**NEWMARKET PLANNING BOARD MEETING**

**NOVEMBER 13, 2018**

**MINUTES**

**Present:** Val Shelton (Vice Chairman), Diane Hardy (Town Planner), Janice Rosa, Jane Ford, Sarah Finch, Michal Zahorik (Alternate), Daniel Lewis (Alternate), Bill Doucet (Alternate), and Gretchen Kast (Town Council ex officio) by phone call

**Absent:** Eric Botterman (Chairman), Jamie Bruton, Dale Pike (Town Council ex officio Alternate)

**Agenda Item #1 - Pledge of Allegiance**

**Agenda Item #2 - Public Comments**

Val Shelton appointed Bill Doucet to fill in for Eric Botterman and appointed Michal Zahorik to fill in for Jamie Bruton.

No public comments.

**Agenda Item #3 - Review & Approval of Minutes: 09/11/18, 09/19/18 & 10/09/18**

 **Action**

 **Motion: Janice Rosa made a motion to approve the minutes of 09/11/18**

 **Second: Jane Ford**

 **Vote: All in favor**

 **Action**

 **Motion: Janice Rosa made a motion to approve the minutes of 09/19/18**

 **Second: Jane Ford**

 **Vote: All in favor**

 **Action**

 **Motion: Janice Rosa made a motion to approve the minutes of 10/09/18**

 **Second: Jane Ford**

 **Vote: All in favor**

**Agenda Item #4 - Regular Business**

***Eric Dewitt – Continuation of a public hearing for an application for site plan review, at 81 Exeter Road, Tax Map U3, Lot 137, B1 Zone. The proposal is to remove the existing buildings and driveways and build a 2,920 sq. ft., two-story, mixed use building, with associated parking, lighting, and drainage.***

Val Shelton stated the applicant requested a continuance to the December 11, 2018 meeting.

**Action**

**Motion: Janice Rosa made a motion to continue the application to the December 11, 2018 meeting**

 **Second: Jane Ford**

 **Vote: All in favor**

***Wayne & Janice Rosa – Public hearing for an application for renewal of an excavation permit, for the property located at 421 Wadleigh Falls Road, Tax Map R6, Lot 2, B3 Zone.***

Janice Rosa and Bill Doucet recused themselves for this application.

 Val Shelton appointed Daniel Lewis to fill in for Eric Botterman, in Bill Doucet’s place.

 Wayne Rosa stated he has owned the gravel pit since 1984. It is a permitted pit and he is here for renewal of that permit.

 Diane Hardy gave background on the permitting process. An applicant needs to submit a reclamation plan. In 2003, the applicant submitted a plan done by MJS Engineering. It is a very extensive plan showing how the reclamation would occur. When the permit comes up for renewal, they take the plan out and inspect the pit to make sure everything is being done according to that plan. They did have a site inspection on October 31. She and Mike Hoffman, Code Enforcement Officer, met with Wayne Rosa and went over the progress on the site from the last three years. She has provided the Board members with a copy of a checklist used for inspections. They found the plan has been followed and the applicant is in compliance with the approved plan and the Town’s regulations. There were a couple of minor things, one being the installation of warning signs for safety. For example, if someone came upon the property, they would know it was a gravel pit and there could be steep slopes. The staff recommendation is that the permit be renewed for another three years. There are conditions, one being the warning signs. There is also reference to the conditions from the Board in 2003 regarding the original plan.

She recommended the application be accepted and the applicant continue to provide a performance bond of $27,000 to be renewed annually. Mr. Rosa has a potential buyer for the lot. Wayne Rosa introduced the buyers, Chad and Chris Bennett. Diane Hardy asked that the new owners be allowed, by the Board, to continue under this permit. One of the potential new owners was present at the site walk. She recommends conditional approval. One of the requirements is the applicant notifies the Conservation Commission, he did so, and they have no objection. The Chairman has provided a positive and supportive letter.

 **Action**

**Motion: Jane Ford made a motion to accept the application as substantially complete**

 **Second: Daniel Lewis**

 **Vote: All in favor**

 ***Val Shelton opened the public hearing.***

No comments.

 ***Val Shelton closed the public hearing.***

**Action**

**Motion: Jane Ford made a motion to approve the application for renewal of an excavation permit, for the property located at 421 Wadleigh Falls Road, Tax Map R6, Lot2, B3 Zone subject to the conditions outlined by the Town Planner in her memo dated November 13, 2018**

**Second: Sarah Finch**

**Vote: All in favor**

 Wayne Rosa requested the Board vote separately on the transfer of the permit to the new owners. Diane Hardy stated it was contained in the conditions. She stated it is in the regulations to approve, in writing, prior to the transfer. That is pending, but they do not know when the closing date will be.

 **Action**

**Motion: Jane Ford made a motion to approve the applicant’s request to transfer the prior written consent, from the Board, to allow the permit to be transferred to the new owner of the property**

**Second: Sarah Finch**

 **Vote: All in favor**

**Agenda Item #5 - New/Old Business**

 **Planner's Report**

Diane Hardy stated the CIP Committee concluded its work and presented its recommendations to the Town Council. She attended the budget workshop, along with the Chairman of the CIP Committee and Jane Ford. Jane Ford stated this was a lot of work and Diane Hardy did a fabulous job. Val Shelton thanked Jane Ford for her representation on the committee.

Diane Hardy stated she would like to give a status report on the Master Plan updates in December and find out what the Board’s thoughts are on which chapter to address this coming year. She has a spreadsheet for the Board showing the status of the chapters. She also has information on other chapters not currently part of the plan. Val Shelton stated the members can review that and decide how to proceed, perhaps a committee would be formed for recommendations and then they can discuss it as a Board.

Michal Zahorik asked which chapter was the oldest. Diane Hardy stated they have mentioned the Transportation chapter in the past as needing updating. They have updated the mandatory chapters. Another chapter they may want to consider is the Community Facilities chapter, as there is now expertise on staff. Daniel Lewis asked if there was grant money available. Diane Hardy stated, unfortunately, no. They have been setting aside $10,000 a year for a comprehensive overhaul. Meanwhile, they have been working on it chapter by chapter, so they have some new chapters and it will not be as monumental a task. There is now about $50,000 available and, this year, the CIP Committee has recommended another $10,000.

**Agenda Item #6 - Adjourn**

 **Action**

 **Motion: Janice Rosa made a motion to adjourn**

 **Second: Jane Ford**

 **Vote: All in favor**

**Length of meeting: 22:33**