

**NORTHFIELD PLANNING BOARD  
WORKSHOP MARCH 28, 2007**

**MINUTES**

Members present: Michelle Bonsteel, Bill Dawson, Glen Brown and Dick Maher. Also present: Mike Izard, LRPC, Lisa Martin, Dana Dickson and Eliza Conde.

Glen Brown moved, seconded by Bill Dawson to send a letter to the Selectmen recommending that Jarrod Teutsch be removed as an alternate. Motion passed.

**Driveway Regulations:** Lisa Martin explained to the Board that the Selectmen have adopted new driveway regulations which need to be included in the Subdivision regulations. There are discrepancies between the Zoning Ordinance, Subdivision regulations, Site Plan Review regulations and the Driveway regulations which need to be corrected. The new Selectmen's regulations include wording that is stronger than the others and all the regulations should agree. Dana Dickson agreed that all the documents should be the same and he suggested that all subdivision have the driveways located and approved by the Road Agent before approval.

After review of the regulations Lisa Martin suggested that Section 2a should be worded so that the Road Agent can reduce the site distance, but it can never be less than 250 feet.

Lisa Martin will be reviewing all the documents for discrepancies and will email her suggestions for changes/ additions/ deletions/ alterations for members to review. The next workshop for work on the regulations is scheduled for April 26, 2007 at 6:30 pm.

**Class VI policy:** The Selectmen have adopted a revised Class VI road policy which should also be included in the subdivision regulations so that the process is clear. The updated policy requires engineering and upgrading to the road before a building permit can be issued. Much discussion revolved around the issue of when an engineer's plan should be required. While the Selectmen have the final say to approve building on a Class VI road, the Planning Board must review and make recommendations. It was not certain whether the engineering plans for the upgrading of the road should be in place before going to the Planning Board for a decision. The policy does state that the road work will be designed by an engineer and reviewed by the town's engineer before a building permit is issued.

It was agreed that there should be an additional item after section 3.3 to read: The applicant shall submit plans signed by a NH licensed engineer to the town for review by the Town's engineer.

An additional requirement would be an escrow in an appropriate amount to be deposited to the town before the town's engineer reviews the plans. It may be necessary to require a bond also to ensure that the town isn't left with an unfinished project.

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It was agreed that the Class VI policy needs to be included in the road design standards and subdivision regulations.

After discussion about meeting times, Bill Dawson moved, seconded by Glen Brown to hold a public hearing at the April 11, 2007 meeting to change the Rules of Procedure to allow the Planning Board members to meet at 7:00 pm for their regularly scheduled meetings. Motion passed.

Meeting adjourned at 8:45 pm.

Respectfully submitted,

Eliza Conde, Secretary