

**Town of Northwood
Planning Board Work Session
October 12, 2017**

MINUTES

Chair Bob Strobel called the meeting to order at 6:35 p.m.

PRESENT: Chair Bob Strobel, Betty Smith, Vice-Chair Lee Baldwin, and Selectmen's Representative Rick Wolf

TOWN STAFF PRESENT: Board Administrator Linda Smith and Town Planner James Burdin

VOTING DESIGNATION: Chair Bob Strobel, Betty Smith, Selectmen's Representative Rick Wolf, and Vice-Chair Lee Baldwin.

Minutes

September 14, 2017

Ms. B. Smith made a motion to accept the minutes as amended. Ms. Baldwin seconded. Motion carried 4/0

September 28, 2017.

Ms. B. Smith made a motion to accept the minutes as amended. Ms. Baldwin seconded. Motion carried 4/0

Master Plan Subcommittee

Chair Strobel stated that they did not meet as originally planned last week. They decided to postpone the meeting.

Capital Improvement Plan

Chair Strobel distributed copies of the CIP spreadsheet. He provided a summary to the board on the projector.

Chair Strobel stated that the CIP committee did absolutely no filtering on the quality or the suitability of the projects. This is raw data. The screening is the job of the Board of Selectmen, the Budget Committee and ultimately the town voters. Some of the projects are less than \$10,000, they left them on there as place markers.

He continued to explain the spreadsheet to the board, pointing out the different categories and cost spreads.

Chair Strobel stated that what he would request is not to tweak the numbers, but to question the process. The Planning Board's formal job is to handle the CIP. They decided to use a subcommittee. He stated that they should consider this the subcommittee's report to the board.

**Town of Northwood
Planning Board Work Session
October 12, 2017**

MINUTES

The CIP will make the recommendations for how to fund it, they will draft any language for warrant articles as needed. CIP is not approving projects, it's the duty of the departments who are requesting it to support the projects.

Chair Strobel stated that the board should consider if they want to grant authority to a CIP committee for future CIP work, rather than the Planning Board. This would be comprised of a committee with representatives from different boards such as the Board of Selectmen, Budget Committee and possibly members of public.

The board needs to consider making this public, which they should decide at the next meeting. Then they need to decide on any changes they want to see, then they can vote on the final plan. Right now, it's considered a draft. If the CIP committee's charge needs to be changed or updated so they are given the authority to draft warrant articles language and/or other financial stuff to go to the Board of Selectmen.

Staff Items

Mr. Burdin stated that at the last meeting the board had requested that staff draft and send a letter to DOT district 6 regarding the Cooper Hill application. That has been done and it was mailed out the beginning of the week. It contains both Mr. Burdin's signature and the chair's signature. A courtesy copy was sent to the applicant.

He stated that staff would like to take the opportunity to suggest that the board start thinking about what amendments to the zoning ordinance you might like to see. He would suggest that they email any suggestions to staff so they have a list of potential things to talk about at the next meeting. Ms. L. Smith stated that the building inspector has asked the Planning Board to consider exempting septic from the 20-foot setback to match the state standard of 10 feet. There are pros and cons to it, but he has asked them to consider it. Chair Strobel stated that he had something for the board to think about, was tiny homes. He stated that he wondered how they would do in Northwood. Ms. Baldwin stated that it would have to be written into the regulation. Mr. Burdin stated that he thinks the issue that they would be confronted with when it came to tiny homes is that most of them are portable, so they would have to come up with definitions for portable buildings and definitions for mobile or manufactured housing. There might be some things in zoning that would be worth scanning through.

674:41

Mark and Kelli Wentzell, Map 116 Lot 36, 7 Fiore Road

Ms. L. Smith stated that they were given a map and information on this the last meeting. She stated that she would like to remind the board to go out and see the property before the next meeting so they could comment on it.

**Town of Northwood
Planning Board Work Session
October 12, 2017**

MINUTES

Land Donation

Ms. L. Smith stated that Mr. Gunter had received an email stating that the town had received a land donation, and the statute requires the Planning Board and the Conservation Commission review and recommend the donation. The Conservation Commission reviewed it and recommended it. The donor is James Higgins and the lot is located on Quimby Drive off of Catamount Road.

Ms. B. Smith made a motion to recommend the acquisition of the land donation with no objection. Ms. Baldwin seconded. Motion carried 4/0.

Ms. L. Smith noted that the Johnson site plan conditions of approval will be heard on October 26.

Ms. B. Smith made a motion to adjourn at 8:35 PM. Ms. Baldwin seconded. Motion carried 4/0.

Respectfully Submitted,

Susan Austin, Land Use Secretary.