

**Board Members Present:** Chairman Paul Powers, Vice Chair Andy Kohlhofer, Ex Officio Roger Barham, Members Jack Karcz and Brett Hunter, and Alternate Member/Administrative Assistant Leanne Miner.

**Also Present:** Jennifer Rowden of Rockingham County Planning Commission (RPC); Nick Jewett of Jewett Construction; Steve Basset for Violette Estates.

## **I. WELCOME**

Mr. Powers opened the meeting at 7:01 PM.

## **II. MINUTES**

**Mr. Karcz made a motion to approve meeting minutes for September 15, 2021. Mr. Barham seconded the motion. The motion passed 4-0-1 (Kohlhofer abstaining).**

## **III. NEW BUSINESS**

### **003-037-001 Pine Bucket LLC – Pre-Application Meeting for Site Plan Amendment**

Mr. Jewett addressed the Board on behalf of Pine Bucket LLC. He distributed updated plans showing expansion of Building 20-22 to increase the leasable space (“Building B”). He proposed that the expansion will not negatively affecting the traffic flow or parking count. Building B is an existing foundation that has a previously approved drive-through on one end. Their goal is to continue the foundation to the limits of the drive-through and square it off to increase the building square footage. They are not targeting any retail or service so a drive through will no longer be required. These changes would only increase the square footage of the existing foundation by less than 800 SF. In addition, they are seeking to add additional space on the opposite end of Building B. The proposed addition to the existing foundation is 30’ x 50’. The previous rendering also showed overhead doors in the front of the building, but they have since moved them to the back. This will increase parking count and ease of access at the rear of the building. The roofing will be a Shed Roof which is different than the existing building. Uses anticipated in Building B include light commercial/incubator space for small professionals and retailers.

The Board concurred that these changes warrant a Minor Site Plan Review. Mr. Jewett left the meeting at 7:10 PM

## **IV. CONTINUED BUSINESS – No continued business to discuss.**

## **V. ADMINISTRATION, OTHER**

### **1. Circuit Rider Business**

- a. Masterplan –Recreation Chapter: Andy Kohlhofer and Paul Powers will be members of this subcommittee. Leanne Miner will also likely participate and attend the meetings. Other members will include Rich Cooper (Cons Comm and Open Space); Parks and Rec Commission – Nancy Murray and Debbie Caputo. A meeting will be scheduled prior to the Wednesday Planning Board meetings 5:30 to 7PM or ‘off’ Wednesday evenings after 5pm.
- b. Masterplan –Natural Resources Chapter – Jack Karcz with Mr. Lavelle as a possible second. Cons Comm – Bill Knee and Cindy Crane. Daytimes excluding Wednesdays were proposed for workshops.

- c. Ms. Miner reminded the Board that Transportation Project Proposals/ideas are due to the RPC for Consideration during Even Years. Ms. Miner to coordinate with Roger Barham.
  - d. RPC Dues for 2022 in the amount of \$4739 (\$1 per capita) has been paid by the Town from the General Fund.
2. Incoming Correspondence and Project Updates
- a. Final Plans Submitted Scribner Road Open Space Preservation Subdivision  
Ms. Miner reported her findings as follows:  
Plan Review:  
Given the departure of Gary Densen from the project his name should be removed from the title page. Mr. Bassett stated he will be the Developer of Record. Road name approval will be required by Select Board. Mr. Bassett will submit a request to the Select Board directly.  
NOD Review of Conditions Precedent: Outstanding items include:  
Item 3. Missing a stamp from Mark West.  
Item 4. The NOI should be noted on the plan set and mylars.  
Item 6. KNA should review final plan set to confirm satisfactory completion. Bond estimate should be updated for 2022 season. KNAs cost estimate to review final plans and update bond estimate \$1000. Any balance remaining would roll into compliance monitoring.  
Item 8. Relocation of site electric utilities - At the December 16 meeting Barry Gier of Jones and Beach said he'd speak with Eversource regarding these. There were also concerns about the location by abutters. This should be addressed during construction. The Board agreed this is not a Condition precedent to final approval.  
Item 10. Performance guarantee for full and final completion of public improvements.  
Item 11. Development Agreement shall be executed  
Item 12. Favorable legal review of covenants, easements, and restrictions. Estimate for review is \$850. Ms. Miner is currently coordinating review with Mr. Bassett.  
Item 13. Declaration of Covenants and Exhibits recorded  
Item 15. Escrow must be posted for site compliance monitoring.  
Item 16. The conditional approval is set to expire December 16, 2021 so the Applicant will need to formerly request an extension which may be granted with good cause.  
Item 17. "Any significant change to the approved subdivision plans..." Mr. Bassett has verbally expressed his desire to sprinkle the homes in lieu of installing a cistern. Steven Keach, Town Engineer, provided feedback on changing from cistern water supply to sprinklers for fire-fighting. If the Applicant wishes to propose sprinklers, this should only be approved by the Board with the full support and consent of the Fire Department. Ms. Miner spoke with Fire Chief Butler who will want to get updated plans and proposal for formal review and approval. Related revisions should be made to the site plans and the Notice of Decision will need to be amended. Ms. Rowden mentioned this is a Compliance Hearing matter requiring a Public Hearing with associated notification requirements  
As a point of order, Mr. Karcz recused himself from any discussion as an abutter.
  - b. Governor's Forest Bond Release Review – Ms. Miner provided Senior Engineer Field Reports from the last few site visits that all planned. The Board reviewed the request and there was no additional discussion.

**Mr. Powers made a motion to approve the bond reduction for Governor's Forest (Sharon Way) in the amount of \$106,892.50 from \$130,640.00, leaving a balance of \$23,747.50 to support the completion of the project.**

- c. Galloway Dredge and Fill Permit Approved
- d. South Road – Paved and close to completion.
- 3. CIP Committee – Andy/Leanne/Roger – Pick a Monday Evening
- 4. Administration – 2021 Spend 10/1/21 \$33,961/\$47,576 71% spend @75% year; 2022 Budget Approved – \$51,218; Budget Committee Rec 6-1
- 5. Other Department News
- 6. Warrant Article Season – The Board was reminded that this is the time of year to bring forth any proposed Warrant Articles to modify the Fremont Zoning Ordinance. There was some discussion about clarifying Article 11, Section 1101.6 regarding multiple dwelling units. Board members will review and submit any additional ideas to Ms. Miner before the next meeting on October 20.

#### **VI. ADJOURNMENT**

**Mr. Karcz made a motion to adjourn the meeting at 7:42 PM. Mr. Kohlhofer seconded the motion. The motion passed 5-0.**

**Respectfully submitted,**



**Leanne Miner**