

**TOWN OF ALSTEAD  
MEETING OF THE PLANNING BOARD  
JUNE 12, 2023**

Planning Board Present: Peter Rhoades, chair; David Konesko, vice-chair; Gordon Kemp, ex-officio; Chris Reitmann, Ellen Chase, Justin Falango

Staff Present: Jordan Cannon, Melanie Mardsen, Prescott Trafton

Others Present: Jean Fantine

**CALL TO ORDER:**

Mr. Rhoades opened up the meeting of the Planning Board at 6:05 p.m.

**MEETING MINUTES:**

Mr. Rhoades read aloud the minutes of the 5.15.2023 Planning Board meeting. Mr. Rhoades noted amendments to these minutes. Mr. Kemp stated that “Zoom” should be corrected to “Google Meet”. Mr. Rhoades stated that he would be the contact person for the flood plains from the previous meeting. Mr. Reitmann motioned to accept the minutes as amended. Mr. Kemp seconded the motion. With Mr. Reitmann, Mr. Kemp, Mr. Falango, Mr. Rhoades, Ms. Chase, and Mr. Konesko in favor, the motion was approved.

**MEETING:**

Mr. Rhoades introduced Ms. Fantine to the Planning Board.

Mr. Rhoades asked for the presentation of the new driveway form. Ms. Mardsen presented copies of the driveway form to those in attendance. Mr. Rhoades asked Mr. Trafton for his input on the new form. Mr. Trafton stated he would like to see information regarding subdivisions prior to reviewing corresponding driveway permits. Mr. Rhoades stated that Mr. Trafton should receive the meeting minutes, and asked Mr. Cannon to send these to him when they are approved.

Mr. Konesko asked if Mr. Trafton has access to tax maps when reviewing permits. Mr. Trafton answered that he checks what is available online. Mr. Rhoades stated that the Planning Board needs to know there is a safe location where a driveway can be built within the necessary regulations.

Mr. Kemp raised the question if the process should be the completion of either multiple forms, or simply multiple steps on one form. Mr. Trafton then echoed Mr. Kemp’s query. General discussion was had among the Planning Board and Mr. Trafton on various formats to the driveway documentation process.

Mr. Reitmann stated that the form under discussion says nothing about subdivisions. Ms. Chase asked why it has to be 10 feet from the boundary. Mr. Rhoades stated that this is stated in the town zoning, and that 10 feet would be enough room to plow snow between the driveway and the neighbor. Mr. Kemp stated that provision for the distance from the utility pole should be included. Mr. Rhoades commented that in Step 1 there is a question of whether the application is part of a subdivision.

Mr. Kemp left the meeting at 6:50 p.m.

Mr. Rhoades then introduced Ms. Fantine to the Planning Board. He stated that the matter is one wherein a driveway permit was issued, but it had no specifications. He spoke to the driveway being 8-9 feet away from the stone wall, and at the ditch line the driveway culvert extends a few feet beyond the boundary

line. Mr. Trafton stated that Ms. Fantine's driveway is near the telephone poll. Mr. Konesko stated that the culvert is right at the property line.

Mr. Rhoades asked if Mr. Konesko could bring this issue up at the next Zoning Board of Adjustment meeting. He stated that the Planning Board wants Ms. Fantine to have a conforming driveway.

Ms. Fantine stated that she does have the site plan in place, but she wants to make sure she has the Zoning Board of Adjustment's approval. Ms. Fantine stated by Fall she would want to get a well installed and electricity on the property. She stated she has a septic design approved by the state of New Hampshire. Mr. Rhoades stated that if the ZBA can discuss this at their next meeting, she would be able to get that in the August meeting. Mr. Rhoades stated he could not guarantee the ZBA's approval.

Ms. Mardsen stated that this was her official last meeting for the Planning Board.

Ms. Mardsen read aloud Article 3 Section E3 F, which related to building setbacks. Mr. Rhoades stated that Driveway application form should be reviewed by all the Planning Board members for discussion at the next scheduled meeting.

Ms. Mardsen stated that the postage has changed, and she needs the Planning Board to acknowledge the updated \$8.25 for certified mailing fees. Mr. Rhoades found agreement of the Planning Board to approve of this change.

**ADJOURNMENT:**

Mr. Falango motioned to adjourn the meeting at 7:40 p.m. Mr. Reitmann seconded the motion. With Mr. Falango, Mr. Reitmann, Ms. Chase, Mr. Konesko, and Mr. Rhoades, in favor, the motion passed.

Respectfully submitted,  
Jordan Cannon

**(Approved by the Alstead Planning Board on 8.14.2023)**