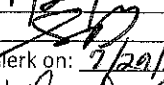
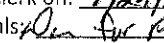


TOWN OF THORNTON PLANNING BOARD

Approved on: 7/26/2021
PB Initials: 
Rec'd by Town Clerk on: 7/29/21
Town Clerk Initials: 

Planning Board Meeting Minutes Thursday, July 15, 2021

CALL TO ORDER – PLEDGE OF ALLEGIANCE:

Vice-Chairman Frank Freeman called the meeting to order at 6:00 p.m.

ROLL CALL:

Members present at Town Hall: Nancy Decoteau; Frank Freeman, Vice-Chairman; Peter Laufenberg (exited at 7:28 p.m.); Kathy Menici, Planning Director; Donna O'Donnell; Kerrin Randall; Board Assistant; David Rivers; Karen Waters

Members present via call-in: Steven Babin, Chairman (entered at 7:31 p.m.)

Members not present: None

Alternates present at Town Hall: Cynthia Schofield, Jack Gaites (exited at 7:28 p.m.)

Alternates absent: Gloria Kimball

Others present via call-in (partial names are as they appeared via Zoom):

Elaine, Thomas's iPod, mcs, JS

Others present at Town Hall: Jack McCormack, Shirley Benton, Tom Duffield, Chad Stocker, Phil Hastings, Jon Warzocha

Mr. Freeman served as Chairman in Mr. Babin's absence. Ms. Schofield was seated as a member in place of Mr. Babin.

APPROVAL OF MINUTES:

Upon distribution and review of the meeting minutes of July 1, 2021, the members took the following action:

Mr. Laufenberg asked that the following language be amended:

Lines 91-98: MOTION: "To approve the Excavation Permit for Dirt Designs by Johnston Brothers, 73 Laundromat Road [Map 6, Lot 6-7] subject ~~with~~ to a ~~complete~~ **final** review by Ms. Menici to **ensure all rules and regulations have been met on** of the plans submitted on July 1, 2021."

Lines 181-188: MOTION: "To approve the Subdivision: Sunrise at Owl's Nest; for LCJ Holdings, LLC, Lafayette Road [Map 16 Lot 1-7 SRCO] subject ~~with~~ to a ~~complete~~ **final** review by Ms. Menici to **ensure all rules and regulations have been met on** of the plans submitted on July 1, 2021."

Ms. Decoteau asked that the following be added:

Line 199: Mr. Babin *stated*...

Line 205: He stated *the unit* in question...

Line 222: ... there is no change in use, *and* there is parking available.

MOTION: "To accept and approve the Minutes of the Thursday, July 1, 2021 meeting as amended."

Motion: P. Laufenberg

Second: D. Rivers

Discussion: None

Roll Call Vote: 6 YES - 0 NO - 1 ABSTAIN

Motion passes.

PRELIMINARY BUSINESS: None

COMMUNICATIONS: Mr. Freeman stated a concerned citizen form was received by the Board and has also been sent to the Board of Selectmen.

REPORTS: None

UNFINISHED BUSINESS: None

HEARINGS:

1. Continuation of APPLICATION/PUBLIC HEARING – Site Plan Review: Old Saw Mill Condominium; Thomas Duffield as agent for Shirley and Jerel Benton, Old Sawmill Road [Map 11 Lot 1-33]

Mr. Freeman noted that the application was accepted as substantially complete at the June meeting and there were some items that were not complete, and the application was continued to this meeting. Mr. Freeman asked the Board if they had comments at this time; there were none.

Jack McCormack, attorney representing the applicant, stated he received the planner review and wanted to bring attention to the suggestion of using a third-party engineer to inspect the bridge to access the property. Mr. McCormack stated Keach-Nordstrom previously inspected the bridge in 2011 and gave comment on items that would need to be fixed. Mr. McCormack stated Tom Duffield, current engineer on the project, is a Professional Engineer and a third-party would not be required.

Mr. Freeman reviewed a letter from Keach-Nordstrom to Mr. Duffield from 2011 with corrective action. He asked if any of the corrective action was taken.

Mr. Duffield stated half of the corrective actions have been completed and the other half will be done. He stated the bridge is on a private road and will be maintained by the owner.

Mr. McCormack reiterated that Mr. Duffield certifying that the bridge is safe to use is sufficient as he is a Professional Engineer (PE).

Mr. Duffield submitted a letter to the Board outlining his reasons that a third-party review of the bridge is not necessary and expressed his frustrations with some required items needed on the site plan. Mr. Duffield questioned if other applicants, like Owl's Nest, are required to have third-party engineering reviews.

Mr. Freeman stated it does not involve this application, but Owl's Nest is required to have a third-party engineer review. Mr. Duffield thanked Mr. Freeman for clarifying this.

Mr. Freeman stated several new pieces of information has been submitted by Mr. Duffield tonight, and the Board will need time to review.

Mr. Freeman stated the applicant is asking if a third-party engineering review is needed; the applicant has stated that Mr. Duffield is a PE and is adequately qualified to do that review.

Mr. Laufenberg stated that regardless of if it is on a private road, a bridge must be certified by an engineer. He asked if in three (3) years the bridge falls into the river, what is the liability to the Town.

109 Shirley Benton, applicant, stated the items listed in the letter from 2011 from Keach-Nordstrom have been or will
110 be fixed by Mr. Duffield.
111
112 Mr. Laufenberg asked if there is a bridge on a private road does that exclude the town from any liability if
113 something happens to it.
114
115 Mr. McCormack stated that the bridge is on private property and will be certified by Mr. Duffield, a PE. He
116 stated he cannot envision any liability to the town as the bridge will always be privately maintained.
117
118 Ms. O'Donnell asked how long the remaining repairs suggested by Keach-Nordstrom would take to be completed.
119 Mr. Duffield stated a few days, maybe a week as paint and coatings will need to dry and cure. He stated the
120 bridge survived Hurricane Irene with no damage.
121
122 Mr. McCormack stated all past and future maintenance on the bridge will be certified by Mr. Duffield.
123
124 Mr. Duffield showed the Board a sample plan of one of the units.
125
126 Mr. Freeman stated the Board had previously asked that the units be numbered and/or lettered for easier review.
127 Mr. Duffield stated he can add that information to the plans.
128
129 Ms. Menici stated the plans submitted to the Board for review do not need to have the surveyor signature on them;
130 the final plan set will need to be signed by all professionals.
131
132 Mr. Laufenberg asked what the applicant needs to show for landscaping and lighting on the plans. Ms. Menici
133 stated the plans should show what a typical unit will look like.
134
135 Ms. Menici stated there are two (2) types of structures being built throughout the property and a typical plan for
136 each type of structure will suffice for the Board to review. She stated if there is only grass and no shrubs, indicate
137 that on the plan for landscaping; where lights will be on the exterior of the buildings, note that as well.
138
139 Ms. Menici asked if all State permits had been approved. Mr. Duffield stated permits from NHDOT and NHDES
140 have been approved and submitted them to Ms. Menici.
141
142 Ms. Menici asked if the only outstanding permits are for the septic. Mr. Duffield stated yes and commented that
143 the Town Zoning Compliance Application (ZCA) process is very thorough, and several items that are being
144 requested by the Board are going to be on the ZCA. He questioned if the Board still required items on the plans
145 that would be needed for the ZCA anyway.
146
147 Ms. Menici stated any items in the Site Plan Review are required on the application and will not be pushed off on
148 other Town Staff. She stated the ZCA process cannot be started until a site plan is complete and approved by the
149 Planning Board.
150
151 Mr. McCormack asked if the applicant had to come before the Board each time a unit was being built. Ms.
152 Menici stated no.
153
154 Mr. Laufenberg asked if the road was going to be paved. Mr. McCormack stated no.
155
156 Mr. Laufenberg reviewed the Site Plan Regulations:
157 **H.** *Construction requirements shall be in accordance with "Standard Specifications for Road*
158 *and Bridge Construction" as published by the State of New Hampshire Department of*
159 *Public Works and Highways.*
160 *Where alternative construction specifications are given, the Planning Board shall determine which*
161 *shall be applicable.*
162 **I.** *Road construction standards*

163 **14. asphalt surfaces shall be approved by the road agent prior to actual construction**

164 Ms. Menici stated the regulations stipulate that the road must be paved. She stated a waiver request from the
165 applicant to Board justifying why the road does not need to be paved must be submitted for review.

166
167 Mr. McCormack stated roads and bridges do not need to be paved in the subdivision regulations. Ms. Menici
168 stated the application at hand is for Site Plan Review, not subdivision approval.

169
170 Mr. Freeman opened the public hearing for comment; there was no public comment. Mr. Freeman closed the
171 public hearing at 6:58 p.m.

172
173 **MOTION: "To continue the APPLICATION/PUBLIC HEARING – Site Plan Review: Old Saw**
174 **Mill Condominium; Thomas Duffield as agent for Shirley and Jerel Benton, Old Sawmill Road**
175 **[Map 11 Lot 1-33] to the August 19, 2021 meeting."**

176 **Motion: D. O'Donnell**

177 **Second: K. Waters**

178 **Discussion: None**

179 **Roll Call Vote: 7 YES - 0 NO - 0 ABSTAIN**

180 **Motion passes.**

181
182 **2. Continuation of APPLICATION/PUBLIC HEARING – Minor Site Plan Review: Slice**

183 **Restaurant; Marc Burnell as agent for LCJ Holdings, LLC, Lafayette Road [Map 16 Lot 1-8]**

184 Mr. Freeman stated there were still several outstanding items on the application based on the Planner Review.

185
186 Phil Hastings, attorney for Owl's Nest, stated he received the Planner Review and asks that the application be
187 continued to the August 19, 2021 meeting to review and amend the site plan.

188
189 **MOTION: "To continue the APPLICATION/PUBLIC HEARING – Minor Site Plan Review: Slice**
190 **Restaurant; Marc Burnell as agent for LCJ Holdings, LLC, Lafayette Road [Map 16 Lot 1-8] to the**
191 **August 19, 2021 meeting."**

192 **Motion: P. Laufenberg**

193 **Second: N. Decoteau**

194 **Discussion: None**

195 **Roll Call Vote: 7 YES - 0 NO - 0 ABSTAIN**

196 **Motion passes.**

197
198 Chad Stocker, project manager at Owl's Nest, asked if the plans submitted for the pumphouse and bathhouse had
199 been reviewed.

200
201 Ms. Menici stated she and Mr. Babin will be meeting on Tuesday to review the submitted plans to determine if a
202 full site plan review will be required. She stated should full site plan review be needed, the applicant will be
203 given time to complete the application following the standard deadline for submission. Ms. Menici stated she will
204 follow up with Mr. Stocker following the meeting with Mr. Babin.

205
206 **Due to the Plymouth Record Enterprise failing to print public notice, at the Town of Thornton's request, as**
207 **required by the State of New Hampshire, the following agenda items will be moved to a meeting on**
208 **Monday, July 26, 2021 at 6:00 p.m.:**

- 209 1. APPLICATION/PUBLIC HEARING – Site Plan Review: East Coast Cider Company; Byron
210 O'Donnell, III [Map 10 Lot 10-01]

211
212 **OTHER BUSINESS:**

213 1. Thornton School Board, Mark Fischler - Building Committee Inquiry
214 Mark Fischler, Chair of the Thornton School Board, stated a building committee is being established to see what
215 improvements to the school and library would be feasible to be done. He stated he would like a member of the
216 Board to volunteer on this building committee, and that a member of the Board of Selectmen has volunteered as

217 well. Mr. Fischler stated the committee will be comprised of teachers, parents, residents, and school board
218 members and will hold public meetings.

219 Mr. Fischler stated they hope to have a meeting in August, meeting possibly once a month. He stated they want to
220 submit a recommendation to the school board in November to put a warrant article out for Town Meeting in
221 March.

222

223 Mr. Freeman thanked Mr. Fischler for coming. Mr. Fischler thanked the Board for their time and exited the
224 meeting at 7:18 p.m.

225

226 Mr. Freeman asked anyone interested in volunteering to bring it to the Board at the July 26, 2021 meeting.

227

228 Ms. Menici reviewed items that will need to be visited in the future by the Board including, but not limited to,
229 Site Plan Regulations, Subdivision Regulations, Master Plan, and the Zoning Ordinance. These items will need to
230 be reviewed and possibly updated in the near future. She stated the number of applications coming before the
231 Board far exceed the amount that was expected and are taking up most of her time.

232

233 Mr. Laufenberg and Mr. Gaites exited at 7:28 p.m.

234

235 Mr. Freeman asked if the Master Plan gets updated every 10 years and Ms. Menici stated that every 10 years is
236 typical.

237

238 Mr. Babin entered at 7:31 p.m. via ZOOM.

239

240 Ms. Schofield began discussing the Capital Improvement Program (CIP) and the anticipated changes that could be
241 occurring if the school project is approved as well as the population increase from the various projects occurring
242 and being proposed. A lengthy discussion continued.

243

244 Mr. Freeman stated the CIP Committee is always looking for more members and encouraged participation.

245

246 Ms. Decoteau asked what the status of obtaining a different newspaper for public notice was. Ms. Menici stated
247 the Rules and Procedures list the Plymouth Record Enterprise as the paper that must be used, and a public hearing
248 must be held to change that to list a 'general circulation publication.'

249

250 Ms. Menici stated another newspaper can be chosen once the Rules and Procedure are updated, but the Board
251 should choose one and be consistent.

252

253 The Board agreed to hold a public hearing to amend the Rules and Procedures at the August 19, 2021 meeting.

254

255 **ADJOURNMENT:**

256 **MOTION: "To adjourn at 7:47 p.m."**

257 **Motion: N. Decoteau**

258 **Second: K. Waters**

259 **Discussion: None**

260 **Roll Call Vote: 7 YES - 0 NO - 0 ABSTAIN**

261 **Motion passes.**

262

263 Respectfully Submitted,

264

265 Kerrin Randall, Board Assistant