

Enfield Planning Board – Meeting Minutes
DEPT OF PUBLIC WORKS/MICROSOFT TEAMS
PLATFORM
January 25, 2023

PLANNING BOARD MEMBERS PRESENT: David Fracht (Chair), Dan Kiley (Vice-Chair, via Microsoft Teams), Linda Jones (via Microsoft Teams platform), Kate Plumley Stewart (Selectboard Representative, via Microsoft Teams platform), Phil Vermeer (Secretary, via Microsoft Teams platform), Tim Jennings, Brad Rich, Kurt Gotthardt (Alternate), Jim Bonner (Alternate and Videographer, via Microsoft Teams platform beginning at 8:30 pm), Whitney Banker (Alternate)

PLANNING BOARD MEMBERS ABSENT:

STAFF PRESENT: Rob Taylor- Land Use and Community Development Administrator, Whitney Banker-Recording Secretary,

GUESTS: Celie Aufiero (via Microsoft Teams platform), Hank and Sandy Haynes (14 Bonardi Drive)

I. CALL MEETING TO ORDER:

Chair Fracht called the meeting to order at 7:00 p.m. and took a “roll call” of members present.

II. PUBLIC COMMENTS:

None.

III. REVIEW MEETING MINUTES: January 11, 2023

Vice-Chair Kiley MOVED to accept the January 11, 2023, Minutes presented in the January 25, 2023, agenda packet as amended.

Seconded by Mr. Jennings

Amendments:

Line 73 – “health office” to “health officer”

Line 141-142

Line 72 – “allowance” to “regulation”

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Phil Vermeer (Secretary), Tim Jennings, Brad Rich **all voting Yea.**

41 **None voted Nay.**

42 Kate Plumley Stewart (Selectboard Representative) **Abstained.**

43
44 *** The Vote on the MOTION was approved (6-0-1).**

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46 **IV. SELECTBOARD REPORT: Kate Plumley Stewart**

47 The Selectboard met on January 17.

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49 There was a Board of Health created during the pandemic. However, there is already a Health
50 Officer.

51
52 There were discussions about community power that included the CPCNH Cost Sharing
53 Agreement and the CPNH energy portfolio risk management, rates & financial reserves policies.

54
55 They reviewed the draft warrant and decided to add the two articles proposed by the
56 Conservation Commission (articles 2 and 4 from the Conservation Commission submission).

57
58 They awarded the chipper and the ambulance contract.

59
60 Transfer station fees were updated to cover expenses (effective February 1, 2023).

61
62 The Selectboard accepted donations for lakeside park.

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64 They accepted bridge aid grant money.

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66 They approved the Mascoma loan commitment.

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68 Ms. Stewart reminded board members that sign-ups for public office began today and run
69 through Friday, February 3. The list of offices is available on the Town website.

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71 **V. HEARINGS:**

72 None.

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74 **VI. CONCEPTUALS:**

75 **A. Hank and Sandy Haynes – 7 Bonardi Drive**

76 Chair Fracht explained that a conceptual is to discuss ideas; anything discussed during the
77 hearing is non-binding.

78
79 Mr. Taylor explained that there are two pages in the handout (one with current conditions and
80 another with what Mr. and Ms. Haynes are hoping to do).

81

Ms. Haynes explained that they have a lot shared with her brother Mr. Tom Bonardi that they would like to subdivide to each have their portions.

The property is in the R1 district. The two new lots would be approximately 1.5/1.6 acres.

Mr. Taylor spoke with the State of New Hampshire, and the lots appear to have plenty of frontage even though Route 4A has been straightened out from its original frontage location.

The property is within a zone for municipal water and sewer. The municipal sewer system is force main in this location (the property owner is not required to connect, but the municipality strongly encourages it for improved water quality for the lake).

With the proposed change, five lots would be served by Bonardi Drive. The town regulation for three or more lots is that the road must be built to town standards. Another option may be to get approval from the State of New Hampshire for another curb cut from Route 4 to access the new lots. Ms. Stewart suggested that the property owners speak with Mr. Jim Taylor, Public Works Director, about the condition of Bonardi Drive before reaching out to the State. A road maintenance agreement (or updated version if already existing) would also be required.

Mr. Taylor will facilitate a meeting with Mr. and Ms. Haynes and Mr. J. Taylor to discuss the private road and driveway.

Ms. Haynes said that her brother, Mr. Bonardi, also owns lot "A" on the map they provided (20 Bonardi Drive), and he is interested in a lot line adjustment between that lot and the existing lot owned by the Haynes' (14 Bonardi Drive). Therefore, both the subdivision and the lot line adjustment could be made at the same time.

VII. OLD BUSINESS

Mr. Jennings asked that "old business" items be listed on future agendas from previous meetings. Chair Fracht agreed.

A. Final Explanations for Warrant Articles

Board members reviewed the explanations for each warrant article.

Board votes for each article are listed on the ballot.

i. ADU Increase to Two (2)

Board members agreed they would not put further explanations on the Town Website to clarify the board's vote for this article (and others).

Board members are free to make comments as individuals (such as via ListServ)

now that the Planning Board vote has been taken, once the warrant is published, on why they voted on certain items.

Board members had no changes to this explanation.

ii. R1 Lot with Municipal Sewer Density Change to ¼ Acre in Size

Adding “a yes vote would increase density” is a fact of this article. Board members agreed that this would not add any clarity to the explanation.

Board members agreed to add, “A ‘no’ vote will keep the subject lot size at one-half (1/2) acre **minimum with municipal water and sewer**”.

iii. R1 Remove “Principal Dwelling” Language

Board members had no changes to this explanation.

iv. Conservation Commission – 100’ Setback from Enfield’s Prime Wetlands

Board members agreed to add the following at the beginning of the second paragraph “According to the Conservation Commission” (the language that follows is the exact language that the Conservation Commission approved at their meeting).

Members did not believe the Planning Board to be the owner of this narrative/explanation language (given by the Conservation Commission). Town Counsel will review all explanations to ensure they are appropriate.

v. Heritage Commission – Local Historic District

Board members agreed to add, at the end of the first sentence, “on the warrant.”

Board members agreed to add the following at the beginning of the second paragraph “According to the Heritage Commission” (this is consistent with the language used in the narrative/explanation of the Conservation Commission article).

vi. Floodplain Development Ordinance Changes Required by Federal and State Governments

Board members agreed to edit the first sentence of this narrative/explanation. The sentence will read: “The NH Office of Planning and Development has reviewed the latest FEMA (Federal Emergency Management Administration) floodplain regulations and has recommended the following changes to Enfield Floodplain Development Ordinance for landowners to continue to obtain and maintain flood insurance.”

Board members agreed to edit the final sentence of this narrative/explanation. The sentence will read: “A ‘no’ vote will make it impossible to obtain flood insurance.” *Board members agreed to consult Town Counsel regarding the word ‘impossible’ in this narrative/explanation.

B. Budgeted Undesignated Funds for Zoning or Planning Uses

Vice-Chair Kiley said that the budget committee would vote on this at the budget hearing.

C. Procedural Handout

Board members can review and change Rules of Procedure and Policies at the first meeting following Town Meeting 2023, which is also the meeting where they vote on Chair, Vice Chair, Secretary, etc.

This may also become a tool on the Town website for boards and committees that community members can use to understand how they conduct business.

D. Zoning Ordinance Rewrite

Mr. Jennings reminded the board that they discussed adding this as a permanent agenda item.

This agenda item will go ahead of “OLD BUSINESS” on future agendas.

VIII. NEW BUSINESS

A. Business Items and 6:30 start

Mr. Gotthardt suggested a 6:30 start for board business (minutes, selectboard report, old business) ahead of public hearings.

The Selectboard starts their meeting at 6:00.

Chair Fracht said he did not have an objection to a 6:30 start; however, the town calendar does have the meeting on the printed calendar as 7 pm. Ms. Stewart suggested that the board post a work session for board business for those meetings that may require it. Chair Fracht said that for some time, the board planned to have their first meeting of the month be their work session and only have public hearings on the second meeting of the month.

Beginning in February, the board will start meetings at 6:30. Chair Fracht and Mr. Taylor will notify Assistant Town Manager Bonnette of the change and include it in the February Town Newsletter.

The board will continue to have its first meeting each month as a working session and the second for hearings.

Chair Fracht will retain discretion for future hearings to re-open the public session in certain circumstances if needed. Vice-Chair Kiley clarified that closing the public session should ask for any new questions (not comments).

B. Planning Board Fees

Mr. Taylor proposed the following fee changes:

Gravel Pit Permit – from \$50 to \$200 (current fee is low compared to other hearings, these hearings can be complex).

Certified Mailing to Abutter (each) – from \$5 to \$8 (matches ZBA fee)

Advertising – Newspaper of Record charges – from \$55 to \$75 (matches ZBA fee)

Ms. Stewart MOVED to approve the fee changes as presented.

Seconded by Mr. Rich

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer (Secretary), Tim Jennings, Brad Rich **all voting Yea.**

None voted Nay.

None Abstained.

**** The Vote on the MOTION was approved (7-0).***

C. Boundary Line Adjustment – Lake Street

Chair Fracht said that he was asked to sign an updated mylar with a new note about the property line that was discovered. Chair Fracht spoke with Mr. Barry Schuster about having the hearing return to the board's second meeting of February 2023.

IX. MASTER PLAN UPDATE:

The Master Plan is mostly on the Enfield LEAPS website. However, there were some technical problems getting the interactive version hosted on Enfield's website, so it currently links to the PlaceSense website.

Co-Chair Fracht has gotten preliminary budget information from Ms. Saxton for a potential Zoning Ordinance re-write. He will be working with Mr. Taylor and Town Manager Morris and applying for a grant from NH Housing that may help fund this. The scope of work should include any crossover that needs to be rewritten so the zoning ordinance, definitions, site plan review, etc., are consistent. Ms. Saxton (PlaceSense LLC) has experience working with rewriting zoning ordinances for several towns. A major zoning rewrite requires significant public involvement, including zoning district changes.

Co-Chair Fracht and Co-Chair Smith have begun to discuss how various town committees and boards fit into the updates.

X NEXT MEETING: February 8, 2023, at 6:30 PM.

XI. ADJOURNMENT:

Vice-Chair Kiley MOVED to adjourn the meeting at 8.38 p.m.
Seconded by Mr. Rich

Roll Call Vote:

David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer (Secretary), Tim Jennings, Brad Rich **all voting Yea.**

None voted Nay.

None Abstained.

**** The Vote on the MOTION was approved (7-0).***

Respectfully submitted,
Whitney Banker
Recording Secretary