

Town of Sullivan, NH
Planning Board
Meeting Minutes, October 6, 2021
Sullivan Town Hall

Members present: Leslie Casey, (Chair), Laura Lewandowski, Dott Miles, Peter Miles, Chris Pratt, Ann Sweet (alternate), and Marsha Cook (Select Board Representative)

Kathleen Rowe, Secretary Pro Tem

Town Committees:

Public Present: Kevin Dean, Jr., 20 Pine Street, Swanzey, NH 03446; Kevin Dean, Sr., 95 Boynton Rd., Sullivan, NH 03445; Christopher Guida, Fieldstone Land Consultants PLLC., 206 Elm Street, Milford, NH 03055; Roger Sweet, 358 Centre Street, Sullivan, NH 03445; Steven Key, 469 South Road, Sullivan, NH 03445; Adam Cullis, 90 South Road, Sullivan, NH 03445

A. The meeting was convened by Chairman Leslie Casey at 7:00PM.

B. L. Casey moved to approve the minutes as written from September 1, 2021; D. Miles seconded. All aye, minutes unanimously approved as written with site walk notes of 8/18/2021 (119 Gilsum Road) and 8/23 (64 Centre Street) to be appended.

C. Minor Subdivision – 119 Gilsum Road, Map 3 Lot 28

This hearing is continued from meeting of September 1, 2021 for significant amendment. The Planning Board was not required to re-notice the meeting.

Review for completeness:

L. Casey explained that this is considered a minor subdivision as it is comprised of only three lots.

L. Casey noted that the name of the subdivision will need to be more descriptive.

C. Pratt noted that the name of the brook (now Spaulding) is incorrect and the location of Chapman Pond on the locus map is incorrect.

Watercourses, ponds etc: L. Casey presented a waiver request letter for eighth checklist item regarding watercourses, ponds, standing water; Fieldstone is requesting waiver for this item as only two lots will have construction at this time, the remaining 43 acres will have no construction until a future time. A. Sweet noted that the existing watercourses etc. are required to be preserved; L. Casey noted that the wetlands do impact the two pieces to be developed first.

Perc Tests: Perc tests and test results have been completed; Fieldstone noted that the perc tests indicate Peru Standing Loam – firmer soil, does not percolate as fast as sandy soils allowing for more biologic breakdown. It is considered a better soil for septic fields. A. Sweet noted that 4K box on lot 1 appeared close to well; Fieldstone responded that this is existing well from old house and would be removed. L. Casey noted the 4K septic box locations; Fieldstone responded that the soil throughout the area is consistent and as houses have not yet been sited, final septic field locations are not specified but will still meet the 100' setback from wetlands.

Plan for control of sedimentation and erosion: Fieldstone has noted as “not applicable” as there will be no road construction; they will be using existing roads as access roads for construction. L Casey noted that the owner of the middle lot will need a driveway permit application to use the garage for construction purposes and the Planning Board will need to see curb cut location. The wood road on lot 2 does not meet setback requirements from abutters; this new curb cut will need to be indicated.

It appears that no other State or Federal permits are needed.

L. Casey moved to waive the a) checklist item for “Watercourses...” covering entire parcel, now to show only for the 2-acres lots and b) waive “Plan for control of sedimentation and erosion.” C. Pratt seconded. All aye, motion is passed unanimously.

C. Pratt moved to accept the application of K & J Builders for a three-lot subdivision at 119 Gilsum Road, Map 3, Lot 28 with corrections to be made to the locus map (brook identification and location of Chapman Pond) and clear indication of two driveway curb cuts. Peter Miles seconded. All aye, motion is passed unanimously.

Public Hearing:

C. Guida explained that this is a new plan with a different lot configuration showing three lots, indicating septic fields whose areas indicate no impact on wetlands; Guida also noted permitting will be necessary to cross wetlands on the 3rd lot.

Plans show that this is a relatively flat site needing no erosion control; the existing house foundation will be removed and the existing septic system will be moved to meet all setbacks.

L. Casey restated concerns provided by the Conservation Commission and finds that Fieldstone has addressed these:

- a) 4k square should meet setback requirements (100’ from wetlands) – YES
- b) Lot 1 – no room in front; house will go further back on the lot – YES
- c) Minimum lot 200’ frontage for each of the 3 lots – YES
- d) Remainder of lots do not have enough frontage – addressed by change in plan;

Discussion of DES requirement that future road will cross wetlands at the narrowest area: Fieldstone explained that as all lots are not being developed at once, the permit will be gotten as crossings are determined, meeting specifications applicable to the area to result in minor impact. Southern slopes have already been impacted by logging activities; DES may require restoration of logging damage. L. Casey raised concern about approving the plan and finding out in the future that DES cannot approve the crossing. Fieldstone indicated that DES may request waivers but that this is unusual. DES is thorough. C. Guida explained the overall impact should not exceed 3,000 sf; DES may require mediation for areas over 10,000sf. L. Casey feels it could exceed 3,000 in this case.

C. Pratt noted that as K&J Builders will at some point soon be constructing on the third lot, the time for determining the crossing is at hand as access will not be available after first two lots are built.

Access from wood road and middle lot access: C. Pratt and L. Casey agree that the wood road as it is would need to go to the ZBA as the issue involves setback. L. Casey also noted that the hardship

standard allows to Planning Board to issue waivers. Determination made that both accesses will require curb cut indicators and driveway permits.

Further comments: None. L. Casey closed the Public Hearing and moves to deliberation.

Conditions for approval include:

1. Corrected plat: locus map (corrected name of brook, locations of Chapman Pond);
2. Descriptive name for plat;
3. Plat indications for curb cuts on lot 2 and 3;
4. Permit applications for proposed driveway for lots 2 and 3

L. Casey made a motion to approve the 3-lot subdivision at 119 Gilsum Road Map 3 Lot 28 conditioned on the following four conditions:

1. Corrected plat: locus map (corrected name of brook, location of Chapman Pond);
2. Descriptive name for plat;
3. Plat indications for curb cuts on lot 2 and 3;
4. Permit applications for proposed driveway for lots 2 and 3.

C. Pratt seconded; all aye, motion is passed unanimously.

L Casey noted that when all of the above have been completed, the plat on mylar and payment for recording fees should be given to her.

L. Casey made a motion to add an agenda item for the Key Site Plan at this time; C. Pratt seconded, all aye.

D. SPR Preliminary Conceptual Consultation: 469 South Road:

Steven Key has received a conditional special exception from the ZBA to operate his landscape business at 469 South Road. S. Key noted that the site plan is in progress and is asking guidance for review process.

L. Casey noted that this meeting is a "preliminary conceptual consultation" as allowed under the Site Plan Review Regulations. The Site Plan Review will need formal notice and a hearing for the site plan; as the ZBA has settled the 'land use' portion of the site plan, the Planning Board will be looking at setbacks, etc. Although S. Key has previously presented a detailed plan to the ZBA as noted by M. Cook, L. Casey explained that a plat completed by a surveyor that meets the conditions in the ZBA letter and the Planning Board requirements will be necessary for the site plan review and hearing.

Regarding the driveway constructed by Mr. Key, L. Casey noted that dimensions have changed and that a new driveway permit may be needed. C. Pratt felt that the changes were sufficient to require only an addendum to the original permit stating the changes made.

Discussion of timing for the review and hearings as to not take the process too deep into winter months:

L. Casey said the Planning Board can move when S. Key is ready to present materials, possibly holding the review and hearing in one meeting.

Although the Board of Selectmen is the approving body for building permits, L. Casey suggested that S. Key bring the building permit application to the review and hearing.

E. Driveway Permit: Boulder Road Map 2 Lot 17

Citing difficulty with finding available contractors Rachael Richardson requested via email a second extension for their driveway permit, the first having expired on 9/1/2021. L. Casey proposes a further 6-month extension. C. Pratt feels the request is reasonable; P. Miles asked if more that the apron was going to be paved. L. Casey believes it is only the apron at this time.

On a motion by Marsha Cook, seconded by D. Miles, the Planning Board approves a driveway permit extension of 6 months to 3/1/2022. All aye, the motion is passed. L. Casey will draft the letter.

F. Driveway Permit: 122 Hubbard Road

D. Miles and P. Miles have inspected the driveway at 122 Hubbard Road; as it is complete and approved, the driveway permit was signed.

L. Casey made a motion to add an agenda item for the Manley Driveway Permit at this time; C. Pratt seconded, all aye.

G. Driveway Permit: 67 Tyler Lane

James Manley is applying for a second driveway to allow access to land on the side of Tyler Road opposite his existing driveway. This driveway will breach a stonewall that abuts Tyler Lane. C. Pratt notes that, as this application raises many issues regarding a public highway Mr. Manley will need to speak further with the Planning Board to address these issues.

L. Casey feels the Planning Board cannot take any action until there has been a site walk. Site walk will be dependent on J. Manley or his agent gaining access to the property, L. Casey will contact the Road Agent to determine when this will be feasible.

H. Other Planning Board Business

Action Items:

L. Casey noted that J. Bolles, agent for W. Bolles, indicated that reclamation work on the temporary access driveway for lot 42-3 would be complete on November 1, 2021. It is not apparent that any action has been taken to complete this work at this time; L. Casey will contact J. Bolles to have him apply for an extension if necessary.

Selectmen's Report: M. Cook reports that Selectmen have begun the budget process for 2022. She also noted the success of Sullivan's first Fall Festival, all thanks to the group of volunteers working with organizer Kathleen Wheeler. Many notes of thanks and great appreciation to this group have appeared on the Community Facebook page.

L. Casey added that the Town table at the Fall Festival drew in residents, numerous new to Sullivan, showing interest in Town boards and committees. Inquiries regarding available positions and opportunities to participate are always welcome.

The Selectmen are also working with County and State contacts to begin planning for future use of recently distributed ARPA funds.

Planning Board: L. Casey proposed that, as the Planning Board has reached a maximum number of agenda items that can be covered in one meeting, the Board consider meeting every other week, having one week as a "working meeting" to review applications and permits for completion and do other planning activities; the second bi-monthly meeting would be the "planning meeting" for application hearings and decisions.

C. Pratt noted that the Board used to meet twice monthly, though the idea of two purposes ultimately evolved into 2 "planning meetings" per month.

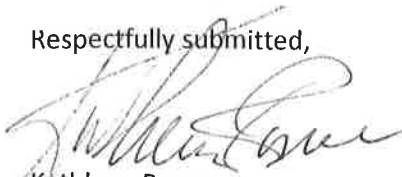
Marsha will look into office and meeting space for the Planning Board on the lower level of the Town Hall.

A. Sweet asked for the schedule for warrant article hearings; K. Rowe will check NHMA schedules and advise Board members.

The next Planning Board meeting will be 10/20/21 at 7PM.

L. Casey moved to adjourn the meeting; M. Cook seconded. All aye.
The meeting adjourned at 9:48pm.

Respectfully submitted,



Kathleen Rowe,
Secretary Pro Tem