

TOWN OF EPSOM
PLANNING BOARD
940 SUNCOOK VALLEY HIGHWAY
EPSOM TOWN OFFICES
APRIL 29, 2020
6:30 PM

In Attendance: Kathy DesRoches, Chairman; Mike Hoisington, Vice Chairman; Cheryl Gilpatrick, Selectmen's Representative; Don Weaver; Bob McKechnie; Sharon Burnston; Betsy Bosiak, Alternate

Not in Attendance: Joe Harnois; Jay Hickey, Alternate

Other Attendees: Matt Monahan; Lisa Fellows Weaver

Kathy opened the meeting at 6:30 PM.

Kathy reviewed the information regarding a Virtual Meeting.

Review of Audit Information – Matt Monahan, CNHRPC

Matt noted he was from Central New Hampshire Regional Planning Commission and assists towns with needs. He noted he is helping Epsom with our regulations and applications.

Matt noted the questions previously discussed from the Question sheet given to Board members. His new questions included if we would like to increase the fines (Subdivision Regulations Page 4-4, Section 2.7). Bob asked how we compared with surrounding towns. Matt attempted to research fines for other towns, but did not locate them.

Cheryl asked what the fines are currently. Matt noted the red line through the working document was the existing fine and the one with red underline is the proposed fine. Cheryl indicated it was \$275 for the first offense with \$500 for the second offense. Mike noted Pembroke has their fines worded as not to exceed RSA 676:17. It was determined to follow the Pembroke wording.

Page 5-2 – Contiguous one-acre buildable lot – Matt thought this should be included in the zoning regulations. It was suggested we have it approved in the zoning ordinances and then remove from the subdivision regulations. Matt discussed that applicants should obtain variances from the ZBA.

Page 5-1 – Storm Design – Matt noted that many towns are moving to a 25-year design. It was discussed there are more heavy storms now than in the past with flooding.

Cheryl asked for a definition of storm design. Matt discussed it was a percentage of when a more severe storm should occur. Matt noted it reflected volume, frequency, it is how deep a structure should be, how deep rip rap should be in ditches. The Board agreed with Matt's recommendation.

Matt still had questions for the Fire Chief and will touch base with him. Cheryl will work with the Fire Chief on these issues.

Matt noted the inspection schedule as it is laid out. Kathy noted there was testing on 5-2-1. Matt indicated it was more for inspections for roads (5-21).

Matt noted he added a draft inspection schedule on page 7-9. He discussed when the town engineer would complete inspections. Matt noted every major landmark would be reached. Kathy asked about items on page 7-6. Cheryl noted that this is what happened with Gauthier Drive except we did not receive things until after it was completed.

Betsy noted that when Stillwater Estates was completed, the Planning Board received either daily or weekly reports. The issues were further discussed and that the town engineer will be involved.

Sharon noted if there is phase development it could take years to complete. Cheryl thought this is two-fold. Mike noted that the town is behind as we do not have a building inspector. Mike noted that we have a Zoning Compliance Officer, but not a building inspector. Bob thought this was discussion for another night.

Cheryl asked if the engineer was involved with the drainage, etc. should he be the person reviewing the road construction phases. Mike noted that the Town Engineer should be more involved and providing the Board with a record of the inspections.

Matt noted that this was what Betsy discussed with a sign-off for each step. Cheryl thought we should ask Mike Vignale if he has a form for this. Betsy noted that she had seen forms from other towns and that Boscawen had a good one.

Lisa Fellows Weaver asked who determines the escrow amount. Kathy said the town engineer. Lisa asked who managed it, it is the Town's Financial Officer.

B. – Duplicate definitions – Matt noted there were some items which have two definitions. Cheryl asked Matt to send the different definitions to the Board. Matt discussed some of the definitions that include:
Page 4-7 – Sub definitions – abutter; buffer zone; building; red ones came from Site Plan Regulations. Bob asked about the building inspection definition; Mike noted the Town uses the State regulations. Matt noted it should be on the books if we get an inspector in the future. Other definitions include frontage, grade, streets and wetlands. Matt requested we review for a future discussion.

Cheryl had a question on Section 2.5 on page 4-2 – adding a definition for an active and substantial development – under exemption – asked if it should be in the definitions or in both locations; Matt suggested having it in definitions and refer to this section. Bob agreed it should be in both locations.

Cheryl noticed in Subdivision Section 1.4.2 c, it refers to Merrimack County Registry of Deeds and did not know if Merrimack should be consistent though the whole document. She noted the

document also uses register of deeds and registry of deeds. It was determined to keep the wording consistent throughout the document as registry of deeds.

Kathy noted on Page 5-9 road side drainage but there is nothing included for underground drainage. She requested something be added for underground drainage. Bob suggested that the Town Engineer be consulted with Kathy noting ASHTO.

Cheryl revised her notes for Matt including check list for proposals; adding a category for zoning. She noted one is the new paintball location and the sports facility or recreational facility. Matt noted there would have to be a Zoning Amendment for Town Meeting. Sharon brought up submitting with a profile or elevation of a building; Sharon indicated it should be on the checklist. Matt thought that it should be in the definitions also.

Cheryl suggested a precheck list for submissions for departments before they finalize the conceptual. Kathy thought they should do this before they go to the TRC. Matt thought if all major subdivisions if showing a road or improvements to a road to have discussions with the various departments first.

Kathy indicated we would work on the definitions. Sharon will work with Matt and Cheryl on consistent definitions. Matt thought it was great feedback.

Matt was thanked for his time.

Discussion – Merger of Lot U 17, Lot 27

Cheryl noted the Board did not have to act on this merger. Cheryl noted at some time in the past the town did an involuntary merger. The owners were trying to sell a lot and realized there had been a merger. Cheryl explained the situation noting it was taken care of by the Town's assessor. She noted that at some time in the future we may receive a merger of two of the four lots involved.

Discussion of Escrow Accounts

Kathy noted the Town Engineer determined an additional \$800.00 for oversight of construction of the drainage for the Fuel Storage Facility. Cheryl asked if the Board needed to vote on the additional funds. Kathy did not think so, it was an FYI.

Minutes

Minutes of February 26, 2020

The minutes of February 26, 2020 were reviewed and amended.

Cheryl motioned to approve the minutes of February 26, 2020 as amended, Mike seconded the motion. The motion passed by a roll call vote as follows: Kathy – aye, Cheryl – aye, Mike – abstention, Sharon – abstention, Don – abstention, Bob – abstention.

Minutes of March 11, 2020

The minutes of March 11, 2020 were reviewed and amended.

Mike motioned to approve the minutes of March 11, 2020 as amended, Cheryl seconded the motion. The motion passed by a roll call vote as follows: Kathy – aye, Cheryl – aye, Mike – aye, Sharon – abstention, Don – aye, Bob – aye.

It was determined to review the April 22, 2020 minutes at the next meeting.

Election of Officers

Kathy noted she was concerned with returning to public meetings. Sharon was in agreement. They discussed the issues with returning to public meetings at the Town Office. Mike noted that once the emergency is over, we have to go back to public meetings. Sharon felt the State government should change the regulation.

Cheryl noted we have to go by the statutes. Mike noted that once the emergency is over, it is over. Sharon noted there should be accommodations for handicapped as she has missed several meetings due to illness. Kathy was not sure she should be chair due to her concerns. Cheryl noted that if the emergency order is removed, we still have to have a meeting. Cheryl noted that she has worked outside the scheduled meetings with both Kathy and Mike. She noted there is a lot involved with being Chairman.

Sharon noted that in the past there was a subdivision where a great many of the public attended, this is a situation that we have to resolve as it could happen again. That could happen again and there is no way to social distance in a room the size of our meeting room. Mike noted we do not know what they will do in the future. He thought there would be guidance for future situations. Everything is going to be phased and thought out. Kathy noted there was an interesting meeting with NHMA last week. She has the recording if anyone wants to listen to it. She agrees with Mike. Sharon indicated there were two issues – what the state will decide and tell us to do and the other issue is what each of us decides to do personally.

Don agreed that we might be putting the cart before the horse. We do not know what the State is going to decide. Don noted it is not something that has been dealt with before. Cheryl noted that Kathy would prefer to not be chair again so everyone think about it and consider if they would like to be chair. Kathy noted she wanted to let the members where she stood with her concerns. Cheryl noted what is being done at the town office now to keep the meeting room clean.

The issues were discussed. Sharon noted that there is a device that would clean the air; it costs about \$1,000. Cheryl noted that would have to go before the Board of Selectmen.

Sharon motioned to nominate Kathy as Chair; Mike seconded the motion. The motion passed by a roll call vote as follows: Mike – aye, Don – aye, Cheryl – aye, Sharon – aye, Bob - aye.

Kathy nominated Mike as Vice Chair; Sharon seconded the motion. The motion passed by a roll call vote as follows: Mike – aye, Don – aye, Cheryl – aye, Sharon – aye, Bob - aye.

Kathy appointed Mike to continue as the ZBA representative.

The next meeting will be May 13. Currently on the agenda are Davis Fuels, Matt for regulations review, and the Hawkers Permit. Sharon asked about the food truck with it being noted that we do not have anything in the regulations on that.

It was noted that the Board of Selectmen will have to have the public hearing for the Hawkers Ordinance.

Cheryl thought on May 27 the sports facility, Betsy stated a beauty shop will be coming for public hearing.

Kathy asked who wanted to work on the definitions; Cheryl will do a document and send it to everyone. Sharon will assist with this as long as she is comfortable with it.

Mail

There was no mail.

Old/New Business

Cheryl motioned to adjourn; Bob seconded the motion. The motion passed with a roll call vote as follows: Bob – aye, Don – aye, Sharon – aye, Cheryl – aye, Mike - aye.

Kathy adjourned the meeting at 8:36 PM.

Respectfully Submitted,

Betsy Bosiak
Recording Secretary