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**Town of Boscawen
Planning Board – 2023 Technical Review Committee
Boscawen Municipal Complex
Draft Meeting Minutes
Friday October 20, 2023 at 9:00 am**

Members Present: Kellee Jo Easler—Planning and Community Development Director; Loren Martin—Planning Board Chair; Alan Hardy—Code Enforcement Officer; Katherine Phelps—Town Administrator; Tim Kenney—Fire Chief; Jason Killary—Police Chief

Excused: Charles Bodien, Jr. – Building Inspector

Others Present: Matt Monahan – Central NH Regional Planning Commission (Virtual)

Chair Easler called the meeting to order at 9:00 a.m.

Chair Easler completed roll call.

Minutes:

Code Enforcement Officer Hardy motioned to approve the 7/14/23 draft minutes as presented. Seconded by Police Chief Killary. Planning Board Chair Martin abstained. All in favor. None opposed.

New Business:

Continued Application for Minor Site Plan Review Map 83 Lot 63 Sublot 2: Chair Easler received an email from the applicants stating that the application will not be ready for the November meeting. Chair Easler said it would be best to withdraw the application, and the applicants may reapply when they are ready without having to repay the fees. Chair Easler explained York Properties LLC was granted a Variance from the Zoning Board of Adjustment for 3 duplexes in an AR zone. The property is on the Concord town line and originally Concord officials said there was nothing extra needed. There has been correspondence back and forth and now the Concord Planning Board is requiring the applicants apply for a Conditional Use Permit. The whole lot is in Boscawen except for a small portion of the driveway. The Minor Site Plan Review application cannot move forward until the issues in Concord are resolved. Town Administrator Phelps asked if the application would need to be re-noticed. Chair Easler said yes, but the fees will be waived.

Fire Chief Kenney motioned to withdraw the Minor Site Plan Review application without prejudice and to waive any future application fees for the 3 duplexes. Seconded by Code Enforcement Officer Hardy. All in favor. None opposed.

Other Business:

Road Acceptance Policy: Chair Easler said Mr. Monahan has been updating the Road Acceptance Policy. As Chair Easler was reviewing the Land Development Regulations, she realized the

47 Performance Bond was listed in both documents. Mr. Monahan said he was changing the Road
48 Acceptance Policy to state that the Annual Town Meeting will have the authority to accept new
49 roads instead of the Select Board. The 2024 Annual Town meeting will need to hold a vote to
50 make that change. Mr. Monahan recommended the TRC members read his edits to the Road
51 Acceptance Policy and to have the Town Attorney read it as well. Fire Chief Kenney asked if this
52 change would take effect immediately or if it would require a year's waiting period. Mr. Monahan
53 said it would be an immediate change that the Select Board could adopt as early as the Select Board
54 meeting immediately following Town Meeting. Chair Easler said Senate Bill 78 changed
55 performance bonding as stated in RSA 674:36. Governor Sununu signed the bill on October 3rd,
56 2023. The bill states a bond is not required for the construction of road or utility work but must be
57 in place before the sale of any lots or before a building permit may be pulled. The group discussed
58 the changes in the bill. Mr. Monahan said as long as there's some type of security reviewed and
59 approved by the Town Attorney, there will be protection for the town.

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61 House Bill 296: Code Enforcement Officer Hardy discussed HB 296 and asked if Fire Chief
62 Kenney had an opinion. The bill discusses driveway and road width and the Fire Code. The width
63 requirement in Boscawen is 13 feet throughout. Fire Chief Kenney said the reason for the bill is to
64 remove any conflict between different codes. Public Works Director Hollins said the number 13
65 came from the previous Fire Chief. He said normally driveways, roadways and sidewalks are built
66 to an even number and pavers pave in even numbers. Planning Board Chair Martin said the state
67 minimum is 12 feet. Chair Easler suggested changing the width requirement to an even number
68 when the policies are updated. All concurred.

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70 The TRC discussed other potential changes to the Land Development Regulations and Zoning
71 Ordinance.

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73 **Motion to adjourn made by Police Chief Killary. Seconded by Planning Board Chair Martin.**
74 **All in favor. None opposed.**

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76 *Respectfully submitted by Kara Gallagher.*