

**Town of Northwood
Planning Board Regular Meeting
August 25, 2016**

MINUTES

1 Chair Robert Strobel called the meeting to order at 6:30 PM

2 **PRESENT:** Selectmen Representative Rick Wolf, Vice-Chair Rich Bojko, Joseph
3 McCaffrey, Hal Kreider, Betty Smith, Chair Robert Strobel, Town Planner Matthew
4 Sullivan, Land Use Secretary Susan Jastremski – Austin, and Board Administrator
5 Linda Smith.

6 **ABSENT:** Lucy Edwards

7 **VOTING DESIGNATION:** Selectmen Representative Rick Wolf, Vice-Chair Rich Bojko,
8 Joseph McCaffrey, Hal Kreider, Betty Smith, and Chair Robert Strobel.

9
10 **MINUTES:**

11 ***August 11, 2016***

12
13 *P2, line 33 add “of”*

14 *P4 lines 1 replace “your change in taxes that actually is applied” to “would be applied*
15 *directly”*

16 ***Mr. McCaffrey makes a motion to accept the minutes as amended. Mr. Bojko***
17 ***seconds. Vote 6/0.***

18
19 **NEW CASES:**

20 ***APPLICATION to BUILD on a PRIVATE ROAD, RSA 674:41: Kenneth & Debra***
21 ***Folsom, Preve Rd. Map 103; Lot 12.***
22

23 Chair Strobel states that at the last meeting the board was asked by the board of
24 selectmen to review a 674:41 case that the planning board had already commented on.
25 The selectmen would like the board to consider the application with newly provided
26 information. The planning board’s original comments were based on the concern that
27 there was no formal road maintenance agreement in place. Mr. Kreider states that
28 although the road is well constructed, the problems occur with inclement weather. Ms.
29 L. Smith states that the RSA 674:41 includes an agreement that is signed and
30 recorded at the Registry of Deeds. It’s more for the benefit of the property owner and
31 the town in the sense that it says that the property owner agrees that they are
32 responsible for maintaining the access to their property. This is just simply an
33 agreement and release. It’s for the benefit of the town in the sense that it says that the
34 property will not hold the town liable should equipment be unable to get to the
35 property in the event of an emergency. On the other hand, should emergency
36 equipment and emergency personnel arrive or attempt to arrive and there is any
37 damage to the equipment or the personnel are injured, there is no agreement from the
38 homeowner that says they will be their responsible if something happens. Mr.

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1 McCaffrey asks how many of the surrounding homes are year round. Ms. L. Smith
 2 states that on Preve drive and Faucher road, there are approximately 20 properties
 3 and out of those only 3 are listed in the assessing database as year round. The board
 4 of selectmen does have their own guidelines. They are very similar to our subdivision
 5 regulations as far as the 1000 feet from a single access point. They have specific
 6 criteria as to what they will accept. The decision is in the selectmen’s hands. The role
 7 of this board is to provide comment based on the land use aspect of knowing the
 8 master plan, and how this board has created regulations relative to access and
 9 frontage in the zoning ordinance. Mr. Kreider states that he is very concerned about
 10 this application because the distance to the single access point is 2300 feet, 1300 feet
 11 more than the regulations allow. He also states that he is familiar with the road, and
 12 how quickly the conditions can deteriorate. Selectman Wolf states that when he went
 13 out to the property, he noticed that the road was very narrow; in fact he had to pull off
 14 to the side in order to allow an oncoming vehicle to pass him.

15 Chair Strobel states that the selectmen sent the application back to the planning
 16 board asking if the planning board would like to clarify the initial comment, which
 17 reads “Given the unknown status of the homeowners’ association road maintenance
 18 agreement in this area; we should not add to the existing situation by adding another
 19 residence, and another further development on this road is viewed unfavorably by the
 20 planning board.”

21 The additional comments are as follows:

- 22 1. Upon review, there is no formal road maintenance agreement in place.
- 23 2. The location of the lot is approximately 2300 feet from a single access point, which
 24 is more than double the regulatory limit.

25

26 **2017 Planning and Development Budget**

	Adopted	Expended	Adopted	Expended	Dept Request
41911 PLANNING & DEVELOPMENT	2014	2014	2015	2015	2016
100-41911-112 SALARY PT PLANNER	25,938.00	10,126.96	0.00	0.00	0.00
100-41911-220 SS PLBD PLANNER	1,608.00	664.81	0.00	0.00	0.00
100-41911-225 MEDI PLBD PLANNER	376.00	155.53	0.00	0.00	0.00
100-41911-320 LEGAL PLANNING BD	1.00	983.51	1.00	-25.00	1.00
100-41911-330 CONTRACTED SERVICES	200.00	6,640.44	26,160.00	13,474.26	31,200.00
100-41911-331 CTRD SERV.CLIENTS	400.00	600.00	600.00	230.96	600.00
100-41911-332 SRPC MEMBER DUES	4,816.00	4,815.72	4,816.00	0.00	4,816.00

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100-41911-333 GIS					400.00
100-41911-550 PRINTING/ADVERTISING	1,000.00	675.53	1,000.00	406.75	1,000.00
100-41911-620 SUPPLIES PLANNING BD	450.00	1,818.64	450.00	172.88	450.00
100-41911-625 POSTAGE PLANNING BD	350.00	276.64	500.00	193.50	500.00
100-41911-690 EQUIPMENT PLBD	450.00	1,513.99	450.00	0.00	450.00
100-41911-820 TRAINING PLANNING BD	600.00	855.00	1,000.00	319.00	1,200.00
100-41911-830 TRAVEL PLANNING BD	200.00	32.00	200.00	0.00	200.00
TOTAL 41911 PLANNING & DEVEL.	36,389.0 0	29,158.7 7	35,177.00	14,772.3 5	40,817.0 0

1
 2 Ms. L Smith states for the newer members of the board that every year they need to
 3 develop a new budget for Planning and Development. If they make any changes to any
 4 line item, it is a request at this point that they would need to justify at the budget
 5 review meeting.

6 Ms. L. Smith states that the postage is only checked twice a year, unlike the other
 7 lines that are up to date with every vendor run. Chair Strobel recommends increasing
 8 to \$750 for the postage line, a 50% increase over last year, based on the trend of the
 9 past few years.

10 Chair Strobel states that the equipment line should remain the same. Training should
 11 stay the same. Ms. L. Smith states that travel is staff only, and will be used by the end
 12 of the year. Mr. Sullivan states that the SRPC dues are going to change slightly by a
 13 few dollars. Chair Strobel continues with the rundown of the requested budget. He
 14 states Legal will remain at \$1, Contracted Services will remain at \$31,200, Contracted
 15 Services will remain at \$600, GIS will remain at \$400, Printing and Advertising will
 16 increase to \$1,500, Supplies will remain at \$450, Postage will increase to \$750,
 17 Training will remain at \$1,200, and Travel will remain at \$200. The total budget will
 18 be approximately \$41,200.

19 Mr. Bojko makes a motion accept the budget of \$41,200 with the three increases to
 20 the lines 550 (printing) to \$1,500, 625 (postage) to \$750, and 332 (SRPC member
 21 dues) to be determined. Chair Strobel seconds. Vote 6/0.

22 **Mr. McCaffrey makes a motion to adjourn at 7:47PM. Mr. Bojko seconds. Vote**
 23 **6/0**

24
 25 **Respectfully submitted,**
 26 **Susan Jastremski-Austin**
 27 **Land Use Secretary**