backing out onto State Route 12, which is a busy road. Trombly said the plan is that the front part would be handicapped space and drop-off and parking would be limited to the side of the building. She said she has to address safe access to the building for potential clients. Trombly said she will check with Fire Department and do whatever is necessary to gain approval for her project.

  Chair Page asked the members of the Board if the application was complete and there was agreement that it was. There was no further comment.

  > **Motion** was made by Self that the application of Kristen Trombly to utilize the property situated at 515 Monadnock Highway for retail sales and services on property shown at Tax Map 15, Lot 14 and situated in the Business District is complete and ready for Public Hearing, which will take place on Thursday, October 12, 2017 at 6:00 p.m. at Whitcomb Hall. There was a second to the motion by Sainsbury and no further discussion. All were in favor. ***Motion passed.***

B. OTHER APPLICATIONS –

- **Attached Sign Permit Application**
  Furlone, LLC wishes to install an attached sign on property situated at 251 Old Homestead Highway, shown at Tax Map 36, Lot 5.

  Discussion: The sign will identify the storage buildings that are being built on the property. This is an attached sign and does not require a street number as do free-standing signs. Johnson asked about the color and she said she thought it might be black and white but it wasn't clear. Skiba noted that the materials provided said the sign would be "Vinyl: Full Color Printed Cast Vinyl with Laminate". Johnson

noted that it also indicated a note that read, “Frame painted Black”. Johnson said she just wanted to be sure the color would be agreeable.

There was a **motion** by Smith to approve the request of Furlone, LLC to install an attached sign on property situated at 251 Old Homestead Highway and shown at Tax Map 36, Lot 5. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

C. DISCUSSIONS/OTHER BUSINESS

- **Correspondence from Monadnock Regional School District dated September 1, 2017 regarding proposed building project. (Request pursuant to RSA 674:54.)**

Discussion: Mr. LaPointe was present. He said the building is 1,200 square feet for storage, not 3,000 square feet as earlier indicated. He showed the Board a drawing indicating the gym area and the tennis courts near to which the building will be erected. He said students will be building the structure. He showed to the Board photos of sheds that would be demolished. He said the building is for storage only and it will be 50’ x 24’. He said the idea is teach kids civil engineering and construction skills. He said the three existing sheds are going away. LaPointe indicated on the drawing where the new building will be erected. Self asked who would remove the old buildings and LaPointe said they would be "taken care of.”

Carbonneau said Code Enforcement Officer Jasmin was invited to speak to the students at the high school about permit process for construction projects and it was a good session and learning experience for the students.

Motion was made by Self that the Planning Board has no objection to replacing three existing storage sheds with a new single storage shed as proposed to the Board. There was a second to the motion by Johnson and no further comment. All were in favor. ***Motion passed.***

- **Home Occupation versus Yard Sales**

Carbonneau spoke about yard sales taking place on State Route 12. Carbonneau noted the possibility the Board of Selectmen would consider a home occupation at the site, but the Selectmen determined that this activity is a yard sale and there are no restrictions on yard sales. She said the Board was concerned with blocking of busy roads and that parking along the sides of a busy road can be a safety issue. Carbonneau asked the Planning Board if they wanted to consider a Zoning Amendment or Selectmen ordinances because of impact on highways. There was a discussion about the State’s responsibility for parking on State Route 12. Page mentioned another activity associated with the Harley dealership that takes over State Route 12 near to Flat Roof Mill Road with parking. The activity is more often than just a couple times a year. Carbonneau said she emailed Police Chief De Angelis about parking along State Route 12 wondering if it is allowed and also who has jurisdiction. She said she also asked if there aren’t any parking restrictions how does the Town go about asking the State to consider parking prohibition for safety issues. Carbonneau also noted a public service campaign to educate folks about safe parking for yard sales would be appropriate.

Page noted car carriers parking on State Route 12 delivering cars to dealerships which pull into the breakdown lane and off load cars there rather than in the dealership lots. Carbonneau said that there is

a State provision that car carriers may not offload by the side of the road. Enforcement will need to be stepped up. She said it starts with the business owner to set the tone for what is acceptable.

There was mention that the Nissan dealership did modify their parking lot to accommodate the turning of car carriers in the parking lot and not on State Route 12. Site plan revision approval was based on that provision and if there is a violation occurring, the Board could revoke the site plan approval.

Colby spoke about a conversation the Board had regarding yard sales since there was some misinformation. Some point in time there may be need for an ordinance. There was a discussion about No Parking signs for State Route 12 that the State could be asked to erect. There was some discussion about someone possibly removing a No Parking sign.

Carbonneau spoke about Enforcement being important. She noted parking on the south side of Main Street in Swanzey is not permitted. Carbonneau also said she is expecting some response from Police Chief De Angelis with regard to the parking issues.

- **Update from Southwest Region Planning Commission (SWRPC)**
  Carbonneau said that SWRPC member Mari Brunner will be visiting the Board of Selectmen's meeting next Wednesday to provide an update on the commission's activities. Carbonneau spoke about the resources provided by the SWRPC. Carbonneau said the Town pays dues to the commission and Swanzey does get its money worth, especially for transportation issues. She also noted the Brownfield program for which projects can be submitted to the commission.

Next Meeting: October 12, 2017

ADJOURNMENT
Motion to adjourn was made by Smith. There was a second to the motion by Skiba with all in favor except Colby who abstained. ***Motion passed***. Adjournment occurred at 6:41 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – October 12, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, and Selectman Kenneth Colby. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Alternate Jim Mc Connell, Alternate Liz Traynor, and Alternate Michael York

Others Present:
Director of Planning and Community Development Sara Carbonneau, Kristin Trombly, Jack Wozmak, SVE Associates representative Rob Hitchcock

Minutes:

- Minutes from September 28, 2017 were considered. There was a **motion** by Smith to approve the Minutes of September 28, 2017. There was a second by Sainsbury. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having a potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

- **Site Plan Review Application – Public Hearing Opened at 6:02 p.m.**
  Kristen Trombly wishes to utilize the property situated at 515 Monadnock Highway for retail sales and services. The property is shown at Tax Map 15, Lot 14 situated in the Business District.

  Discussion: Trombly was present to speak about her desire to open a service based drop-in respite for elders and a small retail shop. She said the respite business would be non-medical, and purely for social activity. She said she anticipated two employees to start. She said the other part of the building to be used for retail sales of items made by the clients. She said Cheshire County is very much underserved for respite care, especially on the weekends. She said care givers sometimes need an hour or two for a safe place for Alzheimer's patients to go so care givers can have some time off to run errands.

  Page noted any approval would be subject to State of New Hampshire Department of Transportation (NH DOT) approval of curb cut, Code Enforcement approval, and any particular State license that might be required. Scott Self confirmed that the parking would be on the side to left of the building as facing it. Trombly said there would be a handicapped/drop off space near the front.

  Public Hearing closed at 6:10 p.m.

Motion was made by Skiba to approve the request of Kristen Trombly to utilize the property situated at 515 Monadnock Highway for retail sales and services on property shown at Tax Map 15, Lot and situated in the Business District subject to NH DOT approval of curb cut, Code Enforcement approval, and any particular State license that might be required. There was a second to the motion by Johnson. All were in favor. ***Motion passed.***

OTHER APPLICATIONS (The following application was considered for completeness only. Comments were limited to the issue of completeness.)

- **Site Plan Review Application**
  Whip City Aviation wishes to construct a 3,600 s.f. hangar on property situated off Airport Road and shown at Tax Map 37, Lot 36, situated in the Business District. If the Planning Board determines that the application is complete, a PUBLIC HEARING will be held on Thursday, October 26, 2017 at 6:00 p.m. at Whitcomb Hall 17 Main Street.

  Discussion: SVE Associates Rob Hitchcock showed the members of the Board the site plan. He said the building will have electricity but no water and no sewer. He said there will be no lights, no signs, no traffic but will generate some income for the Town. Carbonneau confirmed that no exterior lights are planned at this point. Hitchcock said the current fence will continue. Carbonneau noted the proposed building is in the Tax Increment Finance (TIF) District. Smith asked about heat. Wozmak said sometimes hangars have radiant heat in the floor, but he did not know if there would be in this one. He aid it would be marginal at best given the size of the opening for planes to come and go. He noted there will be no maintenance done at the site. He added the base is a concrete pad. Johnson asked about handling of hazardous materials and Hitchcock said there would be no mechanical work done there. Wozmak added the building is just a storage facility and hazardous materials are prohibited.

  Motion was made by Self that the application of Whip City Aviation to construct a 3,600 s.f. hangar on property situated off Airport Road and shown at Tax Map 37, Lot 36, situated in the Business District is complete and ready for Public Hearing, which will take place on Thursday, October 26, 2017 at 6:00 p.m. at Whitcomb Hall. There was a second to the motion by Colby and no further discussion. All were in favor. ***Motion passed.***

DISCUSSION/OTHER BUSINESS

- **Preliminary Consultation with David Mann, LLS, regarding a potential subdivision of Map 32, Lot 20-2**
  Carbonneau said Mann is looking at a piece of property owned by Bill Prescott and that in 1989 there was a subdivision leaving two 50+ foot strips with access to State Route 32. She said he has spoken about perhaps doing two back lots and perhaps a third lot. Mann was not present to answer questions. Skiba noted it is a large piece of property and more than 3 lots could be developed. Carbonneau said Mann just wanted to run it by the Board to get thoughts on his ideas. She said the front part of lot is in Residential District. She said the back of the property is near to Talbot Hill Road.

- **November meeting schedule**
  It was noted that the second Thursday of the month of November meeting comes on Thanksgiving. November 30th could be substituted which would be the 5th Thursday of the month. Carbonneau was asked about upcoming requests and she responded with just a few in the pipeline.

Self **moved** to cancel the second meeting in November, second by Smith. All were in favor. ***Motion passed***.

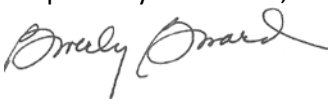
- There was a brief discussion about developing rear lots and the possibility of multiple lots on a large piece of land.
- There was a brief discussion about the aquifer protection plan. Carbonneau said that on December 28 the aquifer protection plan would go into the Master Plan after there were some revisions. Carbonneau said she will have a revised version ready for Planning Board review as soon as possible.

Next Meeting: October 26, 2017

ADJOURNMENT

Motion to adjourn was made by Colby. There was a second to the motion by Sainsbury with all in favor except Colby who abstained. ***Motion passed***. Adjournment occurred at 6:24 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – October 26, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Selectman Kenneth Colby and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated York for Smith.

Absent: Joe Smith, Alternate Jim Mc Connell, and Alternate Liz Traynor

Others Present:
Director of Planning and Community Development Sara Carbonneau, Rob Hitchcock with S.V.E. Associates, Dave Bergeron from Brickstone Land Consultants, Dillant-Hopkins Airport Manager Jack Wozmak, and Mathew Peck.

Minutes:

- Minutes from October 12, 2017 were considered. There was a **motion** by Johnson to approve the Minutes of October 12, 2017. There was a second by Self. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having a potential for regional impact. **Motion** was made by Self that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

- **Site Plan Review Application – Public Hearing Opened at 6:04 p.m.**
  Whip City Aviation wishes to construct a 3,600 s.f. hangar on property situated off Airport Road and shown at Tax Map 37, Lot 36. The property is situated in the Business District and is owned by the City of Keene.

  Discussion: Rob Hitchcock was present to speak about the 60' X 60' airplane hangar with no plumbing, no sewer, no maintenance allowed, no fueling allowed. Page asked for comment from those present and there were none.

  Public Hearing closed at 6:05 p.m.

  Motion was made by Self to approve the request of Whip City Aviation to construct a 3,600 s.f. hangar on property situated off Airport Road and shown at Tax Map 37, Lot 36, situated in the Business District and owned by the City of Keene. There was a second to the motion by Skiba. All were in favor. ***Motion passed.***

OTHER APPLICATIONS (The following application was considered for completeness only. Comments were limited to the issue of completeness.)

- **Site Plan Review Application**
  Matthew Peck wishes to construct a 1,232 s.f. addition to the existing building situated at 23 Kempton Road and shown at Tax Map 70, Lot 29-2 situated in the Business District. If the Planning Board determines that the application is complete, a PUBLIC HEARING will be held on Thursday, November 9, 2017 at 6:00 p.m. at Whitcomb Hall 17 Main Street.

  Carbonneau noted that the setback is from Kempton Road. Page said the proposed addition is 95 feet setback from the road and 75 feet from nearest boundary line. Self said it was his opinion that the application is complete.

  > Self **moved** that the application of Matthew Peck to construct a 1,232 s.f. addition to the existing building situated at 23 Kempton Road is complete and ready to go to public hearing on November 9, 2017, second by Skiba and all were in favor. ***Motion passed***.

- **Subdivision and Boundary Line Adjustment Application**
  David Bergeron, agent on behalf of HRK14, LLC, wishes to subdivide Tax Map 25, Lot 14 into four lots and to adjust the common boundary of Tax Map 25, Lot 14 and Tax Map 25, Lot 13-2. The properties are located on Old Richmond Road. If the Planning Board determines that the application is complete, a public hearing will be held on November 9, 2017 at Whitcomb Hall 17 Main Street at 6:00 p.m. Tax Map 25, Lot 14 is owned by HRK14, LLC; Tax Map 25, Lot 13-2 is owned by Randy & Dianna Phillips.

  Bergeron spoke about the boundary line adjustment which will add a section of land to the Phillips property. He showed four lots and the lot sizes and the wetlands reducing the lot sizes to meet the zoning requirements for minimum lot size. He passed out materials regarding test pits for septic systems on the lots. One lot was indicated as having been approved for multi-family lot by Zoning Board of Adjustment (ZBA) but not ready to submit site plan for that lot to Planning Board.Test pit locations – Self asked that they be placed on the plan and Bergeron agreed to do so.

  Page asked the public if there any comments and any concerns as to completeness of the application and there were none.

  > Self **moved** that the application of David Bergeron, agent on behalf of HRF14, LLC to subdivide Tax Map 25, Lot 14 into four lots and to adjust the common boundary of Tax Map 25, Lot 14 and Tax Map 25, Lot 13-2 for properties located on Old Richmond Road is complete and can go to public hearing on November 9, 2017. There was a second by Skiba, and no further discussion. All were in favor. ***Motion passed.***

- **Site Plan Review Application**
  David Bergeron, agent on behalf of Thomas Swanzey Real Estate, LLC, wishes to construct two additional self-storage buildings (3,250 additional s.f.) on property situated off West Swanzey Road and shown at Tax Map 55, Lot 6 situated in the Commercial/Industrial District. If the Planning Board determines that the application is complete, a PUBLIC HEARING will be held on Thursday, November 9, 2017 at 6:00 p.m. at Whitcomb Hall 17 Main Street.

Bergeron showed State Route 10 storage units in the plan. He said the proposal would add 2 additional storage buildings with gross floor area of 3,520 s.f. He spoke about some work on a retention pond to accommodate one storage building. He said the lot coverage is still around 44% for the project. Erosion control and parking detail were included in the plan. He said some pavement will be torn out to make the drainage work, and some regrading work will need to be done. He noted that this is a small addition to an existing facility.

Page asked if anyone had concerns and there were none.

> Self **moved** that the application of David Bergeron, agent on behalf of Thomas Swanzey Real Estate, LLC, to construct two additional self-storage buildings (3,250 additional s.f.) on property situated off West Swanzey Road is complete and can go to public hearing on November 9, 2017, second by Skiba, and all were in favor. ***Motion passed.***

DISCUSSION/OTHER BUSINESS

- **Notice of Voluntary Merger**
  Dopeslap, LLC wishes to merge properties off Pine Street, shown as Tax Map 57, Lot 65-1 and Tax Map 57, Lot 119. If the voluntary merger is approved, the property will be known as Tax Map 57, Lot 65-1.

  Carbonneau said the owners of the Ashuelot River campground purchased another lot on Pine Street which had a home in poor condition and which they had removed. Carbonneau said the owners seek to merge the recently purchased lot with the campground property. Carbonneau said that she had no objection to the merger. It was noted that the new property gives the campground river frontage and Carbonneau said that it will be taxed at a slightly lower rate as part of a campground. She also noted that the mortgage holder has provided consent.

  > Self **moved** to authorize Planning Board Chair Glenn Page to sign the paperwork for voluntary merger. There was a second by Skiba, and all were in favor. ***Motion passed.***

- **Home Occupation Question**
  Carbonneau said that Tim Carrier of 27 West Street has been conducting that home occupation for Organic Plant Care which was passed on to him by his mother, Donna E. Aron, who received permission to conduct a home occupation business on the site in 2009. Carbonneau noted that the business is still a family business and the question posed to the Board was whether or not the family needs to submit a new home occupation application due to the change in who in the family is running the business.

  > Self **moved** that Tim Carrier does not need to obtain a new home occupation approval given the family is continuing business for Organic Plant Care as established by his mother, Donna E. Aron in 2009. There was a second by Skiba, and no further discussion. All were in favor. ***Motion passed.***

- **Multi-tenant Application**
  Carbonneau said that on November 9, 2017 a tenant in George Trahan's building will be submitting a multi-tenant application. She noted that the tenant, Carol Pelczarkski has been a tenant in the building for several months, but didn't realize that she needed approval from the Planning Board. It was noted by Page that she is utilizing a space that was previously utilized as office space. Carbonneau said that Pelczarkski has submitted the application for Planning Board review but she cannot be in attendance at

the November 9th meeting. Self noted that this is not the first time that an applicant has not been able to attend a meeting and he was okay with that. The others agreed by consensus.

- **Route 12 Rear Properties**
  Carbonneau began a discussion about properties on State Route 12 which the front part of the properties is in the Business District but the rear of the properties lies in the Residential District. AbTech was given as an example. She said AbTech has moved to Fitzwilliam and the property will be up for sale. Question of zoning has arisen. She said that from the edge of road to 300 feet back is Business District and behind that is Residence District. In order to change the rear district to Business District, the Planning Board could initiate a Town Meeting Warrant Article which means there would be a public hearing.

  Skiba made a **motion** that the question of whether the seven properties (as shown on the drawing provided by Carbonneau) located to the rear of State Route 12 which partially lie in the Business District and partially in the Residence District should become all Business District go to public hearing, second by Sainsbury. All were in favor except Colby, who abstained. ***Motion passed, six "aye", one "abstain".***

  Carbonneau added more information, noting that 4 of the lots contained businesses, one was vacant, and the other two properties were residential units, with one previously being approved for a home occupation. Carbonneau suggested making the triangle which will become Business District be bordered by the rail trail and the residence district.

- **Meeting Place Discussion**
  Skiba asked if the Board would consider meeting at Town Hall now that the roof there is completed. Carbonneau and Self both referred to public notices out for November 9 and December 14 for meeting at Whitcomb Hall and therefore those meetings must take place at Whitcomb Hall. Carbonneau said she is concerned about limited space at Town Hall with space for about 12-14 people.

  There was a discussion about the acoustics of both Whitcomb Hall versus Town Hall. Carbonneau noted that there is more room at Whitcomb Hall than at Town Hall and some applicants have stated their preference for Whitcomb Hall since there is more room for a presentation.

- **Gift Shop**
  Johnson asked about a new gift shop across from Gomarlo's with a sign. Carbonneau said there is a temporary sign there now and the owner will be making a request for a permanent sign.

Next Meeting: November 9, 2017 and then no other meeting until December 14, 2017, both of which will be held at Whitcomb Hall.

ADJOURNMENT
Motion to adjourn was made by Skiba. There was a second to the motion by Sainsbury with all in favor. ***Motion passed***. Adjournment occurred at 6:40 p.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – November 9, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, West Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Selectmen's Representative Ken Colby, and Alternate Jim McConnell. The Chair took the roll and read aloud the agenda for the meeting. The Chair seated McConnell for Smith.

Absent: Joe Smith, Alternate Liz Traynor, Alternate Michael York

Others Present:
Director of Planning and Community Development Sara Carbonneau, Matthew Peck, Brickstone Land Use Consultants representative David Bergeron, David Mann, Dave Dahl, Alan Champney, David Mann, William G. Prescott, Jr.

Minutes:

- Minutes from October 26, 2017 were considered. There was a **motion** by Colby to approve the Minutes of October 26, 2017 Self corrected the notation regarding merger of two lots, with change from "river frontage" to "road frontage" There was a second by Johnson. All were in favor. ***Motion passed***.

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Skiba that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by McConnell with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

Site Plan Review Application
Matthew Peck wishes to construct a 1,232 s.f. addition to the existing building situated at 23 Kempton Road and shown at Tax Map 70, Lot 29-2 situated in the Business District.

Public Hearing opened at 6:06 p.m.

Discussion: Carbonneau said the Conservation Commission has expressed concerns regarding hazardous materials and Mr. Peck was present to address them. Peck says waste oil is stored indoors in 55 gallon drums and is picked up by a local garage which burns the oil in a waste oil furnace at their location. He said waste coolant is also stored in 55 gallon drums and is retrieved by Safety Kleen Systems on a regular basis. He said Safety Kleen also removes any other hazardous waste materials on a regular basis and the current plan will not change their procedures for waste removal. Johnson asked about the building going in where there gravel parking now. She asked about drainage for the area and Peck said the drainage would remain the same. Self determined there were no floor drains in the building.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:08 p.m.

> **Motion** was made by McConnell to approve the application of Matthew Peck to construct a 1,232 s.f. addition to the existing building situated at 23 Kempton Road and shown at Tax Map 70, Lot 29-2 situated in the Business District. There was a second to the motion by Sainsbury and no further discussion. All were in favor. ***Motion passed.***

Subdivision and Boundary Line Adjustment Application

David Bergeron, agent on behalf of HRK14, LLC, wishes to subdivide Tax Map 25, Lot 14 into four lots and to adjust the common boundary of Tax Map 25, Lot 14 and Tax Map 25, Lot 13-2. The properties are located on Old Richmond Road. Tax Map 25, Lot 14 is owned by HRK14, LLC; Tax Map 25, Lot 13-2 is owned by Randy & Dianna Phillips.

Public Hearing opened at 6:09 p.m.

Discussion: Bergeron presented the plan for the property subdivision into four lots. He spoke about the existing conditions of the property, sandy soils and a wetland area and a small stream that passes through the wetland area. He noted the barn has been taken down at Old Richmond Road. He referred to one multi-family lot and three single family lots. He noted there had been a discrepancy in the deeds between the property under consideration and the property of abutting owners and because of an error in the deed description an agreement was made with abutting owners to correct the lines and deeds, giving the abutter a bit more property. He spoke about talking to Director of Department of Public Works Lee Dunham about future driveways. He spoke about test pits completed and all are outside of the 125 foot setback from the wetlands. He spoke about the useable area of the lots having been reduced because of the presence of wetlands, which cannot be used to determine the size of a lot. He noted that each lot has the required minimum lot size exclusive of wetlands and steep slopes. He said the barn would have ended up on two lots and it was in poor shape so it was removed and its removal makes way for a future driveway. The Chair asked about abutters and Dave Dahl asked about the 5 acre lot and whether or not there would be a duplex there or condominium. Bergeron responded that the units will be two to a building and they will be part of a condominium association. Self asked for more detail on the wetlands on lot 2. Carbonneau said that the boundary line adjustment needs to be recorded at the same time as the deed is recorded and any approval should be subject to approval from State of New Hampshire for a subdivision.

The Chair asked for any further comment from abutters or members of the Board and there were none.

Public Hearing closed at 6:19 p.m.

> **Motion** was made by Self to approve the application of David Bergeron, agent on behalf of HRK14, LLC to subdivide Tax Map 25, Lot 14 into four lots and to adjust the common boundary of Tax Map 25, Lot 14 and Tax Map 25, Lot 13-2, deed to be registered at the same time as the boundary line adjustment, for properties located on Old Richmond Road, and owned by HRK14, LLC (Tax Map 25, Lot 14) and Randy & Dianna Phillips (Tax Map 25, Lot 13-2), subject to State of New Hampshire approval for the subdivision. There was a second to the motion by McConnell and no further discussion. All were in favor. ***Motion passed.***

Site Plan Review Application

David Bergeron, agent on behalf of Thomas Swanzey Real Estate, LLC, wishes to construct two additional self-storage buildings (3,250 additional s.f.) on property situated off West Swanzey Road and shown at Tax Map 55, Lot 6 situated in the Commercial/Industrial District.

Public Hearing opened at 6:20 p.m.

Discussion: Bergeron presented the plan for the additional storage buildings on existing business property. He spoke about a retention pond that needs to be reconfigured. He said one of the storage buildings will have stepped walls in order to accommodate the setbacks at the rear of the property. He noted drainage with a stone trench will be done for the new building at the rear of the property. Drainage for the front building will go into the retention pond. He spoke about storm water run-off and by reconfiguring the retention pond, will reduce the run-off. Utilities: no additional utilities except for lights on outside for security. Traffic: low intensity uses. Increase in traffic is a total of 6 additional trips during the day and he said that these statistics tend to be higher than actually will occur at the site.

The Chair asked for abutters or Board member questions. Self asked if there would be a roadway behind the last building. Bergeron said there is no drive/roadway planned for the building since it is a one sided building. He said access for the new buildings will be between the existing building and new buildings.

Public Hearing closed at 6:27 p.m.

> **Motion** was made by Self to approve the application of David Bergeron, agent on behalf of Thomas Swanzey Real Estate, LLC to construct two additional self-storage building (3,250 additional s.f.) on property situated off West Swanzey Road and shown at Tax Map 55, Lot 6 situated in the Commercial/Industrial District. There was a second to the motion by Johnson and no further discussion. All were in favor. ***Motion passed.***

Multi-Tenant Application
Pelczarski Realty, LLC wishes to use a portion of the premises situated at 135 Old Homestead Highway for a real estate business. The property is shown at Tax Map 37, Lot 2 situated in the Business District. The property is owned by George Trahan.

Public Hearing opened at 6:27 p.m.

Discussion: It was noted that Pelczarski has been operating out of the building for a while. The office space currently being utilized was formerly utilized as office space by a prior tenant. Carbonneau said Code Enforcement and Fire Inspector have gone out to review the building and said that any approval should be subject to walk through by Code Enforcement since some life/safety issues have been found with the building. She went on to say they are working with Mr. Trahan, the owner of the building, to take care of these issues. She noted that some steps will have to be built in the lower level offices inside of the building in order to have egress from windows in an emergency. Carbonneau said the steps need to be permanently affixed to the wall. The issues that the Fire Department had are on the punch list to repair. Page said Code Enforcement could shut the building down if necessary.

The Chair asked if any abutters or members of the Board had other questions or concerns and there were none.

Public Hearing closed at 6:31 p.m.

Motion was made by Skiba to approve the application of Pelczarski Realty, LLS to use a portion of the premises situated at 135 Old Homestead Highway for a real estate business on property shown at Tax Map 37, Lot 2 situated in the Business District and owned by George Trahan, subject to passing inspection by Code Enforcement and Fire Inspector. There was a second to the motion by McConnell and no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATION – APPLICATION ACCEPTANCE & PUBLIC HEARING

Site Plan Review Application

Aolin Properties, LLC wishes to construct a 720 s.f. addition to the existing building situated at 223 Monadnock Highway. The property is shown at Tax Map 19, Lot 65-1 situated in the Business District. (Note: Application acceptance was noticed for October 26th. However, this matter was inadvertently left off of the agenda. Public hearing was noticed for November 9, 2017. In the event that the application is determined to be complete, the public hearing will be held on November 9, 2017.)

Discussion: Page asked for suspension of ordinary procedure of reviewing the application for completeness first followed by a public hearing at a later date and to consider both application completeness and public hearing this evening.

Motion was made by Colby to suspend the ordinary procedure of reviewing the application for completeness first followed by a public hearing on another evening and instead consider both application completeness and public hearing this evening. There was a second by McConnell and no further discussion. All were in favor. ***Motion passed.***

Public Hearing opened at 6:32 p.m.

Discussion: Carbonneau asked about the propane tanks being moved. Alan Champney said if Fire Inspector Eric Mattson wants the tanks moved, they will be moved. It was noted that the structure is just a lean-to and will not be enclosed. Page said any approval will be subject to approval by Fire Department. He also noted that they received a variance from the ZBA because of non-conforming setbacks.

The Chair asked for any further questions or comments from abutters or members of the Board and there were none.

Public Hearing closed at 6:35 p.m.

Motion was made by Self that the application of Aolin Properties, LLC to construct a 720 s.f. addition to the existing building situated at 223 Monadnock Highway at property shown at Tax Map 19, Lot 65-1 situated in the Business District is complete and approval is given by the Planning Board to construct the 720 s.f. addition to the existing building subject to approval by Fire Inspector and Code Enforcement. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATION (The following application is being considered for completeness only. Comments will be limited to the issue of completeness.)

Subdivision Application

William G. Prescott, Jr. & Sheryl A. Prescott wish to subdivide Tax Map 32, Lot 20-2 into 3 lots and to construct a new Class V roadway/cul-de-sac to provide road frontage to the 63.5 acre lot. The subject premises are located off Old Homestead Highway and Talbot Hill Road and situated in the Residence and Rural/Agricultural Districts.

If the Planning Board determines that the application is complete, a public hearing will be held on December 14, 2017 at Whitcomb Hall 17 Main Street at 6:00 p.m.

David Mann, a licensed land surveyor, was present to discuss the application of William Prescott, Jr. with the Board. Mann spoke about frontage on State Route 32. Two lots with access from State Route 32 will be for Prescott's children and Prescott would like to build a home for himself on the rear property. Mann said there needs to be an extension of Talbot Hill Road in order to create road frontage for Prescott's lot. He noted that the two lots near to State Route 32 are flat and then the land rises upward toward the rear property. Mann said that they have shown a 3 acre space with no wetlands, demonstrating compliance with the zoning ordinance. He noted there is a small wetland on each of the front lots by State Route 32. Prescott said he is planning a single house and hopes to have a view. Prescott said he is looking to downsize. Carbonneau said the plan creates a new Class V roadway but it doesn't open up any other property to Class V road frontage. Carbonneau noted that the new cul-de-sac cannot be named after people. Mann said there is an issue with one neighbor with regard to a small wooded area and Prescott is okay with a vegetative buffer in the area of concern. Prescott said the benefit will be to neighbors since some folks drive to the end of Talbot Hill Road and hang out and that won't be likely to happen in the future once a home is there with the cul-de-sac. Carbonneau said the property is in excess of five acres and therefore won't need State of New Hampshire approval. Mann said he spoke to New Hampshire authorities regarding access on State Route 32 and no issues were raised.

> **Motion** was made by McConnell that the application of William G. Prescott, Jr. & Sheryl A. Prescott to subdivide Tax Map 32, Lot 20-2 into 3 lots and to construct a new Class V Roadway/cul-de-sac to provide road frontage to the 63.5 acre lot is complete and ready to go to public hearing on December 14, 2017 at Whitcomb Hall. There was a second to the motion by Skiba. Mann asked about the possibility of increasing the size of the lots in order to have a walk-out basement on a hill. Carbonneau suggested they they might want to consider at least an 11-12 acre lot, so that the property could possible by eligible for current use taxation status. McConnell amended the motion to include approval for the possibility to expand the two front lots and Skiba seconded the amendment to the motion. All were in favor. ***Motion passed.***

DISCUSSIONS/OTHER BUSINESS

Consideration of proposed zoning amendment regarding Map 18, Lots 65, 67, 68, 69, 70, 72, and 73.

The Board considered the request by the Land Use office to amend zoning regarding Map 18, Lots 65, 67, 68, 69, 70, 72, and 73 to place the rear of the lots facing State Route 12, which are currently in the Residential District, entirely within the Business District.

> **Motion** was made by Self to go to public hearing to amend zoning regarding Map 18, Lots 65, 67, 68, 69, 70, 72, and 73 to place the rear of the lots facing State Route 12, which are currently in the Residential District, entirely within the Business District. There was a second to the motion by Skiba. All were in favor. ***Motion passed.***

Next Meeting: December 14, 2017 at Whitcomb Hall at 6 p.m.

ADJOURNMENT

Motion to adjourn was made by McConnell. There was a second to the motion by Skiba with all in favor. ***Motion passed***. Adjournment occurred at 6:49 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – December 14, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Joe Smith, Selectmen's Representative Sylvester Karasinski, Alternate Liz Traynor, and Alternate Michael York. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Alternate Jim McConnell

Others Present:
Director of Planning and Community Development Sara Carbonneau, David Mann, William Prescott, Frank Milowicki, Kathy Forest, Peggy Porter, Michael Littlejohn, Greg Dubois, Brice Raynor, Dennis Amer

Minutes:

- Minutes from November 9, 2017 were considered. There was a **motion** by Skiba to approve the Minutes of November 9, 2017. There was a second by Sainsbury. All were in favor except Smith who abstained. ***Motion passed***.

Regional Impact: Board members considered whether any items on the agenda could be construed as having potential for regional impact. **Motion** was made by Smith that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Skiba with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

Subdivision Application

William G. Prescott, Jr. & Sheryl A. Prescott wish to subdivide Tax Map 32, Lot 20-2 into 3 lots and to construct a new Class V roadway/cul-de-sac to provide road frontage to the 63.5 acre lot. The subject premises are located off Old Homestead Highway and Talbot Hill Road and situated in the Residence and Rural/Agricultural Districts.

Public Hearing opened at 6:07 p.m.

Discussion: David Mann spoke about the request of William Prescott for a cul-de-sac, which would give him frontage for his land. He noted that Department of Public Works (DPW) Director Lee Dunham said he would like to see a retention pond for any increase in drainage that would occur because of the cul-de-sac. Also a formal road design has been requested. Mann said he would like to ask for a continuance to January 25, 2017 to get the engineering designs completed.

> Self began to call a motion to continue the public hearing on Prescott's application and that motion was seconded by Johnson, when a member of the audience asked to be heard. At that point the Chair said that another motion would need to be made, as there had already been a motion to continue the public hearing. Self then made a **motion** to continue with the public hearing this evening, which was seconded by Johnson and all were in favor. ***Motion passed.***

Public Hearing re-opened at 6:12 pm

Abutter Frank Milowicki asked about the possibility of a vegetative buffer, i.e. trees left intact adjacent to his property. Bill Prescott said Mr. Milowicki has logged his land to clear cut and if Milowicki wants a buffer he could plant more trees. Prescott added that he intends to have a 20-30 foot wooded buffer around the perimeter of his land, including where it abuts Highland Circle.

Kathy Forest asked about roads being put in abutting her property. Page said indicated reference to a road adjacent to Forest property was really a driveway and that any driveway requires a State of New Hampshire permit for curb cut for location of sight lines and other safety issues. Page said there are standards that a driveway be 12-16 feet wide and Prescott said there should be plenty of room for that on both sides. Forest asked if would be paved, and Prescott said probably not, would be gravel. Forest asked about the house location. Page said the Planning Board has no authority as to where a property owner places a home so long as setbacks are met. He added that the driveway must receive a State of New Hampshire Department of Transportation (NH DOT) permit and meet town requirements. Prescott said he intends to be a good neighbor.

Peggy Porter who resides on Highland Circle asked how close Prescott's home would come to her property line. Prescott said the plan is to build deeper into the property to have a view from the mountain.

> **Motion** was made by Self to continue the public hearing, without further notice, to January 25, 2018 at 6 pm at Whitcomb Hall for the application of William G. Prescott, Jr. & Sheryl A. Prescott to subdivide Tax Map 32, Lot 20-2 into 3 lots and to construct a new Class V roadway/cul-de-sac to provide road frontage to the 63.5 acre lot on premises located off Old Homestead Highway and Talbot Hill Road and situated in the Residence and Rural/Agricultural Districts. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

Home Occupation Application
Eric Brosseau wishes to utilize the property situated at 62 Birch Road for a home office for his electrical business. The property is situated in the Business District and shown at Tax Map 3, Lot 35-3.

Public Hearing opened at 6:23 p.m.

Discussion: Brosseau was not present. Carbonneau said the property is on Birch Road and Brosseau is relocating his father into the Accessory Dwelling Unit outbuilding and moving his home occupation office, which had been in the outbuilding, into his home. The use will be the same but in a different location.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:24 p.m.

> **Motion** was made by Self to approve the request of Eric Brosseau to utilize the property situated at 62 Birch Road and situated in the Business District and shown at Tax Map 3, Lot 35-3 for a home office for his electrical business. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

Multi-Tenant Application

Rachel Elkins & Patricia Fontaine wish to use a portion of the premises situated at 135 Old Homestead Highway for an accounting business. The property is shown at Tax Map 37, Lot 2 situated in the Business District. The property is owned by George Trahan.

Public Hearing opened at 6:24 p.m.

Discussion: Elkins and Fontaine were not present. Carbonneau said Code Enforcement and Fire Inspector are working with Mr. Trahan regarding life/safety issues with the building. She said, however, the specific office space has been approved by the Fire Inspector and Code Enforcement.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:25 p.m.

> **Motion** was made by Skiba to approve the request of Rachel Elkins & Patricia Fontaine to use a portion of the premises situated at 135 Old Homestead Highway, owned by George Trahan and shown at Tax Map 37, Lot 2 for an accounting business. There was a second to the motion by Johnson and no further discussion. All were in favor. ***Motion passed.***

Multi-Tenant Application
Matthew Snow d/b/a Primerica wishes to use a portion of the premises situated at 135 Old Homestead Highway for a financial services business. The property is shown at Tax Map 37, Lot 2 situated in the Business District. The property is owned by George Trahan.

Public Hearing opened at 6:25 p.m.

Discussion: Snow was not present. Carbonneau said the situation is the same as for the previous application. There are issues with Mr. Trahan's building that need to be addressed but the specific office space being requested by Snow d/b/a Primerica has been approved by Fire Inspector and Code Enforcement.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:26 p.m.

> **Motion** was made by Self to approve the request of Matthew Snow d/b/a Primerica to use a portion of the premises situated at 135 Old Homestead Highway, owned by George Trahan and shown at Tax Map 37, Lot 2 for an accounting business. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

New-Tenant Application
Michael Littlejohn (Cheshire Curio Shop) wishes to use the premises situated at 247 Monadnock Highway for a retail business selling furniture, antiques, gifts, etc. The property is shown at Tax Map 19, Lot 94 situated in the Business District. The property is owned by Cheshire Fair Association.

Public Hearing opened at 6:26 p.m.

Discussion: Littlejohn was present. The Chair noted that Code Enforcement has found some issues that need to be addressed. Carbonneau said Code Enforcement Officer Mike Jasmin spoke with the Fair Association and they

are moving ahead with addressing the issues. She said Jasmin wants to do a final inspection along with the Fire Inspector. She said any approval of the request of Littlejohn should be subject to Code Enforcement and Fire Inspector final walkthrough. Carbonneau noted Littlejohn's sign application could be addressed as well now. Littlejohn said he will be using the same sign as has been there and his lease is to remain during the Fair, not having to move out.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:28 p.m.

> **Motion** was made by Skiba to approve the request of Michael Littlejohn (Cheshire Curio Shop) to use the premises situated at 247 Monadnock Highway, shown at Tax Map 19, Lot 94, situated in the Business District and owned by Cheshire Fair Association for a retail business selling furniture, antiques, and gifts and to approve use of previous existing signs with name changes, both free-standing and attached, subject to Code Enforcement and Fire Inspector final approval. There was a second to the motion by Sainsbury and no further discussion. All were in favor. ***Motion passed.***

Boundary Line Adjustment between Tax Map 63, Lots 5 & 11.
Map 63, Lot 5 is owned by Marc & Deborah Vance Living Trust; Map 63, Lot 11 is owned by Gregory Dubois. The boundary line adjustment seeks to add a total of 1.98 acres to Map 63, Lot 11 from Map 63, Lot 5. The properties are situated off Winch Hill Road and situated in the Rural/Agricultural District.

Public Hearing opened at 6:29 p.m.

Discussion: Present was Greg Dubois who spoke about the boundary line adjustment being requested. He said he is purchasing 1.98 acres to add to his existing property. Carbonneau said any approval should be on condition that the plan and deed be conveyed and recorded at the same time at the Cheshire County Registry of Deeds.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:30 p.m.

> **Motion** was made by Skiba to approve the request of Marc & Deborah Vance Living Trust and Gregory Dubois for boundary line adjustment between Map 63, Lot 5 and Map 63, Lot 11, adding a total of 1.98 acres to Map 63, Lot 11 from Map 63, Lot 6 for properties situated off Winch Hill Road and situated in the Rural/Agricultural District subject to deed being conveyed and recorded at the same time at the Cheshire County Registry of Deeds. There was a second to the motion by Smith and Self asked a question of the applicant which was answered to his satisfaction. All were in favor. ***Motion passed.***

Proposed Zoning Amendment #1
Amend Section II Zoning Districts and Zoning Maps by adding the following: The zoning map of the Town of Swanzey dated September 1, 1947, as amended, is further amended to show Tax Map 18, Lots 65, 67, 68, 69, 70, 72, and 73 (as shown on Tax Map 18 amended through April 1, 2017) as being entirely within the Business District.

Public Hearing opened at 6:32 p.m.

Discussion: The board reviewed the lots with front part in Business District and back part in Residential District. Carbonneau said she received a call late today from Mrs. Fisher about her house being impacted by the requested changes. Carbonneau said the there are two lots at the southern end of the proposed amended Districts, one which is Mrs. Fisher's home and the other being vacant. Carbonneau said Mrs. Fisher stated that she is not in favor of the change and was worried that it will open neighboring lots to business development. Carbonneau said Fisher is concerned about traffic and whether she could keep her garden. Carbonneau said she told Fisher that her use would be grandfathered. Carbonneau said Fisher was concerned about a chicken farm going into the property next to her and Carbonneau said she told Fisher that would require a variance. Carbonneau noted that the majority of the uses to the north are business related.

The Chair asked for any abutters or members of the Board with any further questions and there were none.

Public Hearing closed at 6:38 p.m.

> **Motion** was made by Self to approve for the ballot in March, the proposed zoning amendment #1 which amends Section II Zoning Districts and Zoning Maps by adding the following: The zoning map of the Town of Swanzey dated September 1, 1947, as amended, is further amended to show Tax Map 18, Lots 65, 67, 68, 69, 70, 72, and 73 (as shown on Tax Map 18 amended through April 1, 2017) as being entirely within the Business District. There was a second to the motion by Skiba and no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATIONS

(The following applications were considered for completeness only. Comments were limited to the issue of completeness.)

Site Plan Review Application

Brice Raynor wishes to utilize the existing facility situated at 126 Monadnock Highway for the manufacture of EZ-Crete concrete products. The property is situated at 126 Monadnock Highway and is shown at Tax Map 18, Lot 67 situated in the Business and Residence Districts. If the Planning Board determines that the application is complete, a public hearing will be held on Thursday, December 28, 2017 at 6:00 p.m. at Whitcomb Hall 17 Main Street.

Discussion: Raynor was present. Carbonneau said the front of the property is in the Business District and back part in the Residence District. Carbonneau said the former building user, AbTech, received a variance for business use that Raynor is proposing (manufacturing). The Board reviewed the application for completeness. The Board asked Raynor what he intends to produce at the site and Raynor responded that the company makes pre-cast concrete products. Raynor said the products are modular deck footings for below grade installation. Carbonneau pointed out one addition to plan: while there are no changes to the outside of the building, Raynor is proposing a portable silo for the building.

> **Motion** was made by Smith that the application of Brice Raynor to utilize the existing facility situated at 126 Monadnock Highway and shown at Tax Map 18, Lot 67 situated in the Business and Residence Districts for the manufacture of EZ-Crete concrete products is complete and ready for public hearing to be held on Thursday, December 28, 2017 at 6:00 p.m. at Whitcomb Hall 17 Main Street. There was a second to the motion by Sainsbury and no further discussion. All were in favor. ***Motion passed.***

Site Plan Review Application

Dennis Amer/RDH Property Management, LLC wishes to convert a portion of the existing space at 704 West Swanzey Road to a housing unit, bringing the total number of units on the property to 3 (multi-family housing). The property is situated in the Business District and shown at Tax Map 72, Lot 85. If the Planning Board determines that the application is complete, a public hearing will be held on Thursday, December 28, 2017 at 6:00 p.m. at Whitcomb Hall.

Discussion: Mr. Amer was present. He said the property is zoned business and there are two apartments in the building now. He said he is proposing a third in what used to be a garage space. He said former business tenants have not been successful. He noted that the building is in the middle of residential properties. The driveway for Monadnock Fence is behind his property. He said he would like to add one more one-bedroom apartment. There is town water and sewer and he would not change the footprint and would have ample parking. He said 900 s.f. would end up being cold storage. He said he spoke to the owner of Monadnock Fence owner and he might be interested in renting the storage space. Carbonneau said Mr. Amer's application is scheduled for Zoning Board review for variance to ordinance which requires a minimum of one acre for property on town sewer. She also added that such properties can have more than 3 units on the property. Before leaving the meeting Mrs. Amer said the woman who would going into the apartment is disabled and needs a one-floor apartment. This woman currently resides in one of the two existing units on the property.

> **Motion** was made by Sainsbury that the application of Dennis Amer/RDH Property Management, LLC to convert a portion of the existing space at 704 West Swanzey Road to a housing unit, bringing the total number of units on the property to 3 (multi-family housing) on property situated in the Business District and shown at Tax Map 72, Lot 85 is complete and ready for public hearing to be held on Thursday, December 28, 2017 at 6:00 p.m. at Whitcomb Hall 17 Main Street. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

OTHER APPLICATIONS –

Free-standing and attached Sign Permit Application

Lauren Ali Taha wishes to install a free-standing and an attached sign on property located at 647-649 West Swanzey Road, shown at Tax Map 73, Lot 26 situated in the Business District. The property is owned by David Gale.

Discussion: Sign for Ronnie's Bakery is coming down and Taha's sign is going up.

> **Motion** was made by Skiba that the application of Lauren Ali Taha to install a free-standing and an attached sign on property located at 647-649 West Swanzey Road, shown at Tax Map 73, Lot 26 and situated in the Business District is approved subject to adding a clearly visible street number in accordance with Swanzey Fire Department regulations. There was a second to the motion by Smith and no further discussion. All were in favor. ***Motion passed.***

There was a brief discussion about properties with septic system being used initially for a convenience store with small prepared food sales but which expands to more extensive food service. Carbonneau said the State of New Hampshire is getting more stringent about such actions and making sure that there is adequate septic capacity.

There was a discussion about sewer expansion to accommodate an individual business owner.

<u>DISCUSSIONS/OTHER BUSINESS</u>

Route 32/Sawyer's Crossing Road Project

Letter from New Hampshire Department of Transportation (NH DOT) dated November 16, 2017 re Route 32/Sawyer's Crossing Road project was discussed.

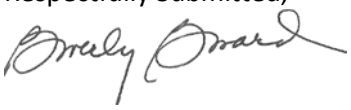
Carbonneau said the question is about the limits of the project area and NH DOT wants to know if there are any historical and cultural concerns. Page noted the idea of moving the traffic circle to accommodate Simeneau Lane so as to have a four-way roundabout instead of a three-way.

Next Meeting: December 28, 2017 at Whitcomb Hall at 6 p.m.

ADJOURNMENT

Motion to adjourn was made by Smith. There was a second to the motion by Johnson with all in favor. ***Motion passed***. Adjournment occurred at 6:57 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary

Town of Swanzey, New Hampshire
Swanzey Planning Board
Meeting Minutes – December 28, 2017

Note: Draft Minutes are subject to review, correction and approval by the Board. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Board.

The regular meeting of the Swanzey Planning Board was called to order at 6:00 p.m. by Chair Glenn Page at Whitcomb Hall, Main Street, Swanzey, NH. Members present: Glenn Page, Scott Self, Don Skiba, Richard Sainsbury, Jane Johnson, Selectman Sly Karasinski and Alternates Michael York and Liz Traynor. Traynor was seated for Joe Smith. The Chair took the roll and read aloud the agenda for the meeting.

Absent: Joe Smith and Alternate Jim Mc Connell

Others Present:
Director of Planning and Community Development Sara Carbonneau and Dennis Amer. Carbonneau served as recording secretary for the evening.

Minutes:

- Minutes from December 14, 2017 were considered. There was a **motion** by Self to approve the Minutes of December 14, 2017. There was a second by Skiba. All were in favor. ***Motion passed.***

Regional Impact: Board members considered whether any items on the agenda could be construed as having a potential for regional impact. **Motion** was made by Skiba that there is no item on the agenda which can be construed to have potential for regional impact. There was a second by Self with no further discussion. All were in favor. ***Motion passed.***

PUBLIC HEARINGS

1. Site Plan Review Application – Brice Raynor wishes to utilize the existing facility situated at 126 Monadnock Highway for the manufacture of EZ-Crete concrete products. The property is shown at Tax Map 18, Lot 67 situated in the Business and Residence Districts. Public hearing opened. Raynor was not present and the Board considered the application in his absence. No abutters were present. Page noted that the application was straight-forward, with no changes proposed to the site with the exception of the silo, which was shown on the site plan. Board was not sure if Raynor was purchasing the property or not, but did note that the current owner did sign the application. Public hearing closed.

Motion by Skiba to grant the site plan review application. Seconded by Sainsbury. Vote: All in favor. Motion passed.

2. Site Plan Review Application – Dennis Amer/RDH Property Management, LLC wishes to convert a portion of the existing space at 704 West Swanzey Road to a housing unit, bringing the total number of units on the property to 3 (multi-family housing). The property is situated in the Business District and shown at Tax Map 72, Lot 85. Public hearing opened. Dennis Amer was present on behalf of RDG Property Management, LLC. No abutters were present. Amer stated that there have been no changes to the application since it was accepted on December 14, 2017. Carbonneau noted that a variance to permit the 3rd unit was granted by the ZBA on December 18, 2017.

Amer stated that some repairs to the structure have already taken place and creation of the 3rd unit will involve minor interior modifications – there was already a kitchen area and a bathroom in the space that will become the 3rd unit. Karasinski inquired as to how the unit would be addressed/numbered. Carbonneau stated that she would speak with CEO Jasmin regarding the same. Public hearing closed.

Motion by Self to grant the site plan review application. Seconded by Johnson. Vote: All in favor. Motion passed.

DISCUSSIONS/OTHER BUSINESS

1. Request by Tracy Keating (Flight Deck Restaurant) for permission to modify prior multi-tenant approval to permit a temporary storage trailer (20' x 8' x 8.5') on property situated at 80 Airport Road, shown at Tax Map 37, Lot 36 owned by the City of Keene. Board members reviewed the information provided by Keating. According to Keating's request, she anticipated the storage unit would remain on site "until the end of April when weather is better" and she can put the tables back out on the patio. Carbonneau noted that feedback from Airport Director Jack Wozmak is included in the packets and that he is "good with it." Motion by Skiba to grant a minor modification from Keating's prior Multi-Tenant Approval to allow for a temporary storage trailer on an annual basis. Seconded by Johnson. Vote: All in favor.

2. Upcoming Meetings Carbonneau informed the Board that the bonds/budget hearing was scheduled for Wednesday, January 10th at 6:30 p.m. at the Cafeteria Annex at the High School. Deliberative Session was scheduled for Tuesday, February 6th at 7 p.m. in the High School Auditorium – back-up date in case of inclement weather is Wednesday, February 7th.

ADJOURNMENT
Motion to adjourn was made by Skiba. There was a second to the motion by Johnson with all in favor. ***Motion passed***. Adjournment occurred at 6:20 p.m.

Respectfully Submitted,

Sara Carbonneau, Recording Secretary