

**Town of Sullivan, NH
Planning Board
Meeting Minutes, May 05, 2021
Sullivan Town Hall**

Members present: Leslie Casey (Chair); Laura Lewandowski; Dorothy Miles; Peter Miles; Chris Pratt; Marsha Cook (ex officio); Ann Sweet (alternate)

Public present: Laura Gray (Cross Road); Michael D Gray (Cross Road); Jeannine & Stephen Key (77 South Lincoln Street, Keene, NH); Wendy Pelletier – Cardinal Surveying; Roger Sweet (358 Centre Street) – Conservation Commission; Scott Wood (22 Lake View Road, Nelson, NH); John “Chip” Woodbury (488 South Road) – Trustee of Trust Funds

The meeting was convened at 7:02 pm. A. Sweet was appointed to fill Milton Trimitsis’ seat in his absence. D. Miles agreed to serve as acting secretary.

L. Casey made a motion to accept the minutes of the 07 April 2021 meeting as written, seconded by C. Pratt. There was some discussion as to whether it would be better to call it “notes” instead of “minutes.” The motion carried.

A motion to accept the minutes of a site-walk visitation on 20 April 2021 on Lot 3-75 Cross Road, as written was made by L. Casey and seconded by C. Pratt. The motion carried with only L. Casey and A. Sweet voting.

Gray/Wood minor sub-division on Cross Road (Tax Map 3 Lot 75; 18.3 acres)

A. Sweet is an abutter and chose to recuse herself from voting on this matter. A discussion was held regarding how to proceed: it was brought forward that there is a conservation easement on one of the Sweet’s properties. W. Pelletier, the surveyor, responded that a surveyor cannot know if there is an easement on a property if it is not noted on the tax card. In this case, it was decided that as long as the easement shows up on the plat, the board will be satisfied. The municipal attorney will be contacted to clarify the need for notifying easement holders on abutting lots going forward.

The minor subdivision would create a 2-acre lot (Tax map 3 Lot 75-001) for a proposed new dwelling. The application was reviewed for completeness against the checklist. No changes had been made to the draft plat submitted at the April 2021. It was noted that the draft plat does not have the surveyor’s stamp. The septic system has been approved by the state but is waiting on town approval.

A motion to accept the sub-division application as complete was made by C. Pratt and seconded by P. Miles. The motion passed, and L. Casey opened the public hearing.

A site walk was done on 20 April by L. Casey, A. Sweet and R. Sweet (Conservation Commission). The proposed building site is fairly level. It was noted that the area where the proposed driveway meets Cross Road is wet, but preliminary work to divert water and put crushed stone down appears to have solved the problem.

Written testimony from abutter Richard Hotchkiss was read, and a copy will be added to the file. He cautioned that Lot 75 has steep slopes, and that the western half has hydric soils near Meetinghouse Brook. It was noted during follow-on discussion that the proposed lot is entirely east of the brook, and the steepness concern was addressed during the site walk.

With no more public comment forthcoming, L. Casey declared the hearing closed. A motion to approve the minor sub-division was made by M. Cook and seconded by C. Pratt. The motion passed. The applicant will provide a stamped plat on mylar to be certified by the Chair, and a check for recording fees with the Cheshire County Registry of Deeds. The subdivision will take effect upon recording of the plat.

Driveway Permit Application, Cross Road (Tax Map 3 Lot 75)

The driveway permit application had presented by Laura Gray for the property located on Cross Road (Tax Map 3 Lot 75-001) at the April 2021 meeting and accepted as complete, but the decision was deferred until the subdivision was approved. A site walk was done on 31 March by the Road Agent and the Driveway Committee. The driveway will be 135 feet in length. L. Gray indicated the driveway is presently roughed in and construction my start as early as next week once the permit is granted.

A motion was made by L. Casey and seconded by C. Pratt to approve the subdivision lot driveway. The motion carried.

Driveway Permit Application, South Road (Tax Map 41 Lot 002)

A driveway permit application was presented by Stephen and Jeannine Key for the property located on South Road. Todd Smith (Road Agent), the Driveway Committee and J. Woodbury (representing the Conservation Commission) did a site walk on 03 April 2021. The Road Agent made comments to the application in a separate letter, which was read to those present and entered into the file. The letter cautioned that the he could not certify that the permeable pavers proposed for the driveway apron would perform like a typical asphalt apron and could potentially cause unanticipated problems.

L. Casey moved to accept the application as complete, and C. Pratt seconded. The motion carried.

The driveway would access a storage barn for equipment. The entrance is different from the proposed curb cut on the subdivision plat and would meet the setback requirement in relation to abutting lots. S. Key was asked how long the driveway would be, and he said 600 feet. L. Casey said that Emergency Services will need to be able to turn around, and they request that there be a turnaround every 300 feet if possible. S. Key replied that the only structure being accessed will be the barn, and that the driveway is designed to allow easy turnaround of large equipment.

S. Key noted that the driveway could be extended for use as a shared driveway with Lot 001. J. Woodbury, an abutter, expressed strong support for that solution to future access of Lot 001.

S. Key stated that he would like to replace the existing culvert, and that the Road Agent had indicated to him that he thought it was a good idea.

S. Key presented literature from the manufacturer of the pavers and answered questions about how the paving system works. J. Woodbury offered that in his travels to California and other places he saw similar pavers in routine use and they seem to perform very well. All agreed that they are an attractive alternative to asphalt.

Per Sullivan driveway regulations, the Road Agent must determine the performance guarantee amount to be held in escrow. That was not included on the application. The application was deemed complete conditional upon the Road Agent setting the escrow amount and a check for the amount be received by the town clerk.

L. Casey moved to accept the application as complete with the aforementioned stipulation and seconded by M. Cook. The motion carried.

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A question was posed by W. Pelletier of Cardinal Surveying as to the town regulations governing putting a house on a landlocked property. A discussion was held on the question and warrants further investigation. C. Pratt mentioned that when a road is discontinued the land returns to private ownership, with the road divided down the center.

A discussion was held on apron paving. The state DOT does not require apron paving, but the town regulations do. Do we want to change our regulations to align with the state's or leave the town's as is or decide on a case-to-case basis? A. Sweet will research what other towns are doing.

Selectmen Report: M Cook gave an update on issues the Board of Selectmen are working on:

- Nextgen trucks around town are working on updating fiber-optic cable in anticipation of broadband availability
- P Bolduc is working on putting together a formal process which aligns with Planning Board regulations on how to handle those items deemed "by selectmen," such as enforcement of the junkyard ordinance.

A motion to adjourn made by L Casey and seconded by C Pratt. The motion carried. The meeting adjourned at 8:44 pm.

Respectfully submitted,



Dorothy Miles, Acting Secretary