

**Town of Northwood
Conservation Commission Minutes
February 6, 2018**

Chair Grace Levergood calls the meeting to order at 7:00 p.m.

Present: Chair Grace Levergood, Vice Chair Shelley Frost, Fred Borman, Steve Hampl, Tom Chase, and Wini Young.

Town Staff:

Board Administrator Linda Smith.

Minutes

Mr. Chase made a motion, second by Shelley Frost to accept the minutes of January 2, 2018. After discussion, a motion is made by Chair Levergood, second by Ms. Young to approve the minutes with the following amendments: Pg. 1 correct spelling of Shelley Frost; Pg. 1 line 35 & 37-change “they” to “we”; Pg. 2 add words “zoning board” before applicants on line 4. **Vote: 6/0.**

Main Business: Consideration of Procedures for processing requests for review for special exception applications with the zoning board of adjustment (ZBA).

Ms. Young states that at last month’s meeting it was discussed that the commission should consider having procedures in place when asked to provide review comments to the ZBA. She adds that the recent request by Granite Street Properties (Eames) for their application to the ZBA raised the issue of having specific procedures for handling this type of request.

Discussion is held on whether a particular response is required. The section in the zoning ordinance relative to the commission’s role is reviewed by the commission. Ms. Smith states she drafted a form that could be used as an internal document for the commission to provide to the zoning board to identify the project which would include space for the commission’s comments. The form could serve as a starting point for discussion on potential procedures for the commission, such as whether a site walk is held and if commission members will be attending the ZBA meeting.

Chair Levergood states that she did not see the letter that was sent to the ZBA. Ms. Smith states that a memo was sent that included the wording as stated in the minutes by the commission. Discussion is held on the statement in the letter by the commission that they would like to do a site walk on the property. Ms. Young adds that she was planning to attend the ZBA meeting in January; however, she did not because updated information that was anticipated to be submitted was not provided and the applicant requested an extension of time for their hearing. She states that she would like to be able to view the site as noted in the original comments.

Discussion is held on what the commission may want to have provided to them as part of their review process. It is noted that the information was originally provided to the commission on the night of their September 2017 meeting and there was a minimal amount of information provided on the wetland crossings/wetland setbacks. The comments to the ZBA were based on what was provided at that time.

**Town of Northwood
Conservation Commission Minutes
February 6, 2018**

Lengthy discussion is held on the clearing and development of the lots, whether the lots are typically cleared by the initial developer or the builder and/or homeowner. It is agreed that many of the concerns regarding the site development will be handled through the subdivision process with the planning board, not the ZBA. Ms. Smith notes that if the ZBA approves the special exceptions, the planning board does not review those aspects of the development relative to the zoning ordinance.

Chair Levergood notes that an Alteration of Terrain (AoT) permit will be needed for this project as well as local approvals. Discussion is held on what items the commission may be looking to be included as part of their review process. It is agreed that members will take this under consideration individually and provide a list of items to be considered for a checklist at next month's meeting. Ms. Smith suggests that the commission may require copies of the information for an application to be provided to them 7 or 10 days prior to the meeting so there is time to notify commission members. This would allow time for members to review the information before the meeting. She adds that the commission could decide at the first meeting if they want to do a site walk and continue their review until the next meeting so a site walk could be conducted first. Chair Levergood notes that another factor is whether there is a state wetlands permit needed for a project; she adds that the commission would be notified of the permit application. There has not been a wetland permit application received to date on the Granite Street subdivision project. Further discussion is held on the lack of details provided to the commission on the wetland crossings.

Discussion is held on the draft form that would be filled out as part of the review process. Ms. Smith will send a copy to commission members via email so they can review prior to next month. Tom Chase states he likes the idea of having the information ahead of the meeting. Ms. Smith notes that many of the projects that the commission has reviewed in the past are smaller projects. The commission could review the checklist based on the type and size of the project. In this case, the road that is part of the subdivision application that includes the wetland impacts will become a town road if the approved by the ZBA and planning board, and accepted by the board of selectmen following its construction. Further discussion is held on the process of accepting roads and the difference between Class V (town roads) and private road standards in Northwood.

After further discussion on the need to have information to review prior to a meeting, a motion is made by **Chair Levergood, second by Tom Chase to set a temporary procedure that information (including plans) for new applications that require review by the commission for special exception applications of the zoning board shall be provided to the commission 10 days in advance of the commission's monthly meeting, along with a completed review form.** The commission is to be notified upon receipt of the documents and the applicant will be included on the monthly agenda. Ms. Frost asks what information needs to be included. Chair Levergood notes that the information to be included will be provided once the checklist is compiled by the commission. Ms. Smith adds that it would benefit those applying

Official on March 6, 2018

**Town of Northwood
Conservation Commission Minutes
February 6, 2018**

to know what information the commission is looking to have on a plan set, or be included in the application. **Vote on the motion: 6/0.**

Update on Guptill Lamprey Pasture Trails

Ms. Young asks Ms. Smith if she has received the electronic version of the trail map on a memory drive from Ms. Anne Deely. Ms. Smith responds that she will check with Ms. Austin when she returns to the office.

Ms. Young states that she spoke with Steve Lombard, the property owner that abuts the narrow section of the Guptill Lamprey lot next to Rt. 4. She states they had a good conversation and that she explained the sign that will be on the lot to discourage people from heading in the direction of Rt. 4 near his property. She also explained the trail map that will be available to hikers. She states that she did offer that if there were problems with people attempting to access the trail from Rt. 4, the commission will place additional signage near Rt. 4 to prevent this from occurring.

Ms. Young states that the timing of when the maps will be available online and the trails opened will be determined by when additional pruning/trimming is completed. She states that although the trails are blazed and accessible, there is the need to widen in spots and she would like to have the trails more presentable before the official opening. She adds that the work will have to wait until after the snow melts, possibly March or April. Fred Borman has offered to assist in this project.

Ms. Young states that she would like to purchase two steel posts for the installation of the trail sign. She states that the laminated map could be affixed to a piece of wood, which is attached to the two posts. She adds that the sign will be located where the Demon Pond trail hits the town trail at Guptill Road; there will be a sign at Demon Pond trail that says *"to town trails"*. Discussion is held on reimbursement for the cost; Ms. Young will provide a cost estimate for the supplies and the laminating of the map at the next meeting. She states that in the future there may be a desire to do more signage; for now this will be adequate to serve the purpose. Chair Levergood asks if there will be any signs planned for the recreation property. Ms. Young responds no.

Ms. Young states that all the trails have been blazed with the exception of the connection to the Demon Pond trail, which will be last. This will happen once the trails are ready to open. Discussion is held on announcing the opening of the trails. Tom Chase states he attended the Bear-Paw Regional Greenways annual meeting and spoke with several people about the new trails. He suggests that the commission could contact Bear-Paw to see if they would like to co-sponsor an event, or join in the initial hike of the trails with the commission. He adds that having more people initially involved may generate more use of the trails in the future. Fred Borman suggests using Facebook to get the word out. It is noted there are several Facebook pages including Northwood Community Chat, Northwood Recreation, etc where a posting could be done.

Official on March 6, 2018

**Town of Northwood
Conservation Commission Minutes
February 6, 2018**

Internal Business:

Ms. Smith will check to make sure all commission members are included on the town website and that the terms are the correct years.

Vice-Chair Frost states that based on previous discussion with the commission on private well testing she would like to suggest the idea of having bottles available for private well water testing at the March voting day. She states she is willing to volunteer to be at the polling location that day to provide the bottles, which would be part of a standard package to test bacteria, metals, and nitrates. She adds that she would like to do a slide show presentation the week before at the town hall to inform property owners of water quality and the common contaminants in private wells. She states that she would like to notify the board of selectmen as a courtesy to let them know. The calendar is reviewed and the date of the election is Tuesday, March 13, one week prior to the March commission meeting. Discussion is held on timing of the presentation should there also be business to be taken up at that meeting. It is agreed to start the presentation at 6:30 pm. Additional discussion is held on handing out the bottles on March 6 at the presentation, the logistics of the bottles being returned and the timeframe that is recommended from taking the sample to its return for testing. Ms. Smith notes that the moderator will need to be contacted about the table at the election. Vice-Chair Frost asks if the local water system contractors should be contacted as a courtesy. Tom Chase suggests that if people have issues with their water the businesses may be contacted by those individuals. It is also noted that people who are on a community water system do not need to test their water because the information on their water is available through the testing required by the state.

Fred Borman will be contacting Northwood School to do an Arbor Day event. Tom Chase adds that there is some interesting terrain at the rear of the school between Rt. 4 and Bow Street that is very dramatic.

Additional discussion is held on the water presentation for next month. It is agreed that Vice-Chair Frost will provide a press release to Ms. Smith. The staff will send out the release to the Sun, Forum, and town website.

Ms. Smith asks how the commission would like to proceed regarding contacting the zoning board about the board's interest in providing additional review and comments on the Granite Street Properties application. Mr. Borman and Ms. Young plan to review the new information when it has been submitted. After discussion, **Mr. Chase makes a motion, second by Fred Borman, to have Ms. Smith draft a letter to the zoning board, to be reviewed and approved by Chair Levergood, to state the commission's continuing interest in this project and our desire to review and comment on any new information provided as part of the application. Vote: 6/0.**

Ms. Young notes that she will be reviewing the new information when it is submitted, and will be attending the ZBA meeting. Mr. Borman will also review the documents, but will not be available to attend the ZBA meeting. Vice-Chair Frost states she will plan to attend the ZBA meeting with Ms. Young on Feb. 26. Ms. Smith will check with

**Town of Northwood
Conservation Commission Minutes
February 6, 2018**

the property owner to confirm that members of the commission are welcome to go on the property to view the site.

Vice-Chair Frost made a motion to adjourn at 8:42. Mr. Chase seconded. Motion carried 6/0

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Smith".

Linda Smith, Board Administrator