

**Town of Northwood
Planning Board
September 27, 2012**

Vice-Chairman Tim Jandebeur calls the meeting to order at 7:56 p.m.

PRESENT: Vice-Chairman Tim Jandebeur, Selectmen Representative Scott Bryer, Babette Morrill, Alternate Adam Sprague, Town Planner Elaine Planchet, and Board Administrator Linda Smith.

VOTING DESIGNATION: Tim Jandebeur, Scott Bryer, Babette Morrill, and Adam Sprague.

ABSENT: Chairman Robert Strobel, Joe McCaffrey, Herb Johnson, Rick Wolf, and Alternate Victoria Parmele.

MINUTES

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Mr. Bryer makes a motion, second by Ms. Morrill, to approve the minutes of September 13, 2012, as amended as follows:

Page 1: Delete: ...that she mentions...; Delete: ...that she believes...

Page 1: Add: ...with new buildings above 800 ft.

Page 1: Change: ...address it. to ...put it into use.

Page 3: Add: *The board agrees to tentatively schedule another session on October 15.*

Motion passes; 3/0/1. Mr. Bryer abstains as he was not at the meeting.

NEW CASE

Case 12-11: Coe-Brown Northwood Academy, Map 218/Lot 1; Bow Lake Rd and First NH Turnpike. Applicant seeks minimal impact site plan review to change use of existing building from storage to residential.

Jim Colburn, CBNA Board of Trustees President, is present.

Ms. Planchet states that the applicant has provided additional information in response to the board's technical review work session and staff review.

Mr. Colburn states that there was a concern with traveling along the access road and with the security gate. He believes that it is a good idea to have a person living at this location in case there should be a problem on the premises.

Mr. Bryer makes a motion, second by Ms. Morrill, to accept the application as complete. Motion passes; 4/0.

Mr. Jandebeur reads the abutters list and opens up the public portion of this case. He notes that there are no abutters present.

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Mr. Colburn explains that the proposal is to rent the house to a member of the custodian staff of the school. He states that the house will be for residential purposes only. He states that there will now be a tax advantage with the property. He states that upgrades of the property have been done. He adds that there will also be some security now as the property will be occupied. He indicates that there will only be a few trips per day so there will not be much additional traffic impact. Mr. Colburn states that this will also provide an employee to be on site should there be any emergencies that may occur on the campus. He adds that the original use of the property was residential and only minor changes have been made, basically interior and exterior improvements.

Ms. Planchet states that the use of the property has been indicated to be rental to an employee of the school. She asks Mr. Colburn if the board of trustees plans to always use the property as rental for an employee and adds that it doesn't matter from the planning board perspective as they look at the property's use, not ownership. Mr. Colburn replies that the trustees have not made any definitive decision. He adds that it would be ideal to have an employee on site; however, they are concerned that the resident is a quality individual. He states that the rental to this employee was a recommendation the trustees received from the headmaster.

Ms. Planchet states that in driving by the site, she noticed that it appears to have two driveways. Mr. Colburn explains that there are two driveways; the one on the side services the new field.

Ms. Planchet asks whether there would always be access to the house for emergency vehicles given that the security gate is locked during specific times. Mr. Colburn explains that there is a Knox box system for the gate for emergency services with emergency personnel being able to key in for entry. Mr. Bryer adds that there is access from Rte. 4 as well.

Mr. Bryer makes a motion, second by Ms. Morrill, to approve the site plan application, as presented. Motion passes; 4/0.

OTHER

Voluntary Merger

Ms. Planchet states that the voluntary merger has been withdrawn.

Master Plan Update

Ms. Planchet states that she has provided information in members' packets with minutes from the water resources subcommittee activities in 2008-2009. She provides a brief overview of the materials and explains

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that the final decision was that the planning board decided not to proceed as there was negative feedback received at the public hearing. She adds that the consultant's report can be provided to members upon request. Discussion ensues.

Master Plan Update Work Sessions

Ms. Planchet states that her understanding of the September 13 discussion is that the board would meet October 11 and discuss water resources with members of the public present and that the October 15 meeting was tentative and would continue the discussions from October 11 if needed. She states that a public notice has been drafted and will need to be forwarded to the paper tomorrow to meet the deadline and that, if the board decides it's not necessary, the meeting could be cancelled.

Discussion ensues regarding sending out invitations to the members of the watershed associations throughout town. Ms. Morrill volunteers to contact the associations. Mr. Jandebeur suggests that the water district be contacted. Ms. Planchet suggests that it may be more appropriate for staff to contact the lake associations and water district. The board agrees.

OTHER

Mr. Jandebeur states that he would prefer to postpone discussions about potential development ordinance proposals to a meeting when Mr. Strobel is present.

Ms. Planchet and Ms. Smith state that there are no staff items to discuss.

ADJOURNMENT

Mr. Bryer makes a motion, second by Ms. Morrill, to adjourn. Motion passes unanimously; 8:30 p.m.

Respectfully submitted,

Lisa J. Fellows-Weaver
Board Secretary