

**Town of Sullivan, NH
Planning Board
Meeting Minutes, July 7, 2021
Sullivan Town Hall**

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

Kathleen Rowe, Pro Tem

Public present: John Bolles, 469 South Road; Philip Dunn, 447 South Road; William Jackson, 92 West Shore Road, Nelson, NH 03457; Jean and Stephen Key, 489 South Road; Wendy Pelletier, 534 Centre Street; Todd Smith, 122 Hubbard Road; Ann and Roger Sweet, 358 Centre Street; John and Kathleen Woodbury, 468 South Road

The meeting was convened by Chairman Leslie Casey at 7:00 pm. A. Sweet agreed to occupy Milton Trimitsis' seat in his absence.

C. Pratt moved to approve the minutes as written from June 2, 2021; M. Cook seconded. All approved the minutes as written.

C. Pratt requests the record to show that notes from the 6/24/2021 site walk be submitted as an addendum to the minutes of 7/7/2021. L. Casey, C. Pratt and A. Sweet, Planning Board members present at the site walk, agree with the minutes as written.

L. Casey moved to allow T. Smith to present a driveway application prior to the Board moving into the subdivision public hearing; C. Pratt seconded. All aye.

A. Driveway Permit: 122 Hubbard Road

T. Smith presented a Driveway Permit application for approval at 122 Hubbard Road. The scope of the project involves repaving existing driveway with 3" of asphalt including apron, entrance and parking area. There are no changes in existing dimensions. Planning Board site walk was done on 7/2/2021. He will be replacing the existing 12" culvert with a 15" culvert to TOS specifications.

L. Casey moved to accept this application as complete; D. Miles seconded. All aye.

L. Casey moved to waive requirement of escrow as although this driveway impinges on a paved road, it is an existing driveway and the project includes repaving the apron. C. Pratt seconded, All aye.

C. Pratt moved to approve the driveway application; P. Miles seconded. All aye.

B. Major Subdivision Application "Phase II" South Road

Application Filing: Per subdivision regulations, the application for this subdivision is considered filed at the public meeting of July 7, 2021. L. Casey stated that notices and abutter letter for the hearing, the third one for this property, had been properly sent out and posted.

W. Pelletier presented the plat for Phase II, indicating the location and size of four residential lots created by the subdivision of the remaining acreage. All lots are greater than 5 acres with 200' frontage. Perk tests were done after the initial survey; any requirement for plans for control of sedimentation and erosion will need to be met prior to building.

Completeness Review: L. Casey reviewed the plat and application, noting the status of Notes 10-14 on the plat, also noting the absence of an indicated stonewall boundary in the back area of Map 5 Lot 41. Also, on Map 5, Lot 42-3 the rear lot line is a barbed wire fence, however, they did not survey in this area. W. Pelletier will see that this is added.

M. Cook asked if the renumbering of the map and lot numbers is in process; W. Pelletier has the information necessary from Avitar to complete this.

A. Sweet questioned the delay in submitting plans for sedimentation and erosion until building; L. Casey noted that this is done in the case of large lots where building locations are unknown. W. Pelletier added that as these cannot be predetermined, they will be reviewed at construction planning and will be required by DES at the building stage.

A. Sweet asked if perk test locations are indicated? W. Pelletier does not have that information as the tests were done by another company. C. Pratt noted the location of perk tests does not indicate the final location of septic installations.

L. Casey moved to waive requirements for plans for sedimentation and erosion control prior to construction planning and the location of perk tests; M. Cook seconded. All aye.

C. Pratt moved to accept the Major Subdivision "Phase II" as complete; I. Casey seconded. All aye.

Public Hearing:

L. Casey noted that notices to abutters were sent by certified mail; abutters not returning notification receipts were: Terry Bunker, 419 South Road; Donald Arguin, 451 South Road; Jeffrey B. Brooks, Trustee, 358 South Road; Gregory Finch, Tyler Lane (this property was sold at the time of mailing).

Leslie waived the reading of the notice with no objection from those present, and noted that the hearing is for receiving testimony and answering questions from the public.

W. Pelletier noted slight modification to the original plat:

Map 5 Lot 42-1: John has removed a portion of the barn which allowed for straightening the boundary line;

Map 5 Lot 41: House lot; has been increased to encompass 15.27 acres, which includes backlot land;

Map 5 Lot 41 and Map 5 Lot 42-2: Have potential for shared well; DES approval will be necessary. The 100' shared well radius is indicated.

Map 5 Lot 42-3: 19.18 acres, has 162' frontage on left of abutter; 38' frontage on right of abutters.

M. Cook questions the frontage on 19.87 acres not being contiguous; CPO verbiage does not include "contiguous." ZBA variance for frontage would be required otherwise. It was noted that the 38' section of road frontage is too narrow for a driveway and is to remain in vegetation.

M. Cook asked if the use of a shared well (potentially three dwellings) needs to be documented in any way? L. Casey noted that there have to be deeded easements between owner(s) that are registered in the County Registry of Deeds. M. Cooks asked how this affects Selectmen's approval of septic and building plans; W. Pelletier explained that septic plans where well radii overlap properties require deeded easements or the well needs to be moved, and this is noted on the plat. Wells should be located where the radius fits entirely on the lot.

P. Miles asked how this is a problem on the subdivision; W. Pelletier noted that the original house lot has a shared well; the well will be on a separate lot after subdivision and the well radius will overlap the boundary. A. Sweet commented that the width of the lot at a house site must be 200', so the new house will likely be set back away from the existing well and may require a new well.

Hearing no further questions L. Casey closed the public hearing portion of the meeting and moved to the deliberative session.

Deliberative Session:

L. Casey noted:

1. The subdivision does not take effect until the plat is signed and recorded.
2. Avitar requests existing house lot retain original map/lot numbering: Map 5, Lot 41; this ensures retention of lot history.

L. Casey made a motion to approve the Bolles Subdivision Phase II with corrections: 1) lot numbering and 2) addition of symbol for stonewall boundary on rear lot. C. Pratt seconded. All aye.

C. Driveway Permit on South Road

J. Bolles submitted an application for a driveway at Lot 5-41-5, 19.8 acres. L. Casey noted the need for a site walk and driveway dimensions (length/width). L. Casey will give the application to the Road Agent; with site walk and additional detail, this application will be put on the agenda for the meeting of August 4, 2021. The road agent will determine the escrow amount.

J. Bolles asked if the existing driveway can be used for access; L. Casey referred him to the Road Agent for approval.

D. Driveway Permit on Hubbard Road

W. Jackson submitted driveway application for Hubbard Road. The site walk was completed on 7/6/2021. The Road Agent indicated that no culvert will be necessary, however, the contractor is to put a stone base under the driveway that will connect with the existing draining for Hubbard Road.

L. Casey moved to accept the driveway application complete; C. Pratt seconded. All aye.

There being no further discussion, L. Casey moved to approve the driveway application upon receipt of \$3000 escrow. C. Pratt seconded. All aye.

Escrow payment received and acknowledged with a receipt.


E. Other Planning Board Issues

1. Leslie requested written comments from Board members regarding the Driveway Regulations draft, to be received prior to next meeting.
2. Status of Drive on Centre Street: Todd has reached out to DOT engineers for confirmation of conformance with state specifications.
3. Status of driveway on South Road (Key): Todd is look at this after it is completed to determine release of escrow.
4. A. Sweet asked about the apparent excavation at the Key property on South Road. M. Cook explained that this is not excavation but storage of construction materials (loam/gravel) that needed to be moved from another site and stored.
A. Sweet asked if the landowner has an appointment with the ZBA for a special exception for commercial use. M. Cook answered that the ZBA has been approached and is setting the time and date.
5. C. Pratt proposed a change to article 3, Section C, #4 of the CPO to insert the word "contiguous" in the expression of frontage. L. Casey will put this up for hearing in the Fall. C. Pratt will write the amendment.
6. L. Casey brought up M. Cook's request that the Driveway Permit Application be amended to include checkboxes for types of use, e.g., commercial, residential, etc. It may be necessary for ZBA to create separate standards for construction based on weight, etc. for commercial properties before bringing the application to the Planning Board.
7. Selectmen's Report: M. Cook reported Selectmen are seeing increased numbers of septic and building approvals and general interest in the town from potential buyers.

Adjournment

L. Casey moved to adjourn the meeting; D. Miles seconded. All aye. The meeting adjourned at 8:48pm.

Respectfully submitted,



Kathleen Rowe, Secretary Pro Tem

**Town of Sullivan, NH
Planning Board
Site Walk Notes, June 24, 2021
Lot 5-42 South Road, Sullivan**

Members present: Leslie Casey (chair and acting secretary), Chris Pratt, and Ann Sweet (alternate)

Public Present: Wendy Pelletier, Jon Buschbaum and Jason Lavertue (Cardinal Surveying); John Bolles (469 South Road); John "Chip" Woodbury (488 South Road)

L. Casey, C. Pratt, A. Sweet, J. Bolles (landowner), J. Woodbury (abutter), W. Pelletier, J. Buschbaum and J. Lavertue conducted a site walk at property corresponding to Tax Map 5 Lot 42 (45.16 acres) on June 24, 2021 starting at 8:30 am to review the site of a proposed major subdivision, phase II. W. Pelletier is the applicant and surveyor. L. Casey acted in the role of secretary. As only three members of the Planning Board were present, it did not constitute a quorum. No decisions were made, and the site walk was for informational purposes only.

The objectives of the walk were to observe whether permanent boundary markers, natural features, and markers indicating the corners of proposed new lots were as represented on the draft "Bolles Subdivision Phase II" plat, dated January 6, 2021.

The site walk began at the at the driveway of the existing house lot. It was noted that the barn was partially dismantled, and J. Bolles indicated that its removal would be complete prior to the planning board hearing on July 7th.

The exterior boundary of the parcel was not included in the walk because (1) it is marked by a stone wall, and (2) walking would be dangerous due to the rough terrain and thick vegetation.

Possible building sites for lot 5-42-2 (5.39 acres) and 5-42-3 (19.18 acres) were looked at. Some boundary markers (a pin and several stakes) had been illegally removed by someone, but most were located. Part of the stone wall marking the exterior boundary of lot 5-42-3 was also observed, including one of the sharp turns.

In some areas the ground was somewhat muddy, but there was no surface water seen except for the drainage ditch.

The group returned to the parking area near the house and adjourned at approximately 10:30 am.

Respectfully submitted,



Leslie Casey, Acting Secretary