

**NORTHFIELD PLANNING BOARD
WORKSHOP – FEBRUARY 28, 2008**

MINUTES

Members present: Michelle Bonsteel, Wayne Crowley, Doug Read, Christopher Hunt, Bill Dawson, Glen Brown. Also present: Mike Izard, LRPC and Eliza Conde, Secretary.

Items discussed:

Escrow, fees and expenses:

- An escrow account will be established if it is determined that there is need for engineer reviews. This is to be cash, held by the town in a separate interest bearing account. The applicant will be informed of the costs for such reviews and must agree to allow the town to spend his money from the escrow account. An escrow account can also be required to cover administrative costs relative to determining the short and long term impact of the project to the town.
- With the new procedures, there will be fees for abutter notices for at least three meetings. Applicants will be charged their share of the newspaper advertising.

Performance Security:

- The current regulations refer to only a “performance bond”. This will be changed to “performance security” to include cash, irrevocable letter of credit or performance bond. This section will be revised according to changes suggested by Atty. Mayer.

Completeness review:

- Lengthy discussion by members on whether the public hearing should occur immediately after accepting the application as complete. Abutters would be notified that an application has been submitted and that a public hearing will be held at a later date.
- It is not a given that the application will be accepted as complete. Abutters shouldn't have to be involved in the process of completeness consideration, however the Planning Board MAY accept input from abutters at this point.
- If the application is not complete, the applicant must re-apply with fees. A letter is sent to the applicant with the specific deficiencies found in the application.
- The Board is not under any time pressure to accept an application, but once an application is considered complete, the 65 day clock begins. Abutters are notified of a public hearing at the next meeting.
- Having the public hearing at the next meeting allows time to review the plans and possibly begin the process of an engineer's review.

After lengthy discussion on the process, depicted on a flow chart entitled “Northfield Planning Board Subdivision Review Process” as drawn by Mike Izard, Bill Dawson

moved, seconded by Wayne Crowley to accept the “process” as amended. Motion passed.

It was agreed to send the updated version of the Subdivision Regulations to Atty. Mayer for his review and comment before scheduling a public hearing to adopt them.

Impact fee schedule:

Mike IZard explained to the Board that roads are difficult to use for impact fees. Atty. Mayer has reviewed Mike’s draft, and while he does not care for impact fees for small towns as there may not be enough development to warrant the fees, he feels the document is defensible. The Town has adopted an Impact Fee Ordinance, but there has to be a methodology for charging the fees showing the connection between the fees and the work to be completed. This document is the methodology for Northfield. Fees collected must be used for improvements to roads. The town was divided into three districts for the purpose of determining the amount to be charged. The impact fees could be spent on any road project within the district that generated the fee.

Discussion followed on the problems of administering this ordinance, when it would be paid, whether by the developer or the builder. It would be the homeowner who would pay the fee, because there is no impact on the roads until someone lives on the property.

Mike will be working with Mike Summersett to formulate the road improvement costs for Northfield and to update the road information. More information on number of building permits issued in town will be helpful. Michelle Bonsteel asked Mike to question Loudon on how their ordinance has worked.

Meeting adjourned at 9:55 pm.

Respectfully submitted,

Eliza Conde, Secretary