

**Kingston Planning Board
Public Hearing
Minutes**

July 17, 2018

The Chairperson called the meeting to order at 6:45 PM and introduced the Board. There were no challenges to the legality of the meeting.

Members in attendance:

Glenn Coppelman, Chair	Lynne Merrill
Peter Coffin, V. Chair	Peter Bakie
Carol Croteau	Ellen Faulconer, alternate/admin. assist.
Chris Bashaw (arrived with mtg. in progress)	Robert Pellegrino, alternate
Phil Coombs, BOS rep.	Karen Layne, alternate

Members absent: none

Also in Attendance: Glenn Greenwood, Circuit Rider Planner; Rich St. Hilaire, Highway Road Agent; George Korn, BOS

Mr. Coppelman announced that Ms. Faulconer would be a voting member until Mr. Bashaw arrived. He noted items that had been distributed to the Board: copy of the final draft of the new chapter for the Master Plan and the associated Power Point presentation, Mr. Greenwood's comments for tonight's hearing, the Planning Board Handbook for Local Officials.

<Board note: Mr. Bashaw arrived at this time.>

Review and Acceptance of the Historical Resource Chapter (HRC) for Kingston's Master Plan

Mr. Coppelman introduced Mr. Landry, explaining that Ernie Landry was Vice-Chair of the Heritage Commission and a former member of the Planning Board who continued on to complete this project for the Board. Mr. Landry thanked all those in attendance; an attendance sheet was passed around.

Mr. Landry reviewed the following aspects of the Master Plan chapter: need and benefits, purpose, development, chapter contents and chapter summary. He detailed the 6 goals in the chapter that included:

1. Continue Historic Resource survey and update earlier efforts.
2. Promote and Enhance the Plains (Town Center) as a central business and cultural district.
3. Maintain a mixture of rural, residential and agricultural uses throughout Kingston.
4. Encourage public engagement with Kingston's history through educational programming.
5. Develop policy and procedure to protect historic buildings and site to discourage deterioration or demolition.
6. Incorporate historic resources into Kingston's Hazard Mitigation Plan.

Mr. Landry added that it is important to understand, support and preserve the Town's heritage; a Historic Master Plan chapter is an essential resource to guide individuals and groups in the efforts for preservation.

Mr. Coppelman opened up the hearing for questions. Mr. Coffin stated that in regards to a demolition ordinance, he would hope that other Town bodies involved would bring something to the Planning Board and include the Board in the proposal. Mr. Landry said that would be the intent. Mr. Coffin added that seeing the list of historic buildings that had already been demolished is a reason to proceed with it.

Holly Pouliot asked about the grant that listed the date as 2007, wondering if it had been depleted. Mr. Landry said that it as a typo and should be 2017. Mr. Coppelman explained that the grant was to just create the chapter.

Stanley Shallette said that the HRC helps to define the heritage of the Town and preserve that heritage; he hoped that it would be adopted. He stated that there should be an additional historic district of the Town in the Cheney Mill area.

Mr. Pellegrino asked if adopting the plan took away anyone's property rights. Mr. Landry answered that it did not; Mr. Coppelman explained that it is simply a guiding document, not an ordinance.

MM&S to adopt the Historical Resource Chapter to be added to the Town's Master Plan after the appropriate editorial and formatting changes. (Motion by Mr. Coffin, second by Ms. Croteau) Motion passed 6-0-1 with Mr. Coombs abstaining.

Mr. Coppelman thanked Mr. Landry for all of his work adding that Mr. Landry had put in many, many hours into the project and getting it finalized and adopted took a significant effort.

Mark Viens
Diamond Oaks Boulevard
Tax Map R3 Lot 4 Unit 2

Mr. Coppelman read the public notice for this hearing, noting that the hearing began at 7:30 PM. Kevin Hatch and Mark Viens were introduced. Possible conflicts were reviewed with Mr. Coffin stating that he had reviewed the use as a ZBA member and Ms. Layne stating that while not an abutter, she lived in the area; no one raised these concerns as conflicts. Plans were distributed; a waiver request for mandatory preliminary review had been received. Mr. Coffin asked if there was any benefit to requiring preliminary review; Mr. Greenwood said it would have been geared to a larger proposal.

MM&S to grant a waiver to the mandatory preliminary review. (Motion by Mr. Coffin, second by Ms. Merrill) **PUNA** (Passed unanimously)

Mr. Hatch reviewed the property and the proposal that included a 4800 sq. ft. building for an office and an excavator's site, with the yard area being behind the building. He added that the

nearest building is about 600 feet away; the building is sited to sit closer to the road so the contractor's yard is behind the building so the building acts as a buffer. He continued that there will be limited use on the site; the equipment is taken to projects and kept at the construction sites with this acting as "home base". He added that the ZBA has granted a special exception for this use at this location. It was noted that plows will be stored at this location during the summer; Mr. Viens plows for the Town of Plaistow.

Mr. Hatch continued that there will be a small office in the building; 10 parking spaces plus a handicap spot; he actually expects this amount of parking will be "overkill" based on the actual use; the site has been designed to "blend-in". There is an existing well on-site. There were questions regarding the previous use of the well that were not able to be answered.

Ms. Layne asked about the C-III zone and this use as it possibly impacted the use of the soccer building and residents that walked the area. Mr. Coppelman said that the ZBA granted the special exception for the use and therefore the use is deemed allowable; the review of the details can address any safety issues. Ms. Layne asked about this site location in the Aquifer; Mr. Hatch said that the project is not in the zone.

Mr. Hatch, in reviewing comments about the missing building elevation, stated that there is a 3D picture of the building submitted.

Mr. Greenwood's comments were reviewed that included needing to have a wetlands stamp regarding the "no wetland" note on the page that would be recorded; septic requirements have not been met on the plan as the 4000 sq. ft. receiving area needs to be shown along with distance to the well; need to note any septic/well within 200 ft.; fire protection plan; 15 parking spaces is a requirement that the Board has to deal with; mandatory loading space or waiver to be addressed; outdoor equipment needs to be screened from the road; recommended site walk to review screening; 2 areas of encroachment by abutters need to be resolved; revise #17 note re: snow storage; any proposed lighting requires details. He stated that due to the septic and well issues, he would be uncomfortable with the Board accepting the plan for jurisdiction. Mr. Hatch said that due to needing approvals from the State and the Town, he didn't want to provide too much detail for those issues; he suggested other ways to label the plan. Mr. Greenwood explained that the plan needs to show a 4000 sq. ft. receiving area on the plan; it is a requirement; the Board can still do a site walk prior to taking the plan under jurisdiction. Mr. Coppelman added that there was no lighting sheet or fixture detail submitted. Mr. Greenwood said that Mr. Hatch could have "down" fixtures on the building; the site walk will show if driveway lighting is needed. There was discussion about proximity to commercial and residential property. Mr. Hatch noted that the site does not abut residential property. The building elevation picture was passed around the Board. Ms. Merrill asked if there would be any material storage on the site; Mr. Viens answered that there would be no material storage on the site.

Mr. Pellegrino asked if they had discussed the encroachment issue with the abutter. Mr. Hatch said they had just researched the matter but not spoken to the owner. Mr. Coppelman said that it would be awkward for the Board to approve something with this on it and would like something

in writing from the owners of both properties. Mr. Greenwood stated that he had not reviewed the property files to see if there had been something done historically about this issue adding that Mr. Coppelman's concern was not inappropriate. Mr. Coppelman suggested an affidavit from both owners clarifying their understanding of the issues on the properties. Mr. St. Hilaire reviewed the history of changes in that area due to the Rte. 125 adjustment in the 1950's. Mr. Pellegrino suggested the possibility of an easement.

Mr. Coffin asked if there was a need for the property to have an easement to access the road; Mr. Hatch said they have that permission. Mr. Hatch explained that the gravel area will be used for unloading and parking a snow plow; the vehicles will be in the building or parked on pavement; vehicles will not be parked/stored on gravel.

Fire Department comments were read that included requiring a 20 foot minimum driveway width, monitored fire alarm system, Knox box with fire access, requirements per State Fire Code, clarification on the plan that the access road is Diamond Oaks, not Bent Grass.

Mr. Hatch stated that the hours of operation will be Monday – Friday, 6 AM – 6 PM; Saturday, 8 AM – 5 PM; he added that the site will not have continuance use during these hours; vehicles would be dropped off at the end of the day; employees often leave in a company vehicle rather than leave it on site; a secretary will be in the office on a part-time basis, just a few hours a day. Mr. Hatch confirmed that there will be no fuel stored on the site; he clarified that the majority of maintenance will be done on the site or at another facility however it is not primarily going to be a repair and maintenance facility; regarding repairs, it will only be used to fix their equipment as needed.

Marilyn Healey, a resident of the residential village part of the association, expressed concerns with the neighborhood impact; she questioned whether they would have any responsibility for the road. Mr. Coppelman asked the status of the road. Mr. Viens said that he would be responsible for his portion of the roadway; the road is maintained by different associations that use it including the residents paying their portion. Mr. Hatch said that he is not sure if the residents have a percentage of the road; Mr. St. Hilaire said that he would not be worried about it; he clarified that it was not a Town road. Mr. Coppelman asked about the types of vehicles that would be using the road and the amount of them. Mr. Hatch said that it was typical road building and construction equipment; he confirmed that there would be heavy equipment. Ms. Faulconer asked if this site would be part of a condo. association for this area; she asked that the condo. docs. for this land unit be submitted to the Board for review.

Leo McHue, resident of Hawks Ridge, noted that there were potholes near the road's Rte. 125 access; it was a narrow road; the residents have tolerated construction vehicles while the residences are still being constructed but they have had to pull over for these large vehicles. He questioned whether this could become a 24-hour operation during winter due to the plows on site. Mr. Hatch said that a stormwater management plan had been provided. Ms. Faulconer stated that it was possible that Mr. Quintal had provided comments as it was unusual not to have received them from him; she added that occasionally there were issues with his emails getting to the Planning Board. Mr. Hatch stated that the boulevard's width is as wide as other roads. Ms. Layne stated that often equipment comes around a corner and is over the yellow line. Mr. Hatch

stated that it is a 12 foot lane. Mr. Coffin asked about plows on site and working during the winter. Mr. Viens explained that the employees take the plow vehicles home. Ms. Faulconer confirmed with Mr. Viens that he understands the hours of operation being approved and is able to work totally within those hours. Mr. Pellegrino noted that Mr. Viens won't have a lot of equipment stored on-site; the equipment is on the work site. Mr. Coppelman added that it depends on the amount of available business.

Maureen McHue, Bent Grass, asked if the residents would be able to see the equipment from the road; she was worried about the effect on property values. Mr. Viens explained that they could see the building as they passed it. Mr. Hatch showed a better view of the property and explained the proposal with the building, fencing and proposed additional spruce trees acting as a visual buffer. He added that he can add another fence if needed but thought the better landscaping might make it look less commercial. Mr. Hatch continued that there is a 15-foot berm that blocks the view from the residents stating that nothing is as tall as the berm. Mark Pouliot said there was a small pond near the first corner; Mr. Hatch pointed out its location. Holly Pouliot asked if there would be lights on all night and if the fire alarm could be heard outside. Mr. Viens said that the alarm system was set to the Fire Department and he wouldn't leave lights on unless required by the Town; if a driveway lighting was required, it would possibly be like a basic driveway light. Mr. Hatch said that currently there was no lighting on the driveway proposed; there would be downward lights near the garage doors. Ms. Pouliot asked about plans controlling noise levels and dust. Mr. Hatch said that the driveway and access is paved so no dust control was needed; the gravel area is more for storage; he said that the site itself basically created an earth wall that will act as a sound barrier. Richard Robert, Bent Grass Circle, stated that the residents pay for the plowing to Rte. 125. Mr. Viens said each unit pays a percent and thinks it must be stated somewhere in the condo. docs.

Ms. Merrill explained that there is an association for the residents, another association for the land units; the documents for the land units need to be looked at to find out the percentage and responsibilities of the land units.

Dwayne Broder, Bent Grass, would like to confirm the Aquifer by laying the zone over the plans as there may be run-off into the pond or area that affects the Aquifer; there would be diesel fuel, hydraulic fluids on the site and he wondered how it can be confined to a reasonable working area; he questioned whether there could be environmental affects and would like to be pro-active. Mr. Broder continued that the Aquifer and safety is a concern and there needs to be safety precautions in place for children at the soccer facility. Mr. Hatch reviewed the entrance and stormwater management; the water will never reach the pond; the building is built on a concrete slab, suited for contamination; the Fire Department requires a response kit; the building does not have a separator; there is not a floor drain; he described the current cleaning and disposal requirements. Mr. Greenwood confirmed that the site was not in the Aquifer.

Mr. Coppelman told the abutters that this would not be the only opportunity for comment.

MM&S to have a site walk at 8:00 AM on Sunday, July 22, 2018 at this site. (Motion by Mr. Bakie, second by Ms. Merrill) Motion carried 6-0-1 with Mr. Bashaw abstaining due to his inability to attend the site walk.

Mr. Hatch stated that the building stakes will be done for the site walk.

Ms. Merrill noted a discrepancy with the abutters list; Mr. Hatch will check if the front page needs to be updated to match the correct list used for the mailings. Mr. Hatch asked to have the Town Engineer's comments when they become available. Mr. Coombs suggested that the Chairman be given that discretion. The Board agreed to have the Town Engineer's comments available due to the circumstances that they were not available for this evening's discussion.

MM&S to continue to August 21st; first on the agenda, with the condition that revised plans be received by August 7th at 11:00 AM. (Motion by Mr. Coffin, second by Mr. Bashaw)
PUNA

This hearing ended at 9:00 PM

Hawks Ridge of South Kingston
Bent Grass Circle
Tax Map R3 Lot 4 Land Unit 4

Mr. Coppelman read the public notice; the hearing started at 9:20 PM. Steve Cummings and Stephen Zaharias were present representing the applicant. *<Board note: Ms. Layne stepped down from the Board at the beginning of this discussion.>* Mr. Cummings suggested he would save time and just review the Town Engineer's new comments to the submitted plan. Mr. Cummings agreed that the most current version of the plan was dated June 24, 2018. Mr. Coppelman read Mr. Quintal's fifteen (15) comments dated July 10, 2018. Mr. St. Hilaire stated that he had reviewed the comments with Mr. Quintal and was at the meeting to help with any needed clarification. For comment #2, Mr. St. Hilaire stated that all the existing encumbrances are not shown on the plan; there are gas tanks in the "hashed out" area; pedestals for electric and plumbing and gas tanks are not shown. Mr. Cummings will supply dimensions; he noted that there was no way to use the 25 foot proposed access for trucks as it is too steep. Mr. St. Hilaire said that there need to have specific notes with any types of restrictions noted on the plan. For comment #3, Mr. St. Hilaire said that although not a Town road, it would be best to do directional boring under the road; Mr. Cummings will provide details but that type of boring may not be possible based on the materials used for the road. Comment #4: Unit 17 does not have adequate access without crossing the abutting LCA (Limited Common Area); Mr. Cummings replied that it is not a problem as everyone walks over everyone else's LCA's; Mr. St. Hilaire noted that the information says that all units have adequate access when they don't; the notes should reflect what is actual. Mr. Cummings stated that units 16 and 17 have been sold with LCA's existing as shown on the amended plan. Ms. Faulconer double-checked that the LCA's are based on the unapproved plan. Comment #5: verify catch basins; Mr. St. Hilaire said that there needed to be copies of BMP's (Best Management Practices) as it is a federal requirement that the Board needs to maintain. Mr. Cummings noted that the hoods are all in place. Waivers on the previously approved plan were reviewed.

ACTION ITEM: Ms. Faulconer will research the waivers from the January 28, 2010 letter and the May, 2013 approval to see what was granted and any specifics for the waivers.

Comment #7: the approved drainage scheme is unacceptable; Mr. St. Hilaire pointed out “little arrows” between the houses that may or may not be trying to signify sheet flow but it is not clear or labeled. Mr. Cummings said that he can clarify the contours. Mr. St. Hilaire said that there needs to be spot elevations (per comment #8); Mr. Quintal notes in his review that the 6-inch roadside swale is not deep enough; it freezes and the snow acts as an insulator so there will be ice on the driveways. Mr. Cummings said that the homeowners don’t want their lawns all dug up; this proposal was done to accommodate them; it is a private road and the homeowners don’t want any swales. Mr. St. Hilaire agreed it is a challenge. Mr. Coppelman stated that the development has not been built the way it was approved. Mr. Bakie said that possibility that owners now do not want the development built correctly is a problem. Mr. Pellegrino stated that his concern had been preventing people from getting water in their basements and having no ponding of water on the roads. The rest of Mr. Quintal’s comments were read: #9 – culverts still needed under driveways; Mr. Cummings said a 6 inch swale is proposed; #10 – the swale at Unit 4 is unacceptable; #11 – issue with retaining wall; #12 – culvert at Unit 27 is not minimum requirements; #13 – sheet flow; Mr. Cummings said he would address this; #14 – catch basin grate design; Mr. Cummings will look into it; #15 – AoT compliance; Mr. St. Hilaire explained that the AoT (Alteration of Terrain) permit had not been received at the time this plan had been reviewed. Mr. St. Hilaire suggested that no action be taken until the two engineers have a chance to discuss the current list of needed corrections.

Mr. St. Hilaire said that requirements should be updated to that a road can no longer be built that isn’t up to Town standards, whether public or private. Ms. Faulconer stated that the Board had done this.

Mr. Coppelman read the amended AoT addressed to Mr. Villella, dated 7/9/18. Mr. Coppelman read Town comments that included Conservation Commission’s request to meet with the developer so they can explain the Stormwater Management plan; they also request a maintenance log be required; Building had six comments: 1 - road is incorrectly identified as Bent Grass Circle; Mr. Bakie said it is on the front cover sheet; 2 – the plan is not signed by a licensed land surveyor; 3- Houses identified as #4 and #20 are reversed and not in compliance with the approved plan; #4 – deck on the plan is not shown in the actual location; #5 - #25 and #26 encroach into the buffer; #6 – utility access easements seem to be a problem due to landscaping and grade between units 2 and 3.

Mr. Coffin asked what other permits may be required based on the amended AoT; Mr. Cummings stated that the AoT is the same plan as the plan they now have. Mr. Coffin said that the project could be completed in accordance with the approved plan and confirmed that the applicants are intending to build per the approved AoT on the plans currently before the Board and not yet approved.

Mr. Coppelman asked for public comment. Karen Layne, Mulligan Way, asked if the new plans consisting of 5 pages would be replacing the original approved plan of 18 pages. She questioned if revisions needed to go by current standards. Ms. Layne also questioned who Mr. Cummings spoke with about amending the plans to appease the residents. She added that the plans are still not accurate as the pipes from her house come out at a different location than that shown on the

plan; her deck is not shown on the plan; her propane tank and generator are also not shown on the plan. Mr. St. Hilaire said that the road can't be built to Town standards now as the houses have already been built; it is not do-able. Mr. Coppelman said that an amendment does not require upgrading to current standards; the plan should have been built to the original approvals; now the drainage needs to be taken care of.

Maureen McHue hoped that the developer could do something better than unsightly ditches to have stormwater management; there should be a better way. She stated that she wouldn't have bought the house with a ditch; there has to be a way to solve the problem. Don Aubert, Mulligan Way, stated that water flows through the neighbor's and over his driveway. He continued that swales would be right next to the road; anything larger would be a safety problem; he suggested coming up with a plan that used pipes; a better plan could happen if willing to spend the money. Dwayne B. (last name not heard), Bent Grass, stated that swales in the front yard are inappropriate and doesn't want them now; he said there will be irate owners if forced to put in swales; he continued that there are just some small puddles occasionally; he expects the final coat of another inch and a half of pavement will address the issues. Nancy Valente, 16 Bent Grass Circle, Unit 8 said that her deck is not where it is shown on the plan; she wanted to notify the Board that the plan is inaccurate; she added that Unit 8 and Unit 1 are not located correctly on the plan; she handed out a photo showing Bent Grass circle house locations. Ms. Layne asked if the Planning Board could do a site walk. Mr. Coppelman said the Board had been relying on the Town Engineer. Ms. Layne said the plan the Board is reviewing does not show what is actually there; she asked if the Town could require a bond so the developer won't leave without the road being paved. Mr. Coombs stated that if the Homeowner's Association (HoA) wanted to waive putting in ditches, they should put it in writing to the Town. Ms. Croteau stated that she disagreed with Mr. Coombs interpretation of the Homeowners' comments. Mr. St. Hilaire reviewed differences between the developments at Diamond Oaks (Hawks Ridge) and King's Landing. Mr. Greenwood stated that there are some engineering answers to be determined for the development and suggested further discussion between Dennis Quintal and Steve Cummings. Mr. Coombs suggested that the HoA hire their own engineer to come up with alternatives other than those currently being proposed. Mr. Cummings said that he would like to get the HoA, himself and Dennis Quintal together. Mr. Coombs said that this is a private road with the HoA owning the land at the end of the day; the Town has just been trying to protect the landowners. Mr. Bashaw encouraged the HoA working with the applicant and suggested they come in with a unified front with an appropriate compromise for the Board to possibly go along with; he noted that the homeowners are telling the Board that the plan isn't accurate. Mr. Cummings said that Mr. Quintal wasn't approving anything that wasn't an 8-foot ditch. Ms. Faulconer stated that her concern is regarding Stormwater Management as there are requirements the Town has to verify for State and Federal regulations so the Town doesn't get fined; she is comfortable with whatever system is designed to achieve those requirements to make sure the Town is protected.

Mr. Coffin asked if the single infiltration basin is supposed to take care of the run-off. Mr. Cummings answered that it meets State regulations. Mr. Coffin reviewed areas 9,10,11 and 12 and the run-off creating water in the driveways with no swales to catch it; he added that problems were created with not having the infiltration system in place. Mr. Cummings said that all of the houses have gutters now. Ms. Merrill stated that Mr. Cummings came to the Board with a plan that originally worked years ago; it was a good plan and the plan was not followed.

She continued that the Board now needs another good plan; she was sure that the engineers could find a solution.

Mr. Cummings asked for a continuation. Mr. Coppelman said that Mr. Cummings will work with Mr. Quintal; the applicant has heard from property owners and has comments from the Town Engineer to work on.

MM&S to continue to August 21st; contingent on revised plans being submitted no later than August 7th by 11:00 AM. (Motion by Mr. Coffins, second by Mr. Bashaw) **PUNA**

This hearing ended at 10:45 PM.

Bresnahan Moving and Storage
7 Marshall Road
Tax Map R41 Lot 7-2

Mr. Coppelman read the letter of request for a continuance.

MM&S to continue to August 21st with the condition that updated plans and the date of the appointment to meet with the State concerning the access must be received by August 7th at 11:00 AM. (Motion by Mr. Coffin, second by Mr. Bashaw) **PUNA** The Board clarified that the appointment did not have to be prior to August 7th just the date of the meeting needed to be provided to the Board by August 7th.

Berkshire-Dominion Holdings, LLC
Horns Up Inc.
Saddle Up Saloon
92 Route 125
Tax Map R8 Lots 40 and 40A

Mr. Coppelman read a letter requesting a continuance for this hearing.

MM&S to continue to August 21st with the condition that new plans are received by 11:00 on August 7, 2018. (Motion by Mr. Coffin, second by Mr. Bashaw) **PUNA**

Robert Pellegrino
LeFevre Drive
Tax Map R6-13, R6-14-2 and 6

<Board note: Mr. Pellegrino recused from the Board and was in the applicant's seat.>

Mr. Coppelman read the public notice; the hearing began at 10:55. Mr. Pellegrino stated that the language was squared away for the easement; the lot lines have been amended. Mr. Quintal's comments were read; all his previous comments had been addressed. Mr. Greenwood noted that with the re-designed plan there were three instances on the 6 lots where the well radius goes outside the 20 ft. setback; although small areas, they are into the buildable area of the abutting lot. Mr. Greenwood said that although Mr. Pellegrino can grant himself easements, his engineer,

Paul Nichols, says the radius can be re-aligned to address this issue. Mr. Pellegrino stated that he and Mr. Nichols have already determined that there is enough room to adjust the well radius and if it turned out that it couldn't be done, he would grant an easement for it. Ms. Faulconer said that while the easement language has been approved by the Town attorney, the file did not have the language so it should be submitted.

MM&S to grant a conditional approval for the recently submitted subdivision and boundary line adjustment plan for R6-13, R6-14-2, R6-14-6 with the following conditions: adjust plans to meet the well radius requirements or grant easements with appropriate language and provide those easements to the Board; provide PDF version of the plan set with mylars; submit mylar within 90 days. (Motion by Mr. Bashaw, second by Mr. Coffin)
PUNA

Board Business

Mr. Coppelman announced that the CIP (Capital Improvement Plan) committee needs to be re-constituted; Ms. Faulconer provided the Chairman with the CIP letter for the Planning Board. Mr. Greenwood stated that the packets had been distributed to all of the departments.

ACTION ITEM: Ms. Faulconer will send letter of request to the BOS asking who is representing them on the committee.

Carol Croteau will be representing the Budget Committee (BudCom); she will contact the BudCom chair for one more representative.

After Board discussion, by consensus, Glenn Coppelman, Peter Coffin and Lynne Merrill will be the Planning Board members on the CIP.

Correspondence:

- Escrow release for Raynor signed pending Town Engineer's invoice.
- Invoices for the Town Engineer signed.
- Whitney retail dealer license/junkyard license renewals reviewed; question about accuracy of address need to be reviewed; Ms. Faulconer will check on address.
- Wetlands permit application for R32-9A; Mr. Greenwood will review for any possible Board action.
- Letter from NH Div. of Historic Resources for 23 Maple Street – none found.
- Letter to Swings and Things sent by BoS re: feather banners
- Reviewed letter from GM Drilling and Blasting re: storage of blasting agents at Torromeo property on Dorre Road – the Board determined that this was an additional use on the site and there would need to be some sort of site plan. Mr. Coombs said that the Board had something similar approved for a temporary use but it was a replacement and had been previously approved for this use; this was not a previously approved use. Board consensus was that this needed a site plan; the applicant could always request a waiver of dimensions for the site plan requirements.
- CIP was already addressed.

- Email received from Danna Truslow re: abutting well at AAAL (All American Assisted Living); this will be referred to the BoS.

MM&S to accept the June 5, 2018 minutes as written. (Motion by Mr. Coffin, second by Mr. Coppelman) **Motion passed 4-0-1** with Ms. Merrill, Mr. Bashaw and Ms. Croteau abstaining.

MM&S to accept the June 19, 2018 minutes as written. (Motion by Mr. Coffin, second by Mr. Coppelman) **Motion passed 4-0-1** with Ms. Merrill, Mr. Bashaw and Ms. Croteau abstaining.

Mr. Greenwood handed out his proposed contract for the Board to review prior to the next meeting.

MM&S to adjourn at 11:50 PM. (Motion by Mr. Bashaw, second by Mr. Bakie) **PUNA**