

Board Members Present: Chair Paul Powers, Vice Chair Andy Kohlhofer, Ex Officio Roger Barham, Members Jack Karcz, and Tim Lavelle

Also Present: Madeleine DiIunno, Rockingham Planning Commission; Administrative Assistant Leanne Miner; Keith Stanton, Resident 24 Birch Haven.

I. WELCOME

Mr. Powers opened the meeting at 7:00 PM.

II. MINUTES

Mr. Lavelle made a motion to approve the meeting minutes for January 18, 2023. Mr. Karcz seconded the motion and the motion passed 4-0.

Mr. Barham arrived at 7:01PM

III. NEW BUSINESS –

1. **001-082 Violette Estates (AKA Heritage Estates) Bond Estimate** Mr. Lavelle recused himself from this discussion as he is a consultant to the owner/builder. The Board reviewed a letter received from KNA dated February 3, 2023 recommending the current Restoration Bond (\$36,025.00) be reduced to zero and the town collect \$226,021.00 to cover remaining improvements including drainage, shoulders, stormwater basins and roadway. A detailed cost estimate Improvement Guarantee Worksheet dated 2/3/23 was reviewed by the Board. Ms. Miner noted that work was proceeding well according to construction reports by KNA and the Road Agent is also pleased with the road work. Much of the utilities are in and the gravels have been installed for the full length of the roadway.
Mr. Barham made a motion to recommend the Select Board accept the estimate to complete in accordance with Site Plan Regulations Section 1.24 H Mr. Kohlhofer seconded the motion and the motion passed 4-0.

IV. CONTINUED BUSINESS –

1. **Master Plan Updates** - Ms. DiIunno informed the Board that is planning to provide a draft of the Transportation Chapter of the Master Plan in the spring. Mr. Karcz inquired about adding white lining at the edge of major town roads (red roads). She will add this to the goals section. She has also started working on the Housing Chapter. The RPC just released the Regional Housing Needs Assessment which will coincide well with Board discussion.

V. ADMINISTRATION, OTHER

1. **Circuit Rider Business** – Addressed under Continued Business above.
2. **Budget 2023** – No updates.
3. **Incoming Correspondence and Project Updates**
 - a. **55 Danville Road, Parcel 2-043** Ms. Miner distributed a letter from Town Counsel noticing property owner Keith Hart of land use violations. Mr. Hart has contacted the Building Inspector for an inspection of his property. He has also contacted Lavelle Associates for survey needs.

- b. **New Application for Subdivision Iron Horse Park Map 2, Lot 151-2** – Ms. Miner distributed a new plan set dated December 19, 2022 for subdivision application received 2/9/23. The public hearing will be scheduled for 3/15/23.
 - c. **Elderly Open Space off Susan's Way** – The owner has submitted a Lot Merger request which will be presented to the Board pending application fee submittal.
 - d. Ms. Miner announced that the new 2022-2023 NH Land Use Books are available.
 - e. **Board Membership** – Terms for Mr. Karcz and Mr. Kohlhofer will expire in March 2023. They voiced their desire to continue membership on the Board. **Mr. Lavelle made a motion to recommended the Select Board appoint John (Jack) Karcz and Andrew Kohlhofer as Planning Board members for the term of 2023 to 2026. Mr. Barham seconded the motion and the motion passed 5-0.**
 - f. **Board Officers** – Board members Powers and Kohlhofer voiced their desire to continue their officer roles on the Board as Chair and Vice Chair, respectively. **Mr. Kohlhofer made a motion to appoint Paul Powers as Chair through March 2024. Mr. Lavelle seconded the motion which passed 5-0. Mr. Barham made a motion to appoint Andrew Kohlhofer as Vice Chair through March 2024. Mr. Karcz seconded the motion which passed 5-0.**
4. **Other Department News – None**
5. **Resident Keith Stanton of 24 Birch Haven, Fremont NH asked to address the Board at 7:18PM.** He had sent a letter to the home of Chair Paul Powers regarding his concerns at 179 Sandown Road, Map 1, Lot 4, in Fremont NH. He expressed concern about the safety of the people living above the barn/garage. He passed around photos and information from a recent property sale listing. He noted he informed the Building Inspector of his concerns when the previous owner was in residence. The Board looked over the materials and returned them the Mr. Stanton. Ms. Miner informed the Board that she did not receive any correspondence on this matter and has no information to add. The Board explained that this is a code enforcement issue that should again be addressed by the Building Inspector. Ms. Miner stated that she would refer Mr. Stanton's concerns to the Building Inspector regarding any safety or zoning issues with the living space above the garage on behalf of the Planning Board. Mr. Stanton left at 7:37PM.

VI. ADJOURNMENT

Mr. Karcz made a motion to adjourn the meeting at 7:38 PM. Mr. Lavelle seconded the motion. The motion passed 5-0.

Respectfully submitted,



Leanne Miner
Land Use Administrative Assistant