

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

Also Present: Madeleine DiIunno, Rockingham Planning Commission; Administrative Assistant Leanne Miner

I. WELCOME

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

II. MINUTES

Mr. Karcz made a motion to approve the meeting minutes as amended from July 20, 2022 and August 3, 2022. Mr. Kohlhofer seconded the motion and the motion passed 6-0.

III. NEW BUSINESS - None

IV. CONTINUED BUSINESS - None

V. ADMINISTRATION, OTHER

1. Circuit Rider Business

- a. Ms. DiIunno will be starting the Transportation Chapter of the Master Plan and is looking for volunteers to serve on the sub-committee.
- b. Ms. DiIunno stated DES has released the latest round of Source Water Protection Grants. If the Board is interested in doing a Source Water Protection Plan it would be eligible for this grant. There have been discussions about the groundwater protection with so many new subdivisions being built so the Board asked Ms. DiIunno to research the grants. Ms. Miner mentioned there was funding put into the budget for creating a groundwater protection plan which would list potential contaminate sources. This information could be included in a groundwater plan under the grant.

2. Incoming Correspondence and Project Updates

- a. Liberty Lantern Estates, Scribner Road, and south Road – No updates since last meeting.
- b. Galloway Recycling and Shirkin Road Widening – Final plans received for signing August 16, 2022. Ready to be signed. Remaining steps include establishing additional surety and pre-construction meeting. Mr. Lavelle recused himself as a consultant for the Galloways.
- c. Preliminary Concept Meeting Request – Map 5, Lot 9 – New England Outdoor Material LLC – wholesale bark mulch manufacturing and distribution company is looking to purchase a parcel across from the Galloway site. Ms. Miner will request they provide a map, and this will be scheduled for the next meeting.
- d. Map 2, Lot 151-2 and 151-4 – Fremont Land LLC – Today Mr. Gregsak brought plans for Fremont Land LLC a Commercial Subdivision Application which includes a new road with a cul-de-sac at the end and paving phases.
- e. Mr. Powers mentioned the Board should look at the Zoning Laws regarding the HB 1661 with regard to Work Force Housing and how may be applied in Fremont. If the Board takes no action the changes will take effect on June 1, 2023. Jen Rowden is currently working on a response to the changes and Ms. DiIunno will draft a response for Fremont.
- f. MS4 Stormwater Permitting for Municipality- There was discussion about on what would be required to meet permitting requirements. Ms. Miner has the technical experience required to

work on the stormwater permit application if RPC provides the mapping and an engineer provides an example to get things moving. There will need to be professional engineering input on SOPs and review, but most of the early parts of the application can be accomplished in-house in spring or late summer.

3. Administration –

a. Budget 2023 –

This had been reviewed by the Board and the only change was on page 3 professional services for \$3,000. Ms. Miner explained that when the Source Water Protection part in Article 12 was written with the DES grant there were expectations for best management practices that were to be implemented. The Code Enforcement Officer was to conduct inspections of businesses that were considered to have known or potential contaminant sources. She recommended the inspections be done by a third-party consultant as it is environmental related but finding a consultant has been a challenge for such a small scope of work. Ms. Miner stated she has been talking to CSA Environmental about this scope of work.

Last year the budget was \$51,218 this year they are requesting \$53,685. The regular budget decreased \$500 and professional services were added as discussed. If the grant is awarded to the town this would pay for some of the professional services. Ms. Miner will get the deadline for the grant notice. (Post meeting note: the deadline is November 1, 2022)

Mr. Lavelle made a motion to move the budget to the Select Board. Mr. Karcz seconded the motion and the motion passed 6-0.

Ms. Miner gave an update on the Capital Improvement Program (CIP). She distributed a request for CIP worksheets to all the departments and the deadline is the first week of September. Once received they will be consolidated into one spreadsheet and reviewed by the CIP committee (Miner, Kohlhofer, Barham and Jon Benson). Ms. Miner will follow up with Ms. Holmes on the Budget Committee for a second member from Budget Committee.


There was a discussion on restricted age communities where some bring in children and the home-owners association does nothing to correct this zoning violation. The question was what the town's obligation and what options are there. Age restricted communities do not pay impact fees. There was discussion about retroactively imposing impact fees. Ms. DiIonno will look into what other town's may have run into similar problems and get an example of case law regarding code enforcement scenario.

4. Other Department News – None

VI. ADJOURNMENT

Mr. Lavelle made a motion to adjourn the meeting at 7:41 PM. Mr. Karcz seconded the motion. The motion passed 6-0.

Respectfully submitted,


Kathy Clement