

**Town of Boscawen
PLANNING BOARD
Boscawen Municipal Complex
FINAL MEETING MINUTES
Tuesday, March 2, 2020 at 6:30 PM**

Present: Mark Varney – Chair; Fred Reagan–Vice Chair; Barbara Randall; Gary Tillman; Roberta Witham; Lorrie Carey –Ex-Officio; Loren Martin– Alternate;

Absent: Paul Dickey –Alternate Ex-Officio,

Excused: Rhoda Hardy

Staff Present: Kellee Jo Easler – Planning & Community Development Director; Crystal Tuttle– Recording Secretary

Chair Mark Varney opened the public meeting at 6:30pm.

Chair Varney read off the Covid-19 Public Meeting Notice of Telephonic Meetings, which reads as follows: In light of the state of emergency declared by the Governor on March 13, 2020, and to respond to the COVID-19 pandemic, the chair has determined that an emergency exists and that accordingly, until further notice, (a) members of the board may attend all board meetings telephonically, without the physical presence of a quorum; and (b) members of the public who wish to participate in hearings may, on request, participate telephonically or submit comments in writing to be included in the record of the hearing.

Roll call completed by Crystal Tuttle.

Minutes

Mrs. Randall motioned to accept the minutes. Seconded by Mr. Tillman. All in favor. None opposed. Chair Varney appointed Mrs. Martin a voting member.

Old Business:

Planning and Community Development Director Easler presented the Rules of Procedure for updating. The Board members had received a copy of the rules with proposed markups and Director Easler would like to know what changes were proposed. Mr. Tillman had proposed three changes, Article 6 Item 1 was a spelling error. Article 8 Item 7 was a spelling error as well. Article 10B had two decimals instead of one. Director Easler found an error on Article 4:7 third line down it should reflect “prior” not “previous” in sentence. Director Easler stated that OSI recommended letters being read into record, yet she feels that only major points of the letters be read to save on time. She recommended a certain time limit for the reading of letters. Ms. Carey recommended that the document be included in the public record for future use, yet a succinct overview being read aloud would be fine. The Board recommended the document be put into Article 12: Records section of the Rules of Procedure and the reading of the letter be placed in

Article 10: General Procedures. A Public Hearing will be held at the next meeting to amend these into the Rules of Procedures.

The Updates for the Village District, CUP and Renewable Energy Systems will be completed in 2022. The Economic Development Committee held their first meeting on March 1, 2021. The Town Clerk will draw up appointment letters for the next meeting which will be held April 5, 2021. Director Easler stated that the Energy Committee has not started yet that Mr. Tillman was interested in joining this committee as well as Mr. Maltzie. The draft Fire Regulations were sent to CNHRPC to be reviewed and will also require a public hearing to be accepted.

Mrs. Hardy's appointment to Planning Board is expiring in May and she stated she would like to become an alternate member. Mrs. Martin would be moved from an alternate to a voting member.

Chair Varney motioned to appoint Mrs. Martin as a full member. Seconded by Mr. Tillman. All in favor. None Opposed.

The bond for the 2 Lot Subdivision for Map 183D Lot 16 152 North Main Street will be submitted and the plans recorded at the Merrimack County Registry of Deeds this week.

New Business:

Chair Varney asked Director Easler about the building that happened at 58 Knowlton Road by Dan Remillard. Director Easler had been informed via Facebook that building was taking place, yet no permits had been pulled for this property. Mr. Remillard has since submitted an application and has been told that no work is to continue until this has been approved. Mrs. Martin asked if a damage fee can be assessed. Director Easler stated that she can find out from legal. Mrs. Martin stated that she believes Kearsarge Concrete completed the work at this property, and Director Easler stated she would try to find out who poured the foundation and when. If fees were imposed for building without a permit, the Board believes it would be the responsibility of the land owner to pay these fees.

Ms. Carey informed the Board of a violation with a different builder, stating that they had tapped into the water system without notification to the Water Precinct. This is a severe violation because if this process is not supervised by a water engineer, the water system can become contaminated. The Water Precinct legal team had advised imposing fees for this violation. The Board has concerns over the building processes that are taking place on Knowlton Road and would like to keep a closer watch on construction in this area.

Mr. Tillman Motioned to adjourn. Ms. Carey seconded. All in favor. None Opposed.

Next meeting will be April 6, 2020 at 6:30pm

Respectfully submitted by, Crystal Tuttle.