

**Town of Boscawen
PLANNING BOARD
Boscawen Municipal Complex
FINAL MEETING MINUTES
Tuesday February 1st, 2022**

Present: Mark Varney-Chair; Barbara Randall, Roberta Witham, Gary Tillman, Rhoda Hardy- Alternate; Lorrie Carey-Ex-Officio

Excused: Loren Martin- Vice Chair

Staff Present: Kellee Jo Easler- Planning and Community Development Director, Kearsten O'Brien- Deputy Planning and Community Development Director

Others:

Chair Mark Varney opened the Public Meeting at 6:30 pm. Deputy Planning and Community Development Director O'Brien completed roll call.

Motion made by Ms. Roberta Witham motioned to approve the minutes as presented. Seconded by Ex-Officio Lorrie Carey. All in favor. None opposed.

PCD Director Easler stated that Chair Varney's term is up in March and asked the Planning Board if they would like to re-appoint him.

Mrs. Barbara Randall motioned to re-appoint Mark Varney for another three year term on the Planning Board. Seconded by Ex-Officio Carey. All in favor. None opposed.

Deputy PCD Director O'Brien informed the Planning Board that there is a Right to Know Law training on April 28th, 2022 run by the New Hampshire Municipal Association and to let her know if any of the members would like to attend. There is also the Hard Road to Travel training on May 5th, 2022 also run by the NHMA. PCD Director Easler said to please compile ideas on what training they would like to have Central New Hampshire Regional Planning Commission to focus on and what to have Town Counsel focus on. Ms. Witham suggested training in junk yards and salvage yards. Ex-Officio Carey suggested training on the Master Plan. Chair Varney said it would also be a good refresher to have training on the roles and responsibilities of a Planning Board.

PCD Director said the goal for this year is to start the process of updating the Master Plan. The Master Plan is over 20 years old. PCD Director Easler said to possibly start looking at the Master Plan once a quarter. The Planning Board was in agreement.

PCD Director Easler said that she has spoken to Counsel and to Underwood Engineers about the gravel pit on Commercial Street that is for sale. The first thing that needs to be done is to figure out who is going to purchase the gravel pit and they will have to apply to the Planning Board because it is a name change. After they go through the Planning Board process, they can then apply for an Intent to Excavate. The potential buyer has been in contact with NH AOT and understands that he will have to come before the Planning Board. PCD Director Easler said we are unsure of how much of the reclamation bond goes to the High Street gravel pit and how much will go to the Commercial Street gravel pit and has reached out to the gravel appraiser for more information. PCD Director Easler asked the Planning Board if they would like to do an ESR with Underwood Engineers to determine the reclamation amounts. The Planning Board

was in agreement. PCD Director Easler will check with Underwood what the potential cost will be for the ESR and will update the Board after she hears back from Steve Griffin, Gravel Appraiser NHDRA as well.

PCD Director Easler spoke about adding a requirement in the Land Development Regulations to provide a Current Use map as part of the application process. If the Planning Board is interested in that, the PCD Department will look into putting that in the Land Development Regulations for the April Planning Board Hearing to amend the regulations. Planning Board was in agreement that it would be a good idea.

Chair Varney said he emailed and spoke with Heather Shank about the Exit 17 Development who directed him to Beth Fenstermacher. It is anticipated that the roundabout will be worked on from April to September. Ms. Fenstermacher said she will keep Chair Varney informed that way the Planning Board can keep the residents informed of what is happening with Exit 17.

PCD Director spoke with the owner and the engineer of the 16 lot subdivision. The owner is very excited to start work in the spring. PCD Director Easler explained that before any work can be done we have a bit of work to do within the Town as follows:

1. They need the bond to cover the first ESR along with a construction schedule;
2. Upon receipt of the construction schedule it will be sent to the Town Engineer to determine the bond amounts for both the infrastructure and the road;
3. After receiving ESRs from the Town Engineer, both bonds will need to be signed off by the Town;
4. When both of those bonds are in place, the final step prior to construction, is setting up a pre-construction meeting with all parties involved.

Chair Varney said the next meeting is March 1st, 2022.

Mr. Gary Tillman motioned to adjourn. Seconded by Mrs. Randall. All in favor. None opposed.

Respectfully Submitted by: Kearsten O'Brien