

**TOWN OF NORTHFIELD
PLANNING BOARD
October 3, 2011
MINUTES**

Members present: Doug Read, Kim Robichaud, Mike Murphy, Wayne Crowley and Dick Maher.
Members absent: Glen Brown and Lisa Swancott. Also present: Dave Jeffers, LRPC.

Minutes: Kim Robichaud moved, seconded by Doug Read to accept the minutes of September 12, 2011 as read. Motion passed.

Updates:

- Chairman Crowley informed the Board that Amerigas has agreed to the town's requirements for the one driveway on Old Forrest Road and the drainage easement either has been or will be signed. Amerigas will be submitting updated plans reflecting the agreement on the driveway.
- A Vice Chair will be selected at the next meeting
- Wayne Crowley will represent the Planning Board on the CIP Committee for this year.
- Spaulding Youth Center will be presenting an award to the Planning Board and Board of Adjustment for their efforts relative to the new school building on October 20 at 4:30 at Spaulding.

Workshop: Review Site Plan Regulations and proposed changes.

Items discussed as follows:

- The definitions include "Building Inspector" which should be "Code Enforcement Officer"
- There is no definition for "letter of credit"
- Under definition of "Lot" should remove "owned under one ownership"
- Section 6.1: Wayne Crowley questioned not having any engineering drawings during the conceptual stage. Dave Jeffers explained that there would have been no abutter notifications for a conceptual discussion and therefore having specific engineered plans could involve too much detail at this stage. If an application has not been submitted yet and the Planning Board gets into details during a conceptual review then the applicant becomes vested. It was agreed to leave the wording as is.
- Section 6.3a: after discussion it was agreed to raise square footage from 800 to 1,000 for a minor site plan.
- Section 11: The fee schedule should not reference the Subdivision Regulations.
- Section 9: Certificate of Occupancy – need to determine if the town requires one.
- Section 7 – References to NHDES were clarified. – Allow larger dimensions for site plans.
- Section 8.6: Changes to parking dimensions, parking spaces for multi family units, handicap parking spaces and shared parking. Include wording to refer to the ADA regulations and comply with the current ones.
- Section 8.9: Development with regional impact guidelines to assist the Board in determining if the application has regional impact.
- Section 8.11C: Added regulations relative to water supply – Wayne Crowley questioned whether the town can require connection to the municipal water supply and if it is appropriate

to do so. Further information is needed to determine if someone is required to connect to town water.

- Section 8.12: update DES references
- Section 9.4: Performance Guarantee – changed section A to say the letter of credit will be called if the project is not completed.

Dave Jeffers will email the draft of the final version to Board members. He will clean up the checklist so that it refers to the correct sections as revised. Dave will also get information on requiring connection to public water supply and expiration dates for site plans.

Master Plan update: Continued to October 19, 2011 at 7:00 PM.

Items to be placed on the November agenda:

1. Whether to have a time limit for recording approved subdivision plans.
2. Elect a Vice Chair.
3. Review Excavation reports

Meeting adjourned at 9:05 pm.

Respectfully submitted,

Eliza Conde, Secretary

Minutes approved 11-7-2011