

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

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

I. WELCOME

Mr. Powers opened the meeting at 7:04 PM.

II. MINUTES

The meeting minutes from June 1 and June 15, 2022 have been tabled to the next meeting.

III. NEW BUSINESS

- 1. Changes HB 1661** – Ms. DiIunno distributed a guidance document for municipal boards regarding changes pursuant to House Bill 1661 (HB 1661) and reviewed the changes pertaining to the Planning Boards. There was discussion about updating procedures for the Planning Board to comply with sections:
 71. An overview is all fees must be posted which in done on the Town Website
 72. Workforce housing regulations which Ms. DiIunno and the Board will review, written findings of fact for all decisions of the Board
 73. ZBA will have a 90-day deadline for decisions
 74. Planning Board will have 30 days to determine if an application is complete and 65 days to act on a decision also if application is deemed a development or regional impact there will be an additional 30 days, if Planning Board needs an extension the governing body will not make that decision it needs to be agreed between Board and applicantNew HB 1021 states that structures or uses that are of religious nature will be exempt from site plan review and zoning ordinance (this is not in entirety, this must still follow State and Federal regulations).
Ms. DiIunno is expecting more detailed guidance from the NH Municipal Association for further discussion with the Board.
- 2. Excavation Permit Extension Map 5, Lot 35** – Ms. Miner informed the Planning Board that the Excavation Permit for this site expired at the end of June and was not renewed with the anticipation that final plans for the Site Plan Amendment would be approved. Given the timeline for final Site Plan approval which this office had been working on over the last few weeks, the Town Engineer was asked to visit the site to in preparation for construction and to perform a site inspection for request to extend the permit. In the meantime, the Town Engineer also provided a second and final acceptance letter for the Site Plan dated August 1, 2022 regarding the remaining conditions of approval which have all been satisfied.

On August 2, Ms. Miner met with the owner, contractor, and Town Engineer on site to review ongoing excavation operations. They observed contractors who were operating in accordance with their previous permit approval and the site remained neat and stable. They also met with the owner and discussed the status of the Amended Site Plan approval. The

only outstanding items to be completed before commencing construction will be establishment of additional surety, signing of plan sheets, and conducting a Pre-Construction Meeting. Given the status of approvals Ms. Miner recommended the Board grant an extension to the Excavation Permit for Map 5, Lot 35 to September 30, 2022, while the Applicant and Select Board finalize surety for the Site Plan Amendments (i.e., Shirkin Road, Concrete Recycling Facility).

One item that may no longer be allowed is the recording of mylars of the cover sheet and sheets 1 and 5. Ms. Miner will follow up with the engineers regarding this matter and update the Board at the next meeting.

Mr. Barham made a motion to extend the excavation permit for Map 5, Lot 35 to September 30, 2022. Mr. Karcz seconded the motion. The motion passed 4-0.

3. **Gristmill, Copp Drive Extension and Cross Street – Road Status** – Town Engineer inspection reports prepared by Senior Engineer, Jeff Quirk, of Keach Nordstrom Associates were distributed stating the completion of the Gristmill, Cross, and Copp Drive Extension except for final topcoat. Mr. Quirk also provided an improvement guarantee worksheet for the cost to complete the topcoat for remaining sections of road in the amount of \$66,000. At this time the Town Administrator is reviewing escrow for a reduction with the expectation that this amount will be retained for remaining work. The roads will be maintained by the developer/owner until final acceptance by the Select Board as a Town Road.

At this time, the owners are requesting the Board review the reports on road completion and provide a letter or Notice of Acknowledgement for recording at the Rockingham County Registry of Deeds according to a condition of the Planning Board back in 2010 and is shown as note # 22 of the recorded plan D-36247. The landowner is ready to pull a building permit on one of these lots but needs this letter recorded prior to the issuance of the permit.

Ms. Miner read the Notice of Acknowledgement, stating that the Board acknowledges that the condition of approval placed upon the Copp Drive Extension subdivision shown as note #22 on the recorded subdivision plan has been met, and Phase 2 lots numbered 156-2-7 through 156-2-11 are approved for sale. The following provide reference and details for this notice:

1. The Copp Drive Extension Subdivision was approved and recorded in the Rockingham County Registry of Deeds as plan D-36247
2. Note #22 required the completion of road access to the referenced Phase 2 lots that are sublots of Map 2, Lot 156-2, and also required this letter to be recorded in the Registry of Deeds.
3. The road construction has been completed up to binder pavement and the remainder of the work is bonded.

This notice does not constitute town road acceptance under RSA 674:40a. Final Road acceptance will need to be addressed with the Select Board as is customary in Fremont, NH.

Mr. Barham made a motion for Chairman to sign acknowledgment as read for the Copp Drive Extension. Mr. Karcz seconded the motion. The motion passed 4-0.

IV. CONTINUED BUSINESS

None

V. ADMINISTRATION, OTHER

1. Circuit Rider Business

- a. Next Master Plan updates are Transportation and Housing in 2022. For 2023, Ms. DiIunno recommended doing the last three chapters – Community Facilities, Historic Resources and Public Utilities. The cost estimate for this work is \$7,000.
- b. Ms. DiIunno distributed a comprehensive summary of all the Master Plan Chapter Implementation Plans for ease of review on an annual basis. The Board discussed how to approach the review of these.

2. Incoming Correspondence and Project Updates

- a. Liberty Lantern Estates – No updates since last meeting.
- b. Scribner Road – No updates since last meeting.
- c. Galloway Recycling and Shirkin Road Widening – Discussed previously.
- d. South Road – No updates since last meeting.


3. Administration – Budget season is here. Ms. Miner distributed line item spend to date spreadsheets at the last meeting up through July 11, 2022. The Board reviewed proposed budget line items for 2023 compared to approved budget line items for 2022.

4. Other Department News – Recent changes to Workforce Housing that Ms. Miner received a call to provide comment on.

VI. ADJOURNMENT

Mr. Karcz made a motion to adjourn the meeting at 7:57 PM. Mr. Kohlhofer seconded the motion. The motion passed 4-0.

Respectfully submitted,


Kathy Clement