

**Walpole Planning Board
Walpole Town Hall
September 10, 2019
7 pm**

Present: Chair Jeffrey Miller, Vice-Chair Dennis Marcom, Secretary James Aldrich, Jason Perron, Jeff Harrington, Select Board Representative Steve Dalessio. Alternate: Jeff Colley. Absent: Jeff White and Joanna Andros.

Recording: Marilou Blaine. **These minutes are unapproved and will be reviewed at the October 2019 meeting for corrections, additions and/or omissions.**

Meeting Opened: Mr. Miller called the meeting to order at 7 pm.

Roll Call: Mr. Miller asked Alternate Jeff Colley to fill in for absent board member Mr. White.

Minutes: Mr. Marcom made one correction on page 2, paragraph 5. The Caribou Lot No. should be 19, not 10. A motion to amend the August minutes was made by Mr. Aldrich and seconded by Mr. Harrington. The motion carried.

Select Board Representative, Steve Dalessio, brought up two recent issues that came before the Select Board regarding building codes. The town does not have its own building code but relies on state codes, which Mr. Dalessio said were minimum standards. He mentioned that Dollar General, a commercial building being built on the corner of Red Barn Lane and Route 12, did not install a fire alarm system. Also, the elevators at Abenaki Springs Phase I and Phase II, while being in compliance, are not large enough to fit an ambulance gurney. These two issues should be tightened for safety reasons, he said. Mr. Miller suggested this topic be discussed at the upcoming Planning Board workshop meeting at the end of the month.

Old Business:

Public Hearing:

Talmadge, Sam MacNeill and Eloise Carriere Boundary Line Adjustment: 211 North Road, Tax Map 10, Lots 24-2-1 and 24-2. The proposal is to take one acre from parcel 24-2-1 and add it to parcel 24-2, making it a 6-acre lot.

Surveyor Joe DiBernardo spoke about the Talmadge request. He explained the above proposal. He said there are no changes regarding frontage. It's a simple adjustment taking one acre from one lot and adding it to another lot. Mr. Marcom asked if considering the new formation of the lot and with a Do Not Build area in the bottom right hand corner of the plat, is there enough room to build a house? Mr. DiBernardo pointed out the adequate frontage and an area in the center of the lot where a house could be built. He added the point was moot because an abutter was intending to purchase the lot. Mr. Dalessio found a numerical error on the plat. Mr. DiBernardo said he would correct it and return with a new Mylar.

Public Hearing Ruling: Later in the meeting, a motion was made and seconded to approve the Boundary Line Adjustment contingent on the plat being corrected. The motion carried.

New Business:

Caribou Realty LLC. Trustee of the Aloysius Hollingsworth Trust, Old Keene Road, Lots 18 and 19. Request for a Public Hearing in October for a Boundary Line Adjustment: Owners are Lot 19, Caribou Realty LLC and Lot 18 Griffen and Andrea-Vickers Sivret. Lot 19 will be add a strip of land from Lot 18: the first 50 feet is 12 feet wide and the remainder is 15 feet wide.

Surveyor Joe DiBernardo requested a Public Hearing for this Boundary Line Adjustment. He explained that

a shed on Lot No. 18 encroaches on the side yard setback of 20 feet. As proposed the structure will be 7 feet from the new property line. Mr. DiBernardo said the adjustment creates screening that is much more aesthetically pleasing space and provides more privacy. He said he has a Public Hearing on Wednesday, September 18th for a Public Hearing for a Variance on the setback issue. A motion was made and seconded to hold a Public Hearing in October of Boundary Line Adjustment for Caribou Realty LLC and Griffen and Andrea-Vickers Sivret contingent on the approval of the variance from the Zoning Board of Adjustment next week. The motion carried.

Update Rules of Procedure: Board members received copies of the Rules of Procedure and were asked at last month's meeting to make suggestions for corrections and additions to the document and bring them tonight's meeting.

A few corrections were: **Section 1-D.** Secretary should be preceded by the word Recording.

Section 1-D. Change the word "hired" to "elected."

Add to Section 1. The office of Secretary of the Walpole Planning Board shall be elected by Planning Board members. His/her duty is to officiate at Planning Board meetings when the Chair and Vice-Chair are absent.

Section IV-4. Delete the word "delay." Replace it with "may continue."

Section IV-8. Delete the work "subjected." Add "may include" before the colon.

The secretary will make these changes and send the amended document to the Board members. The members will vote on the changes at the regular October meeting. Per Rules of Procedure requirements, this will be the second successive meeting discussing changes to the Walpole Rules of Procedure. Mr. Harrington suggested that the document be given to all new Planning Board members and alternates.

Also discussed was Section III, Parts 3 and 4, regarding Standard of Conduct. Mr. Miller said if a Board member feels if he/she does not need to disqualify himself/herself, that Board member may remain on the Board. However, if there is a vote by the Board suggesting a member disqualify himself/herself, that member should do so.

The Board also discussed an item on the Governmental Records handout about tapes and notes at meetings. The item says "Raw materials: Tapes and notes used to compile meeting minutes are governmental records as long as they are retained. Policy to discard/reuse after minutes are approved is acceptable." Board members said they approved of this policy.

Conferences: Mr. Miller mentioned two workshop conferences pertinent to Planning Board matters. About four Board members are planning to attend the conference in Concord in November and will car pool. A couple of members intend to attend the conference in Keene on October 16 at 6 pm at the Michael E.J. Blastos Room, 380 Marlboro St. Attorney Stephen Buckley, Esq. Will discuss the Planning Board's Roles and Responsibilities.

Adjournment: Mr. Aldrich made a motion to adjourn Mr. Marcom seconded the motion and the motion carried.

Workshop: September 24: Lisa Murphy, SWRPC senior planner, will finalize population and transportation section of Master Plan. Discussion of elevator and fire alarm requirements. In the basement conference room at 7 pm.

Handouts: RSA 91 about recordings and minutes; information of Registration for a conference in Concord in October.

Respectfully submitted,
Marilou Blaine
Secretary

cc: WPB, ZBA, Town Offices, Walpolean, www.walpolenh.us

Posted: Inside Town Offices, on bulletin board outside Post Offices.