

**TOWN OF CHESTERFIELD, NH
PLANNING BOARD**

Monday, May 20, 2013

Present: Chair Brad Chesley, John Koopmann, Joseph Parisi, Rolland Vollbehr, Davis Peach, James Corliss and Jon McKeon.

Call to Order

Chesley called the meeting to order at 7:10 PM

Seat Alternates

Chesley seated Parisi for Sue Lawson-Kelleher

Review of the Minutes

The board reviewed the minutes of May 6, 2013

Corliss motioned to accept the minutes from May 6, 2013 as amended, Parisi seconded the motion which passed unanimously.

Appointments

William Penny – Truck Camper Warehouse – Conceptual consultation – No minutes taken as conceptual consultations are non-binding.

Items for Discussion

- Certified Mail Prices – Lachenal notified the board Certified mail prices are \$6.11. Each applicant is charged 6.00 per abutter. The board discussed the current fees and the process to change the fees. Peach would like the attorney to give the PB advice on how to change the fee correctly. Chesley will contact LGC to determine the appropriate way to change the pricing.
- Paul Saba – Preliminary review of application for minor site development – The board reviewed the application and noted the following:

The board noted that the applicant did not pay the fee, but has instead requested a waiver. Lachenal noted that the applicant was informed that they will be required to pay the abutters fees.

The board noted that the setback dimensions for all structures including parking lots are required under regulation 403.3A2b, but this information is not shown on the plan. The board noted that there has been a waiver request for the regulation requiring the applicant to show the structures on adjacent properties. It was noted that regulation 403.3A7 requires a landscaping plan, existing and proposed, and the plan does not include any landscaping, existing or proposed. The board noted that there are no sidewalks, curbs or gutters shown on the plan. Regulation 405.2H requires a certification to be included on the plan and signed. The plan includes the certification; however it has not been signed. The applicant has indicated that there are no deeds, easements and/or covenants as required under 405.2e; however the board is familiar with this property and believes

that there are some easements that will need to be noted. Regulation 403.3B&C requires a full surface water drainage management plan, it is noted that the applicant has requested a waiver for this regulation. Corliss noted that because they are proposing paving an area that is currently not paved, in his opinion, this will need to be addressed at the public hearing.

Peach motions that the board accepts the application as complete enough for review and schedule the public hearing for June 3, 2013 at 7:30 in the Town Office Building. Corliss seconds the motion which passes by majority (No: Parisi)

Parisi noted that there is a substantive piece that will need more information

- Capital Improvement plan – Chesley asked if the board had any questions or comments regarding the CIP.

Rolland motion to accept the CIP as presented, Koopmann seconded the motion.

Discussion: Bob Del Sesto asked how the public could get a copy. McKeon noted that there will be copy available in the town offices and the website will be updated.

The motion passed unanimously.

- Rules of Procedure – McKeon read the email he received from LCG, stating that Roberts Rules of Order should not be followed strictly. LGC forwarded a copy of an example Rules of Procedure from OEP. The board was provided copies of the example. The board discussed the email and the example rules.

Corliss motioned that the board change the Rules of Procedure – under the heading “Roberts Rules of Order” to read: Robert’s Rules of Order may be used to decide all parliamentary questions not specifically provided for in these rules of procedure, points of order will be decided by the chairman unless there is an objection by a board member, in this case majority vote will be taken. Peach seconded the motion which passed by majority.

(no: Parisi, McKeon, Chesley)(Yes: John, Rolland, Davis and Corliss)

- Cersosimo – McKeon noted they came to the Selectmen meeting last Wednesday – waiting for Bond incorporating the last 4 points needed. Should see a bond at the next Board of Selectmen meeting.
- Member of the Planning Board join Zoning – The board discussed pursuing having a member of the Planning Board on the Zoning board. McKeon noted that the zoning board currently has 4 alternates and they almost always have a full board present at the meetings. McKeon noted that maybe a member of the PB could attend a meeting, without becoming a member of the board. Chesley will draft a letter to the Zoning Board letting them know that the board would like to have a member sitting in the Public at the meetings from time to time, representing the PB. Chesley asked if there was a volunteer to sit in on the Zoning Board. There were no volunteers.

McKeon presented the majority’s view (from the Zoning Board Meeting) on the permeable surface vs. impermeable surface. It was asked that the PB work on changing the zoning for next year. The board will table the discussion to a later date. This will be an ongoing discussion. McKeon will check into other towns changes/ discussions.

- Wrobel – Preliminary review of application for minor site development –
Board reviewed the application –

Corliss moves to reject the application as not complete enough for review. It is not readily apparent what the intended subdivision is. The application refers to a minor subdivision – plan refers to a subdivision plan. The Minor subdivision checklist has not been filled out. Koopmann seconds the motion which passes unanimously.

- Memo from Carol Ross (Resident) – Discussion tabled to the June 17, 2013 work session.

Items for Information

- **Crowly resigned from the board**–Lachenal will notify the selectmen
- **Supply lines with the source**
- **Town and City – May/June 2013**
- **2013 Conservation Training**

Adjournment

Joe motioned to adjourn the meeting at 10:25 PM, Corliss seconded the motion which passed unanimously.

The next meeting will be held in the Town Offices at 7:00PM June 3, 2013

Respectfully Submitted by:

Patricia Lachenal

Planning Board Secretary

Approved by:

Brad Chesley, Chairman

Date