

**TOWN OF NORTFIELD  
PLANNING BOARD MINUTES  
APRIL 14, 2004**

Members present: Doug Read, Dick Maher, Christopher Hunt, Bill Dawson, Glen Brown, Fran LaBranche. Alternates present: Gloria Pickering and Michelle Bonsteel. Also present: Greg Tansley, LRPC and Eliza Conde, Secretary.

Glen Brown moved, Bill Dawson seconded to accept the minutes of March 10, 2004 as written with a correction on page 3, paragraph 3 to add "feet". Motion passed.

Chairman Hunt suggested addressing Kim Lewis' application first.

**Kim Lewis: Application for a Boundary Line Adjustment between Tax Map R9, Lots 13 and 14 (Lot 13 owned by Leroy Young) and a 2 lot subdivision of Lot 14 in the R1 and Conservation zones.** After reading the Planner's review, Glen Brown moved, seconded by Bill Dawson to waive the requirements for wetland delineation and soil type mapping. Motion passed. Glen Brown moved, seconded by Bill Dawson, to accept the application as complete. Motion passed.

Jacques Belanger, representing Kim Lewis, explained that Ms. Lewis would like to separate the existing house and barn with five acres and create a second lot with 13+- acres. During the surveying process it was discovered that there were problems with the lot line between Lewis and Young. An agreement has been made with the Youngs to adjust the lot line which will bring the existing Lewis residence in compliance with the current zoning regulations.

Ms. Lewis has applied to the State of NH for a driveway permit. Mr. Belanger asked that this be considered a minor subdivision so that it could be approved in one meeting. Fran LaBranche pointed out that the agreement between the Youngs and Kim Lewis has not been signed by the Judge and suggested it would not be wise to approve the subdivision before official approval of the boundary line adjustment. Greg Tansley noted that this lot falls within the Groundwater Protection area and a note needs to be included on the plan to that affect.

Doug Read moved, seconded by Dick Maher, to grant preliminary approval of this subdivision contingent upon approval of a driveway permit, appropriate signatures on the court document relative to the boundary line adjustment and notation of the Groundwater Protection area on the map. Motion passed.

**Cross Mill Village, LLC and MATJRM II, LLC: Continuation of Site Plan Review for a proposed 70 unit residential development for 55+ years residents. Development to comprise of 35 duplex units on 52.95 acres on Cross Mill Road, Tax Map R4, Lots 2,4,5 and 6 in the R-2 zone.**

Chairman Hunt reviewed the Planner's comments as follows:

- A. Sidewalks: The Board had discussed requiring sidewalks on all spur roads and the applicant prefers not to. The Planner agrees that they may not be necessary and could have additional impact on wetlands. Applicant agrees to have 20' roads with 2 foot shoulders and Planning Board agrees to not request sidewalks on spur roads. Fran LaBranche noted that there is concern about recreation vehicles using the various trails planned for this development. It was strongly suggested by Scott Hilliard and Albert Cross that some sort of barrier, preferably boulders, be used to discourage motorized vehicle use of the trails. Christopher Hunt noted that all cuts into the spur roads will need to conform to ADA requirements. Albert Cross stated that all sidewalks must allow wheelchair accessibility.
- B. Lighting: All lighting will be downcast causing no light pollution. Christopher Hunt suggested the Condo documents include not allowing flood lights. Fran LaBranche asked if there is any way to insure that the lights must remain downcast in the future. It can be included in the documents.
- C. Signage: The main entrance sign cannot block views for exit and entrance. Albert Cross stated that there will need to be a stop sign at edge of Cross Mill Road and suggested speed signs in the development. Discussion followed relative to naming of the spur roads and lighting of the signs for emergency. The Fire Department has specs on road signs and house numbering and the Selectmen will need to approve names of the roads.
- D. Waste Management: The Planning Board requests a note on the plan indicating that waste management will be handled by a private contractor and garbage will be picked up weekly.
- E. Roadway Maintenance: The plan and documents need to clearly state that these are private roads and will be maintained privately. Clarification of the access from Franklin and snow storage should be addressed in the plan and documents.
- F. Fire Access Road: The gate must be unobstructed at all times with no snow dumped in that area. The Fire Department has recommended a lighted key pad for the gate. Greg Tansley pointed out that residents must not park boats, campers, cars, etc. along this access road and it must be enforced. Bill Dawson suggested providing a space for storing boats and campers, but the applicant does not want any storage on the property.
- G. Sidewalk winter maintenance: A note on the plan and in the documents should be included which requires that the sidewalk will be cleared, sanded, salted, etc. the same as the roadway.
- H. Mail Delivery: There needs to be a turnout for a vehicle while picking up mail.

- I. Clubhouse: The applicant plans to come back to the Planning Board with a separate Site Plan application for the Clubhouse.
- J. Slope easements: Rick Lepene stated that there will be no need for a slope easement from the Patricia Young property as they have made adjustments.
- K. Water System: The system is being designed by Bruce Lewis, but is not ready for submittal to the state yet. His plans will be included in the final plan.
- L. Engineering Review and Inspection Services: The Planning Board requested and MATJRM agreed to pay for the Town's engineer to review the plans. They strongly disagreed that it was necessary however, and asked if it can be agreed that it will never be a town road that this requirement be waived. Rick Lepene cautiously stated that he feels the Board is reacting to an earlier difficult situation. He does not feel the review is necessary as this developer plans to build the roads correctly. MATJRM again suggested that if it is specifically put in the documents that this is to be a private road, then there doesn't need to be a review by the town. Greg Tansley pointed out that it can be worded in the documents that this will be a private road, but the State Statutes allow for 25 people to petition the town to take over a road at any time. MATJRM suggested that if they pay for the inspection, then the town should take over the road. Greg Tansley stated that part of the reason for the inspection is that in order to have final approval, the sitework has to be completed. The inspection will give the Planning Board the information it will need to determine the work is complete so that final plans can be signed. Christopher Hunt noted that this is a wet and unstable sight and the town wants assurance that the roads will be done correctly.

Albert Cross noted that the town has an engineer inspect town projects for the same reason, to insure everything is done correctly. MATJRM asked if they could just have the engineer look at it when completed. They feel it is too much to ask to pay for the inspection, build it to town specs and still have a private road.

At the request of Greg Tansley, MATJRM agreed to provide the Town's engineer with a per unit cost estimate of sitework. Dick Maher reminded the board of a plan approved many years ago where the road was very unsatisfactory and caused problems for the residents. MATJRM agreed to pay for the Town Engineer's inspection services, but asked if they can work with the Town's engineer reduce the cost and not duplicate work. It was agreed that the contract allows for up to 80 hours of inspection services and is flexible.

- M. Development phasing. They will probably build all infrastructure at once and then build the homes as they sell, but this has not been decided for sure yet. Greg

Tansley stated that this schedule needs to be confirmed and agreed upon by the next meeting.

Dick Maher noted that he had made trips from the Cross Mill location to each of the three fire stations which would be responding to an emergency. It took between 3.5 and 7 minutes for him to drive to each station. He is concerned about the safety of the residents and would like to see the buildings sprinkled. Linda Wilkins agreed that sprinklers would be best but that the cistern system will be acceptable to the fire department. Christopher Hunt and Fran LaBranche suggested that perhaps sprinklers would be advantageous for marketing purposes and that costs would be recovered in the price of the homes. The general consensus of the board is that sprinklers would be preferable but that the applicant is not required to install them. The Fire Department requires either sprinklers, a cistern or a dry hydrant.

The applicant asked for a recess after which they stated they will stay with the cistern system.

All issues have been clarified so that the plans can be presented to the town's engineer for review.

Public hearing: Michelle Bonsteel asked if there will be a ramp at the Clubhouse. She asked if the lighting at the end of the road will affect the neighbors. The lighting will be low and shining on the sign only. Ms. Bonsteel asked if they would consider sprinkling the clubhouse and was told the cistern is right next to the clubhouse. Ms. Bonsteel expressed concern for the impact this project will have on the town building inspector and asked if they would consider hiring an outside inspector who could inspect and certify to the town's building inspector that all codes have been met. Linda Wilkins stated that she works full time, is involved with the inspection and works closely with the Town building inspector.

Linda Proulx, abutter asked what the developer plans for the extension of the road that enters Franklin as the Fire Department stated it would use Central Street to respond to an emergency. Christopher Hunt responded that the back entrance is an emergency entrance only and creates an additional entrance. Linda Wilkins stated that it is prudent to have more than one entrance in a development this size.

MATJRM requested approval subject to conditions so that they can go ahead and start requesting bids. They do not want to start anything until the board has given approval to go ahead. Greg Tansley agreed that the board could grant conditional approval but cautioned that the engineers review could create further requirements. Mr. Tansley did not feel that the Board is ready at this point to grant conditional approval. Christopher Hunt assured MATJRM that they are acting in good faith and that when all conditions are

met the plan will be approved. Greg Tansley suggested granting preliminary approval with the intent of a conditional approval next month which would give the applicant good faith that the project is going forward and they can be comfortable seeking bids.

Fran LaBranche moved, seconded by Doug Read, that the Planning Board grant a preliminary approval which does not obligate the board to grant a conditional approval, but provides the applicant with good faith to seek bids at this time. Motion passed.

**Cross Mill Village, LLC: Continuation of application to subdivide an existing single family residence off an existing 22+ acre lot on Cross Mill Road, Tax Map R2, Lot 2 in the R-2 zone.** The two concerns of the board were the driveway access and the location of the existing sewer line. Rick Lepene stated that the existing driveway will be used until the new road has been completed when a new driveway will be created, abandoning the old one. The old driveway will be reclaimed and seeded.

The sewer line for the existing home will be connected to the new line and rights to the sewer line will be included in the deed. Fran LaBranche asked to have a note included on the plan to assure restoration of the existing driveway. Greg Tansley pointed out that since Terrace Road has been discontinued, the lot line for lots 2 and 5 have changed. Rick Lepene will modify the mylar to reflect the new lot line because of that discontinuance. Greg Tansley noted that the driveway easement now needs to include Lot 5.

Bill Dawson moved, seconded by Dick Maher, to grant approval of this two lot subdivision conditional upon

1. Note 7 to include Lot 5 and
2. Clarify note 9 that property lines go to the center of Terrace Road as a result of the Town Meeting vote and to correct the boundary line of lot 2.

Motion passed.

**Cross Mill Village, LLC: Application to subdivide the above pending 70 Unit residential development into Condominium units on 52.27 acres on Cross Mill Road, Tax Map R4, Lots 2,4,5 and 6 in the R-2 zone.** The Condominium documents will be reviewed by Town Counsel. MATJRM will get the documents to the Town as soon as they are revised to reflect prior discussion above. Glen Brown moved, seconded by Fran LaBranche to accept the application as complete. Motion passed. MATJRM agrees to pay Attorney fees for the Town's review of documents.

Glen Brown moved, seconded by Fran LaBranche to continue this application until the next meeting. Motion passed.

Christopher Hunt stated that the Franklin Planning Board has sent a letter requesting a regional impact review for the Cross Mill Road development. This would require Northfield to request review and comment from the Lakes Region Planning Commission. Greg Tansley believes it is too late in the process and the Planning Board does not have to approve the request. Fran LaBranche moved, seconded by Glen Brown to not request a regional impact review as the issues have already been discussed by the Planning Board. Motion passed. A letter will be sent to Franklin suggesting they make comment at the next meeting.

**Election of Chairman and Vice-Chairman:** Doug Read made the motion to nominate Christopher Hunt as Chairman for the ensuing year. Motion seconded by Fran LaBranche and motion passed. Dick Maher moved, seconded by Doug Read, to nominate Fran LaBranche and Vice-Chairman for the ensuing year. Motion passed.

**Review draft of “Open Space Residential Development” Subdivision Regulations:** Greg Tansley presented the draft and explained that this would make the regulations comply with the new open space development ordinance passed in March. The regulations show how to determine lot numbers, road way designs, etc. A public hearing is required for approval of these regulations.

Doug Read asked if the Growth Management ordinance will be triggered when Cross Mill Village applies for 70 building permits. The Planning Board can decide if there is a problem with the impact on roads and schools and put the ordinance in motion if necessary. We do not presently have a limit on building permits.

Fran LaBranche moved, seconded by Glen Brown to put the revocation of lots owned by Rodgers on the agenda next month. Motion passed.

Doug Read was appointed as a representative to the LRPC with no alternates appointed. The board will work on CIP members next month.

Greg Tansley explained that there is a question about the use of alternates on the Planning Board as the town never voted to have alternates. Until review by Town Counsel, the Selectmen have asked not to have alternates sit at the board.

Meeting adjourned at 11:10 PM.  
Respectfully submitted,  
Eliza Conde, Secretary.