

ALEXANDRIA PLANNING BOARD

47 Washburn Road  
Alexandria, NH 03222

Phone 603-744-8986  
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MEETING MINUTES

Wednesday, June 20, 2018 at 6:00 p.m.

**CALL TO ORDER**

Chairman Merry Ruggirello called the meeting to order at 6:00 pm. Also present were Members Gary Tomlinson, Harold Platts and Janet Towse, Selectmen's Representative Chet Caron, and Alternate Melanie Marzola. Steve Whitman and Dan Sundquist were also in attendance. A quorum was present.

Alternate Melanie Marzola was asked to sit in for Member Marla Walls.

**Minutes**

May 16, 2018

Gary made a motion to accept the minutes as written; Melanie seconded. Roll call vote: Gary-yes, Melanie-yes, Merry-yes, Harold-yes, Chet-yes, Janet-yes.

**NEW BUSINESS**

**VOLUNTARY MERGER**

A Notice of Voluntary Merger of Pre-Existing Lots for Peter and Kathryn Brigham was submitted to the Board. The property is located at 1485 Fowler River Road, Tax Map 406, Lots 18 and 19. The application was reviewed for completeness and the tax map was viewed. Gary made a motion to accept and approve the Voluntary Merger; Melanie seconded. Roll call vote: Gary-yes, Melanie-yes, Merry-yes, Harold-yes, Chet-yes, Janet-yes.

**PRESENTATION BY STEVE WHITMAN AND DAN SUNDQUIST**

Boyd Smith, Executive Director of Newfound Lakes Region Association (NLRA) sent a letter to the Planning Board indicating that NLRA has secured additional funding from the NH Department of Environmental Services to support local planning initiatives. Grant funds must be expended by the end of 2019 and NLRA contracted with Steve Whitman of Resilience Planning & Design and Dan Sundquist of Greenfire GIS to assist interested communities. The goal is to enhance local capacity to protect water resources. Steve began the presentation. He mentioned that Alexandria is the first of the watershed towns they are meeting with this summer. The grant allows Steve and Dan to use their time and expertise to aid towns in the watershed in a variety of ways. It is unsure if another grant will be received in the future, so if Alexandria has any need for their services, now would be a great time to utilize them. Steve gave several suggestions as to how he and Dan could aid Alexandria. One idea is to develop a compliance checklist. Steve mentioned that about two years ago he and Dan met with the Planning Board and a common theme they heard was compliance – how to communicate with applicants the process and aid in understanding the steps needed. He added they could also help Board Members to understand what requirements are in place and aid in their understanding of these requirements. A flowchart may be a good aid. Another idea would be a Word document with a checklist. A second idea was very broad because all five communities in the watershed are different, so there isn't one thing that is exactly the same for all. Dan mentioned that maps have been completed for the watershed area, however, there is a good portion of Alexandria that is not in the watershed (for example the area along Route 104). They could provide maps for the entire town, such as reference maps, maps for the website or graphics for the Master Plan. Merry mentioned that the Board is beginning to update the Gravel Pit

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Regulations and after that will be addressing the Subdivision Regulations. Discussion ensued regarding Eastman Hill. Chet mentioned the logging that occurred, coupled with the Spring rains, caused a lot of problems. It was mentioned that Forestry Management is not a Planning Board issue. Janet asked if there were model ordinances the Town may be able to use. Steve mentioned that there are models on the LRPC website. He did advise the user to read the models and question the items to make sure the items are appropriate for the Town wishing to use the model ordinance. Merry mentioned that since Alexandria doesn't have zoning, the Board isn't able to perform a site-specific inspection. Steve mentioned that they are working with Groton currently. Groton has a basic one-page zoning ordinance but they are trying to develop a new zoning ordinance. Janet mentioned LRPC discussed that they are doing an impact study on Route 104. She wasn't sure if the study was being conducted this far west on the road. It was mentioned that a truck stop is going to be put in at exit 23 off Route 93. Steve summarized the items he and Dan can help Alexandria with as: review of gravel pits, review of subdivision regulations, roadway standards, can look into other standards, find out what is going on with Route 104 corridor. Merry added that years ago the Planning Board was in charge of issuing driveway access permits and worked directly with the Road Agent. Responsibility for the permitting was later turned over to the Selectmen. The only time the Planning Board has anything to do with roadways is when it is within a subdivision. Merry asked if the Planning Board should be informed of access permits as they are granted. Dan indicated the Board could benefit by getting notice of driveway access permits being granted. Steve asked the Planning Board to give some thought to the compliance checklist and to get back to him. Steve and Dan will put their heads together and discuss their notes from tonight's meeting. They will follow up with their interpretation of the discussion and possible ways they could aid the Board. Steve suggested that as the Board is going through the Gravel Pit Regulation and Subdivision Regulation updates, they flag any areas where he and Dan can aid the Board. He concluded by saying that if the Board has any other thoughts, to reach out to him and Dan without hesitation. There may not be another grant like this in the future.

### GRAVEL PIT REGULATIONS

The Board began the process of reviewing the Gravel Pit Regulations. Again the letter from Mary Pinkham-Langar was read. It was discussed again how Town Council advised the Board to use the Irrevocable Letter of Credit and how this may be a hardship for many pit owners. Janet mentioned in Section VI B where it states "bonding requirements outlined above" was a mistake. The "above" should be deleted and replaced with "in Sections XI and XII". Merry added that Section VI A 3 "neither" should be replaced with "not". The Board was asked to read the section about bonds and be ready to discuss at the July 18<sup>th</sup> Board meeting.

There was no other business brought before the Board.

### ADJOURNMENT

Gary made a motion to adjourn the meeting at 7:10 pm; Melanie seconded. The next Planning Board meeting will be held Wednesday, July 18, 2018 at **6:00** pm.

Respectfully submitted, Melanie Marzola, Planning Board Clerk