

**TOWN OF ALSTEAD
MEETING OF THE PLANNING BOARD
MAY 15, 2023**

Planning Board Present: Peter Rhoades, chair; David Konesko, vice-chair; Gordon Kemp, Chris Reitmann (via Google Meet), Joyce Curll (via Google Meet), Ellen Chase

Staff Present: Jordan Cannon, Melanie Mardsen

Others Present: Jogi Sawa, Barry Bush

CALL TO ORDER:

Mr. Rhoades opened up the meeting of the Planning Board at 6:03 p.m.

MEETING MINUTES:

Mr. Rhoades read aloud the Planning Board meeting minutes of 4.17.2023. Mr. Kemp suggested postponing the approval of the minutes until a quorum of members were present. Ms. Chase then arrived, and a quorum of the committee was met.

Mr. Rhoades read aloud the Planning Board meeting minutes of 4.24.2023. Mr. Kemp motioned to approve these minutes as amended. Mr. Konesko seconded the motion. With Mr. Kemp, Mr. Konesko, Ms. Chase, and Mr. Reitmann in favor, the motion was approved.

Mr. Konesko motioned to approve the 4.17.2023 minutes as corrected. Mr. Kemp seconded the motion. With Mr. Kemp, Mr. Konesko, Ms. Chase, and Mr. Reitmann, in favor, the motion was approved.

MEETING:

Ms. Mardsen stated she had nothing new from Mr. Bush since the last meeting. Mr. Rhoades stated that the application had been approved with corrections.

Ms. Mardsen stated that documentation needed to be approved and signed for Mr. Bush.

Mr. Bush presented to the Planning Board regarding the subdivision plan on Pratt Road.

Mr. Rhoades asked if Mr. Bush had received new driveway permits from Mr. Trafton. Mr. Bush stated he had not. Mr. Rhoades stated that at the 4.24.2023 site visit it was stated that new driveway permits were needed. Mr. Rhoades asked if the MILAR has been done. Mr. Bush stated it had not. Mr. Rhoades stated that the Planning Board could not sign approval until the MILAR was completed. Mr. Rhoades advised Mr. Bush to contact Mr. Trafton about getting the new driveway permits.

Mr. Kemp stated that the existing permits did not include enough information, and that they were revised after being signed. Mr. Bush stated he received no notice about needing up-to-date permits. Mr. Kemp stated that a driveway permit for each driveway would be needed. Mr. Kemp stated that there was no fault upon Mr. Bush for not getting these permits. Mr. Bush stated that the MILAR could be completed by

Thursday. Mr. Rhoades stated that there's no reason why Mr. Trafton can't get these done. Mr. Kemp stated that he would set up a meeting with Mr. Trafton himself.

Mr. Rhoades confirmed that permit for the first driveway at 2a was already completed. Mr. Kemp confirmed that the dimensions would be included on the permit. Mr. Rhoades stated that also on the permit it should state the driveways must be at least 10 feet from the boundary line, and also that the access road standards of Alstead must be met. Mr. Rhoades mentioned that a letter stating points being set on 5.17.2023 must also be sent to the Planning Board. Mr. Rhoades reviewed the three conditions of the approval with Mr. Bush. Mr. Rhoades asked if there was agreement that the three requirements would be met. Those present of the Planning Board responded in the affirmative.

Mr. Bush stated that lot 2c may not have a driveway, as the new owner has stipulated that he doesn't want a driveway. Mr. Rhoades found consensus of the Planning Board that after Mr. Bush's presentation and discussion with the Planning Board, the proposed three added stipulations of the approval would be met.

Mr. Kemp motioned to permit Mr. Rhoades and Mr. Konesko to sign the approval upon satisfaction of the three requirements. Mr. Reitmann seconded the motion. With Mr. Kemp, Mr. Konesko, Ms. Chase, and Mr. Reitmann in favor, the motion was approved.

Mr. Bush thanked the Planning Board and left the meeting.

Ms. Mardsen confirmed with the Planning Board that they received the new flood plain maps.

Mr. Kemp stated that there also needed to be an update of the contact person for the flood insurance. Ms. Mardsen stated that there was a FEMA mapping webinar. Ms. Mardsen reviewed her email in supplement to an exploratory discussion regarding flood plains. Mr. Konesko asked what was being looked for in the contact person being requested. Mr. Kemp stated he would bring this unresolved topic up at the Selectboard meeting on 5.16.2023.

Ms. Mardsen stated she received an email from the town administrator about using the blind copy email feature to avoid putting them in a situation where they could be seen having a meeting. Mr. Kemp stated that he wanted this done because it is easy for the Selectboard to email one another, and this would qualify as an illegal meeting.

Ms. Mardsen brought up the topic of application fees. She stated that the \$50 application fee to the Keene Sentinel does not cover the cost of the legal line advertisement. She stated that the average cost for an advertisement is between \$65-\$75. Mr. Rhoades verified that the application fee should not be unreasonable.

There was discussion among the Planning Board on the matter of charging fees. Mr. Rhoades proposed \$75 for the application fee to cover the cost of legal line ads. Ms. Mardsen stated that the application fee has never covered administrative costs.

Mr. Kemp motioned to change the subdivision application fee to \$60. Mr. Reitmann seconded the motion. With Mr. Kemp, Mr. Konesko, and Mr. Reitmann in favor, and Ms. Chase against, the motion was approved.

The Planning Board reviewed the driveway permit document. Mr. Rhoades read the document aloud to those in attendance. Mr. Kemp suggested holding work sessions. Mr. Rhoades stated that the June meeting could be used for this purpose in lieu of holding work sessions. Mr. Konesko reflected upon the two-step process of the driveway permit: first: it is issued which gives permission to construct the

driveway, and second: a document is issued when the driveway is completed and meets the stated town requirements.

Mr. Rhoades introduced the town of Acworth's seven-page driveway permit packet. Discussion was held concerning the possible revisions and additions to the town's driveway permit documentation.

Ms. Mardsen stated she would invite Prescott Trafton via email to the next Planning Board meeting on 6.12.2023 to discuss and finalize the town driveway permit.

ADJOURNMENT:

Ms. Chase motioned to adjourn the meeting at 8:15 p.m. Mr. Kemp seconded the motion. With Ms. Chase, Mr. Konesko, Mr. Kemp, and Mr. Reitmann, in favor, the motion passed.

Respectfully submitted,
Jordan Cannon

(Approved by the Alstead Planning Board on 6.12.2023)