

**Freedom Planning Board
March 15, 2018
Freedom Town Hall**

Members Present: Anne Cunningham, Peter Park, Paul Olzerowicz, Les Babb

Members Absent: Paul E., Bill Elliott, Dale McConkey

Others Present: Jen Molin, Stacy Bolduc Recording Secretary

Meeting called to order at 7:00 p.m.

With a quorum having been declared the meeting was called to order at 7:00 p.m. with Chairman Anne Cunningham presiding. Anne opened the meeting with discussion regarding nominating the Chairmen and Vice Chairmen. After a brief discussion It was decided to vote for Chairmen and vice Chair.

A motion was made by Peter, seconded by Les to nominate Anne Cunningham as Chairmen. All were in favor.

Anne gladly accepted the nomination to continue serving the Board as Chairmen.

A motion was made by Peter, seconded by Paul O. to appoint Paul E. as Vice Chairmen. All were in favor.

Minutes

Peter made a motion, seconded by Paul O. to accept the meeting minutes for February 15, 2018. All were in favor.

Continued discussion regarding changes to the Subdivision Regulations

Anne opened the discussion regarding changes to the subdivision regulations with a recap of what was discussed last month. She reminded the board that one of the things discussed was to have something to hand out at the town office when someone comes in stating they want to do a subdivision. She went on to explain the current process and with the aid of a hand out she opened the discussion up regarding the need for an informal discussion as part of the process for both the minor and major subdivision.

Anne recapped for Les that one of the things the board discussed as some of the cause of the confusion is what is asked for a preliminary review or layout and what is asked in the requirements is a mismatch. Discussion ensued around the benefit of being able to present a sketch and not a final plat at preliminary review.

Anne referred to the two-page handout next (see attached) that would be given to applicants when they come to town hall requesting an application outlining the three-step process. The benefit of the informal discussion to both the board and the applicant was reviewed and

discussed. The informal discussion has to be on the agenda but not noticed. How the informal discussion would impact the timeline for the subdivision process was discussed next. The scenario of someone wanting to skip the informal discussion and go directly to final plat was discussed Paul O and Peter commented that would be risky. Discussion ensued.

Paul O. suggested adding a flow chart with dates to help manage expectations and to communicate the process.

Anne will work with Janice at the town office regarding giving out the hand out.

It was discussed putting a disclaimer in the application if an applicant feels they do not want an informal review. Anne suggested that they would need to send a letter to the board explaining they are doing a major subdivision and don't want an informal review and that they are aware there is a risk in skipping the informal review because the board may have concerns and requirements that could delay the approval of the applicant's project.

Anne will work on adding the disclaimer.

Definitions to be adopted were discussed next. The State model definitions was compared to the regulations that are currently in the PB hand book for definitions regarding governing the subdivision of land.

Driveway – Discussion ensued around whether to keep the current definition of driveway in the handbook. Les suggested changing ~~a road~~ to **a single vehicular access point which provides access to a street**. Discussion ensued around access points, the difference between a driveway and a road that provides access to a garage. Anne asked Les to work on the wording and they would review it next month.

Easement- It was decided to adopt the model's definition 3:09

Lot- After a brief discussion it was decided to adopt the model definition 3:11

Lot of Record- Adopt the model definition 3:12

Lot Line Adjustment- Adopt the model version 3:13

Plat- Adopt Model version 3:15

Public Hearing- Adopt model version 3:16

Right-of-Way- Adopt model version 3:8

Roadway- Anne stated the definition of roadway that is in the PB handbook is not in the model. She suggested that she would go back and search the Subdivision Regulations to see if the word *Roadway is* in the subdivision regulations. Les suggested adding traveled surface of a road including shoulders and drainage as needed because if you have a road that is going to become a town road, it requires drainage and it becomes a part of the roadway. Anne responded if

there is not the use of the word roadway in our regulations then she is going to move it into the Street definitions that the board selects.

Slope- Anne suggested finding another definition of slope the current one does not state any land on the parcel with a slope greater than 25% cannot be used to compute the minimum lot size and it doesn't define slope.

Soil Type- Delete 3:28 *As defined by the National Cooperative Soil Survey.* And keep 3:29 *Soil Type Determination.*

Street- Adopt the model definition 3:30

Subdivision- keep section 3:31 the current definition, Les suggested adding *roadway* after repeaters in section b. All agreed.

Notice Requirements- In section b add, *A copy of the Notice shall be sent to all holders of conservation, preservation, or agricultural preservation restrictions as defined in RSA 477:45.*

In section E eliminate *Carroll County Independent and Manchester Union Leader* **add Conway Daily sun.**

B. Review of Preliminary Layout or Design Review Phase

Was reviewed and discussed, no changes were decided on yet.

d. Anne questioned the section what land use designations from the Zoning Ordinance was regarding? It was agreed its regarding zoning district boundaries.

f. It was agreed to not change driveways within 200 feet of the parcel to be subdivided alone.

l. where it reads *All utilities ~~should~~ be placed underground from the street throughout the subdivision.* **Change *should* to *shall*.**

m. Is not in the model. Will read as follows: Location and details as to any existing or proposed community water or sewer systems with information on capacity and a description of the entity responsible for the operation, maintenance and service. ***Eliminate usage, cost, any charges direct or indirect.***

n. Anne explained we have bridges, the model does not. No changes.

o. PB hand book has Preliminary drainage analysis and computations; watershed areas. Model does not. It was agreed to leave it in.

p. Remain the same

q. Remain the same

r. Remain the same

s. Remain the same

t. Existing and proposed topographic contours intervals at five-foot contours intervals based upon the USGS topographical data, with spot elevations where necessary. **It was agreed to replace contours after five-foot with intervals.**

Soil and wetland delineation

The lettering sequence is wrong.

u. Remove certification of town official witnessing the test;

6:13 Other information:

Anne explained what is currently in the PB handbook and what the model has for additional information that may be requested. The board decided if needed they would ask additional information as outlined in the State's model.

2. State subdivision approval for septic systems; septic design approval where applicable certification by septic designer of adequacy of existing system.
3. Alteration of Terrain Permit from NH Department of Environmental Services
4. State/town driveway permit, as applicable.
5. Report from the Fire Chief, ~~Police Chief~~, and /or town conservation commission. **It was agreed to remove Police Chief.**
6. Approval for municipal water/sewer connections.
7. Any deed restrictions; and all deeds covering land to be used for public purposes, easement, and right of way over property to remain in private ownership, and rights of drainage across private property, submitted in a form satisfactory to the Board's counsel.
8. Any other state and/ or federal permits.

The following will be added as a disclaimer:

Should the Board determine that some or all of the above- described information is to be required, the applicant will be notified in writing within ten (10) days of the meeting at which the determination was made.

6:14-6:23 Remain the same.

There will be continued discussion at next month's meeting regarding subdivision regulations.

Anne closed the meeting with an update on the committee on aging. She explained there is no easy way of reaching people to inform them of useful information or asking them if they wanted to be part of a focus group. A brief discussion ensued. Anne requested that the board approve taking some money from the PB budget to help with the cost of doing a mailing. This

mailing would fall under the Master Plan. The committee has a meeting with the Board of Selectman to discuss sending out the resource list.

Paul O raised the challenge with using email because not everyone uses a computer especially the aging population. Peter shared an idea that the board of directors of the Community Club came up with was to have a magnet made with emergency numbers on it to be passed out to members of the community.

The board supported Anne's request to take some of the encumbered money from the budget to go towards the printing and mailing on behalf of the committee on ageing to reach out to the community to inform them of how to sign up for e-mails, asking for volunteers to participate in a focus group and provide a list of services available to seniors. Information received from the mailing will feed into the Master Plan.

Paul O. made a motion, seconded by Peter to spend up to \$500.00 in support of the printing and mailing for the Committee on ageing. All were in favor.

Peter asked if the committee received any other funds in support of the mailing would it reduce the \$500.00. Les responded it would go into a gift account for the Committee on Aging.

There being no other business to come before the board a motion was made by Paul O. seconded by Peter to adjourn the meeting.

Meeting adjourned at 8:50

Respectfully Submitted,
Stacy Bolduc
Recording Secretary

