

Enfield Planning Board – Meeting Minutes
ZOOM ONLINE MEETING PLATFORM
May 26th, 2021

BOARD MEMBERS PRESENT: David Fracht (Chair), Dan Kiley, Linda Jones, Erik Russell, Kate Stewart, and Phil Vermeer

BOARD MEMBERS ABSENT: Kurt Gotthardt, Jim Bonner (alternate and videographer)

STAFF PRESENT: Rob Taylor- Land Use and Community Development Administrator, Barbara Higgins-Recording Secretary

GUESTS: Monica and Josh Gebard, Tom and Beth Lewis, Tracy McGonnis, Lindsey Smith, Celie Aufiero, Steve and Jean Patten, David & Victoria Rogers

I. CALL MEETING TO ORDER:

Mr. Rob Taylor called the virtual ZOOM meeting to order at 7:01 p.m. He took a “roll call” of members present for attendance.

II. ORGANIZATIONAL MEETING:

Mr. Taylor explained that he would be facilitating the meeting until a new Chair for the upcoming year was voted on. The first position to be voted on was Chair.

Mr. Kiley nominated Mr. David Fracht to be the Planning Board Chair for the year. Mr. Russell seconded the nomination.

Roll Call Vote:

Phil Vermeer, Linda Jones, Kate Stewart, Erik Russell, and Dan Kiley all voting Yea.
David Fracht abstained
None voted Nay.

** The Vote was approved (5-1-0).*

Chair Fracht announced the next position to be voted on would be Vice Chair.

Mr. Kiley nominated Mr. Erik Russell for Vice Chair. Mr. Vermeer seconded that nomination.

Roll Call Vote:

Phil Vermeer, Linda Jones, Kate Stewart, David Fracht, and Dan Kiley all voting Yea.
Erik Russell abstained
None voted Nay.

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1 *** The Vote was approved (5-1-0).**

2
3 Chair Fracht announced the next position to be voted on would be Secretary.

4
5 Mr. Vermeer nominated Mr. Dan Kiley for Secretary. Mr. Russell seconded the nomination.

6
7 **Roll Call Vote:**

8 **Phil Vermeer, Linda Jones, Kate Stewart, David Fracht, and Erik Russell all voting Yea.**

9 **Dan Kiley abstained**

10 **None voted Nay.**

11
12 *** The Vote was approved (5-1-0).**

13
14 The next item discussed was the Rules of Procedure. Ms. Jones requested to table the discussion
15 and take it back up in 2 weeks. Chair Fracht ruled that due to the late distribution of the Rules of
16 Procedure, they would be tabled until the next Planning Board meeting in two weeks.

17
18 **III. APPROVAL OF MINUTES: May 12th, 2021**

19
20 **Mr. Kiley MOVED to approve the May 12th, 2021 Minutes presented in the May 26th,**
21 **2021 agenda packet as amended.**

22 **Seconded by Ms. Jones.**

23
24 Amendments:

25
26 Page 1, Line 15 Change "Manner" to "Mann"

27 Page 3, Line 117 Change "Vortex" to Vertex"

28 Page 4, Line 128 Replace "Access to the facility would be through an adjunct parcel which
29 they had an easement through" with "Access to the facility would be through two adjacent
30 parcels, one owned by the Mann Trust and the other owned by Sandy Lea, which has an
31 easement through it.

32 Page 4, Line 146 Change "antennae" to "rod"

33 Page 7, Line 254 Change "review" to "visit"

34 Page 7, Line 261 Remove the "s" from the end of "Johnsons"

35
36 **Roll Call Vote:**

37 **Phil Vermeer, David Fracht, Linda Jones, Kate Stewart, Erik Russell, and Dan Kiley all**
38 **voting Yea.**

39 **None voted Nay.**

40
41 *** The Vote on the MOTION was approved (6-0).**

42
43
44 **IV. PUBLIC COMMENT: None**

1 **V. SELECTBOARD REPORT:** Ms. Stewart gave the Selectboard report. She said
2 they had a discussion with the Library Trustees in their meeting, about a potential
3 building project. She also said she believed there would be some announcements on
4 the status of the Town Manager search and that there would be a public hearing on
5 June 7th, 2021 at 6:00PM about the Town Mask ordinance.
6

7 **VI. HEARINGS: Enfield Land Use Case #P21-05-01, Steve and Jean Patten**
8 **(Applicants) are seeking Boundary Line Adjustment (BLA) approval for properties located**
9 **on Livingstone Lodge Road. The parcels impacted include 40 Livingstone Lodge Road**
10 **(Map 34, Lot 2) owned by Steve and Jean Patten as well as 52 Livingstone Lodge Road**
11 **(Map 30, Lot 25) owned by the Patten Revocable Trust-Marlene Patten, Trustee. Both**
12 **properties are in the “R1” residential zoning district.**
13

14 Ms. Patten explained what they wanted to do was to move their property line 80 feet up the hill
15 from the back of the property. She said it was basically a lot line adjustment. They are going to
16 take the land from the Trust to add to their property.
17

18 Mr. Taylor showed the property on the map to the Board and pointed out where the current line
19 was and where it would be moved to.
20

21 Chair Fracht pointed out that it would not make a non-compliance issue with either lot. Mr.
22 Kiley said it would give them conforming lots when they moved the lot line.
23

24 Ms. Stewart wanted to note that the Town’s GIS map did not match the plat that the Board had in
25 front of them. She wondered if they were commonly off, and Chair Fracht said yes, they were.
26 He said the Board would go by the surveyor’s plat.
27

28 There was no public comment.
29

30 ***Mr. Vermeer MOVED* that the Planning Board accept the boundary line adjustment as**
31 **presented**

32 ***Seconded by Mr. Kiley.***
33

34 **Roll Call Vote:**

35 **Phil Vermeer, Erik Russell, David Fracht, Linda Jones, Kate Stewart, and Dan Kiley all**
36 **voting Yea.**

37 **None voted Nay.**
38

39 **** The Vote on the MOTION was approved (6-0).***
40
41

VII. CONCEPTUAL DISCUSSION: Joshua and Monica Gebard (1443 NH Rte. 4A, Rogers)

Mr. Joshua Gebard gave his presentation. Mr. Taylor put up a map of the location of the property. Mr. Gebard said they were trying to build a house on a parcel of land. He said their main concern was road frontage and what zoning regulations they would have to go by since the land was in both Zones R1 and R5.

Mr. David Rogers is the owner of the land and Ms. Monica Gebard is his daughter. He said that the house would be built in the R1 section of the property.

Chair Fracht asked if there were any zoning regulations for lots that were in two zoning districts? No one on the Board was sure so Chair Fracht said without doing any research his gut told him that if the house was going to be built in the R1 zone then the R1 standard would be applied. Mr. Vermeer and Mr. Taylor agreed with him.

Chair Fracht asked Mr. Gebard if he would be willing to have his surveyor figure out how many acres were in the R1 zone? Mr. Gebard said that could be done.

Chair Fracht explained that they would do research and if the result of the research said something different then what they believed to be the case, Mr. Taylor would get a hold of them and let them know.

VIII. MASTER PLANNING TASK FORCE UPDATE: Chair Fracht gave an update on the Master Planning Task Force. He introduced Ms. Lindsay Smith as the Co-Chair on the Master Plan Task Force.

Chair Fracht reminded the Board that at their last meeting he asked them to think about the scope of the Master Plan which is currently at 5 chapters. He said that the Task Force believed that the Chapters they already had should stay the same. Chair Fracht said he believed some of the subjects should be mentioned throughout the Master Plan but that the Task Force should stick to the 5 chapters they have already outlined. He believed they could create one or two additional chapters a year which would keep the Master Plan up to date and alive. He opened the floor to discussion.

Mr. Kiley agreed with Chair Fracht. Ms. Jones requested clarification on the groups in Town that were asked to prepare their thoughts on the Master Plan process. She said those groups were still waiting to be heard and asked when they would be heard. Chair Fracht said he thought the Task Force would touch on what the groups had to say and highlight their goals. Ms. Jones asked when that would happen?

1 Ms. Smith explained that they have had sub-committees on the Task Force take some of the
2 topics and do further research, then give presentations at the Task Force meetings. She said
3 the groups have all presented so there was time that opened that could be used for the area
4 organizations to speak and give their opinions.
5

6 Ms. Jones said she had heard from some people who were worried that since a Task Force
7 had been created, they would be making all the decisions and that the area Town groups
8 would not have a say in the development of the Master Plan. Chair Fracht said that the
9 people on the Task Force would not decide anything, they are charged with gathering input
10 from the public which included the various groups throughout the Town.
11

12 Ms. Stewart said that the residents fear was that the Master Plan would never be finished.
13 She was concerned when Chair Fracht talked about doing 5 chapters and said the public
14 expected a complete Plan to be developed.
15

16 Ms. Aufiero said that she did not believe that the Plan could be done without natural
17 resources being part of the Plan. Mr. Vermeer said a lot of that would be covered in the Land
18 Use portion of the Plan.
19

20 Ms. Stewart discussed what they had been told at the Selectboard Meeting pertaining to the
21 creation of the Master Plan. Chair Fracht said she was accurate in summary.
22

23 Ms. Smith said that the Master Plan was a living document and not something that just got
24 passed and put on a shelf. She said the Plan should always be looked at, updated, and added
25 to.
26

27 Chair Fracht reviewed the discussion and said he thought the Board was set on 5 chapters
28 with the intertwining of other subjects. He said they would work on a chapter or two every
29 year to keep the Master Plan alive.
30

31 The next topic was the scope of the work of the contractor. There was \$35,000.00 that the
32 Town allocated to the Task Force. He said that it had been discussed that the whole
33 \$35,000.00 should not go to the consultant because the Task Force needed a little bit of
34 money for mailings and public input sessions.
35

36 Mr. Vermeer gave his explanation of the scope of work he thought needed to be covered by
37 the consultant. He listed 3 tasks that needed to be done to find a consultant. The first task
38 should be to ask perspective consultants to draft a Master Plan based on Plans they had done
39 in the past with towns like Enfield. The second task was for the perspective consultant to
40 present that Plan to the Task Force with recommendations for clarifying information. They
41 would also need to be able to demonstrate drill down capabilities within a hyperlinked web-

1 based document. The third task was to provide assistance and expertise at an hourly rate as
2 required to finalize the Master Plan.

3
4 Chair Fracht said that in addition to the web-based Plan they would also like a written
5 Executive Summary which highlighted items throughout the Plan.

6
7 Mr. Kiley said he thought the Task Force was headed in the right decision. He said the final
8 product should be easy to see and look at. Ms. Jones said it sounded like a good idea. She
9 asked if the Task Force would not be using the people, they had already interviewed to create
10 the Master Plan. Chair Fracht said he did not think that was the case. Mr. Vermeer said they
11 would need to meet with consultants to see what they were going to charge for each task.

12
13 Mr. Russell said he wanted to make sure a final product was in the proposal by the
14 consultants, and he would like to see the hourly rate be taken out of the tasks for the
15 consultant.

16
17 **IX. NEW BUSINESS:** Chair Fracht talked about having a joint meeting with the Zoning
18 Board of Adjustment. He said the next Planning Board meeting, on June 9th, 2021, would be
19 a joint meeting with the ZBA. Chair Fracht said the Planning Board would Chair the
20 meeting and he would like to create an agenda before the meeting.

21
22 Mr. Vermeer said a topic could be zoning regulations that the ZBA felt were hard to deal
23 with or needed corrections. Mr. Russell said it would be nice to have a summary of the
24 clearly defined rolls of the two Boards. Mr. Kiley agreed with Mr. Vermeer.

25
26 **X. OLD BUSINESS:** Chair Fracht said that the Lakeside Park Committee sent a revised
27 parking plan that they had worked on. Mr. Taylor showed the new plan. He said the parking
28 spots increased from 17 to 22. There were also some parking spots highlighted out on Main
29 Street. Mr. Taylor also spoke about a Federal Grant that the Town had applied for and
30 certain rules that would have to be followed if the Town received the grant.

31
32 Ms. Jones asked about handicap parking and Mr. Taylor said there were two spots in the
33 parking lot. More discussion took place on the parking on Main Street among the Board
34 members.

35
36 Chair Fracht said he would like to see some trailer parking added to the parking lot. He
37 thought some members of the Board could attend the Lakeside Park meeting and suggest
38 some additions to be made to the parking situation at Lakeside Park. Mr. Kiley said he both
39 agreed and disagreed with Chait Fracht. He agreed that they needed one or two spaces for
40 trailers, but wanted to leave any comments about the cul-de-sac, alone.

41

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1 Ms. Stewart said she thought that the Town should meet the same standards that they ask of their
2 citizens where building was concerned. Mr. Russell agreed with Mr. Kiley. He did not think the
3 Board needed to formally comment on the parking plan.

4
5 **XI. COMMUNICATIONS:** None

6
7 **XII. NEXT MEETING:** June 9th, 2021

8
9 **XIII. ADJOURNMENT:**

10
11 *A MOTION was made by Ms. Jones to adjourn the meeting at 9:06 PM.*

12 *The MOTION was seconded by Mr. Kiley.*

13
14 **Roll Call Vote:**

15 **David Fracht, Phil Vermeer, Dan Kiley, Erik Russell, Kate Stewart, and Linda Jones all**
16 **voting Yea.**

17 **None voted Nay.**

18
19 ** The Vote on the MOTION was approved (6-0).*

20
21 Respectfully submitted,

22 Barbara Higgins

23 Recording Secretary

24
25
26