



**TOWN OF PITTSFIELD
PLANNING BOARD
TOWN HALL, 85 MAIN STREET
PITTSFIELD, NH 03263**

MEETING MINUTES OF Thursday, August 11, 2022

ITEM 1. - CALL TO ORDER

Call to order at 7:00 p.m. by Adam Gauthier, Chair of the Planning Board.

ITEM 2. – ROLL CALL

Adam Gauthier – Chair

Ray Ramsey – Vice Chair

Matt St. George

Randy Severance

Carl Anderson – Selectman Rep.

MEMBERS ABSENT

Jim Adams – Selectman Alt Rep.

Ed Trzcinski - Alternate

OTHERS PRESENT

Bonnie Theriault – Office Assistant

ITEM 3. – PUBLIC INPUT

None.

ITEM 4. – APPROVAL OF MINUTES OF THE JULY 28, 2022 MEETING

Ray Ramsey: I make a motion to approve the July 28, 2022 meeting minutes.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-1. Adam Gauthier – yes, Ray Ramsey – yes, Randy Severance – yes, Carl Anderson – yes. Matt St. George abstained.

ITEM 5. – PUBLIC HEARING LOT LINE ADJUSTMENT – R53-4-2 & R53-4-5 Susan & Robert Guay & Laurie Wharem

Adam Gauthier read the following;

Notice is hereby given in accordance with RSA 676:4 & 675:7 that application PB 2022- 005 for a Lot Line Adjustment from Susan Guay of 285 Webster Mills Road, Pittsfield, NH 03263 for property located at 277 Webster Mills Road, Tax Map R53 Lot 4-2, owned by Laurie Wharem and 285 Webster Mills Road, R53, Lot 4-5, owned by Susan & Robert Guay, will be submitted to the Pittsfield Planning Board on

Thursday, August 11, 2022, during a regular meeting of the Board starting at 7:00 PM. Subject properties are located in the Rural Zoning District. Meeting held at Pittsfield Town Hall 85 Main Street, Pittsfield NH.

Upon a finding by the Board that the application meets the submission requirements of the Town of Pittsfield subdivision regulations, the Board will vote to accept the application as complete, and a Public Hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the Public Hearing, this application will stay on the Planning Board's agenda until it is either approved or disapproved.

Application materials are available for review at Pittsfield Town Hall, 85 Main Street, during normal business hours.

Adam Gauthier invited the applicants to come forward.

Susan Guay introduced herself, along with her husband Robert Guay, and abutter Laurie Wharem. Susan Guay stated they were seeking a lot line adjustment due to being given an incorrect survey when the property was purchased.

Susan Guay stated a carport had been in place for the last 20+ years without her family or the abutters realizing the carport encroached on Laurie Wharem's property. Susan Guay said her family received a building permit to install a new carport and that is when they realized the lot lines were incorrect.

Susan Guay said her family is currently purchasing this part of the property from Laurie Wharem and wanted to get a lot line adjustment from the Planning Board to make everything legal going forward.

Board members went over the application with the applicant and requested an amendment due to discrepancies between the application Completeness Check vs. Minor Subdivision Requirement Checklist.

The changes requested are listed below;

Items marked in Minor Subdivision Requirement Checklist missing from the Completeness Check (pg.)

1. Page 3, #19 Wetlands Waiver request
2. Page 4, #25 Topographic
3. Page 4, #26 2' Contour Intervals
4. Page 4, #30 Error of Closure

Items marked in Minor Subdivision Requirement Checklist that should be checked "yes"

1. Page 3, #20 Date, Scale & North
2. Page 4, #31 Existing and Proposed Streets
3. Page 5, #35 Buildings and Other Man-made Features

Items marked in Minor Subdivision Requirements Checklist that should be checked "N/A"

1. Page 5, #34 Location of Soils, Groundwater, Percolation Test Pits
2. Page 5, #36 Open Space and Flood Prone Areas
3. Page 5 #39 Deed Restrictions and Easement Documents

4. Page 6 #41 Copy of NHDES Dredge and Fill Permit Application
5. Page 6 #42 Copy of NHDES State Subdivision Permit Application
6. Page 6 #43 Copy of NHDES Septic Design Permit Application
7. Page 7 #44 Copy of NHDES Terrain Alteration Permit
8. Page 7 #45 Copy of NHDOT Driveway Permit Application
9. Page 7 #46 Copy of Town of Pittsfield Driveway Permit Application

Items listed as waiver requests to be taken off of page 7 of the Completeness Check

1. Page 4 #31 Existing and Proposed Streets
2. Page 4 #32 Road Cross Sections and Profiles

Matt St. George: I motion to accept the application as complete with the condition of listed amendment changes.

Carl Anderson: Second.

Discussion: Adam Gauthier questioned whether the Minor Subdivision Requirements Checklist fulfilled all requirements under the Article 4 Subdivision listed contents required for every subdivision.

Motion carried 4-1-0. Adam Gauthier – no, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Public input was opened and closed at 7:01 p.m.

Adam Gauthier further requested a Planning Board signature block. Bonnie Theriault said she would send the applicant regulation information for the signature block.

Matt St. George requested the following changes to the abutters list; Remove Tax Map R51 Lot 6-1 as an abutter and add Tax Map R52 Lot 3-1 as an abutter.

Adam Gauthier: I motion to add note #9 stating the ZBA variance granted for Tax Map R53 Lot 4-5 Zoning Board of Adjustment case 2022-010 to tie both the lot line adjustment properties together.

Ray Ramsey: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Adam Gauthier: I motion to continue the hearing on Tuesday, August 25, 2022, at 7:00 p.m.

Ray Ramsey: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Board members thanked the applicants and abutter for coming in. The hearing will be continued at the next Planning Board meeting on Tuesday, August 25, 2022, at 7:00 p.m.

ITEM 6. – PUBLIC HEARING LOT LINE ADJUSTMENT - R48-3 & R48-3-1 Osborne Family Revocable Trust & Paul & Jill Metcalf, Jr.

Adam Gauthier read the following;

Notice is hereby given in accordance with RSA 676:4 & 675:7 that application PB 2022- 006 for a Lot Line

Adjustment from Osborne Family Trust of 5 Barton Road, Pittsfield, NH 03263 for property located at 585 Dowboro Road, Tax Map R48, Lot 3, owned by Paul E & Jill Metcalf, Jr., and 5 Barton Road, R48, Lot 3-1, owned by Osborne Family Trust, will be submitted to the Pittsfield Planning Board on Thursday, August 11, 2022, during a regular meeting of the Board starting at 7:00 PM. Subject properties are located in the Rural Zoning District. Meeting held at Pittsfield Town Hall 85 Main Street, Pittsfield NH.

Upon a finding by the Board that the application meets the submission requirements of the Town of Pittsfield subdivision regulations, the Board will vote to accept the application as complete, and a Public Hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the Public Hearing, this application will stay on the Planning Board's agenda until it is either approved or disapproved.

Application materials are available for review at Pittsfield Town Hall, 85 Main Street, during normal business hours.

Adam Gauthier invited the applicants to come forward.

Mark C. Sargent (licensed land surveyor) introduced himself representing the applicants.

An application was submitted for a lot line adjustment of the Osborne property (2.57 acres) and the Metcalf property (8.59 acres) with the purpose of annexing 3.59 acres of the Metcalf property to the Osborne property.

The new lot line adjustment will leave 6.16 acres to the Osborne property with frontage on Dowboro Road increased to approximately 92 feet and 5 acres to the Metcalf property with 467.11 feet of frontage.

Board members went over the Completeness Check vs. Minor Subdivision Requirement Checklist with the applicants to make sure the application requirements were fulfilled. Pittsfield department head approval letters were submitted.

Matt St. George: I motion to accept the application as complete.

Ray Ramsey: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Public input was opened and closed at 8:08 p.m.

Adam Gauthier: I motion to add conditions of a wetland stamp & signature, owner signatures, and survey pins to be set.

Matt St. George: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Carl Anderson: I motion there is no regional impact.

Matt St. George: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Carl Anderson: I motion to approve the application for a lot line adjustment with the following conditions;

1. Add a wetland stamp & signature block
2. Add owner signatures
3. Survey pins to be set

Ray Ramsey: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Board members thanked the applicant for coming in and Adam Gauthier notified the applicant that there is a 30-day appeal process.

ITEM 7. - Review comments from Town Counsel on Vertex Tower Assets, LLC – may be in Non-Public session under RSA 91-A:3, II (e)

Adam Gauthier: I make a motion to go into Non-Public session under RSA 91-A:3, II (e) at 8:25 p.m.

Carl Anderson: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

The Planning Board returned to public session at 9:05 p.m.

Randy Severance: I make a motion to schedule a public hearing for reconsideration of the cell tower.

Carl Anderson: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

ITEM 8. – MEMBERS' CONCERNS

Bonnie Theriault notified Board members of the latest state law changes signed by the governor that will be going into effect; State Certification for 65% passing score on a competence test for all Planning and Zoning of Adjustment members before volunteering (suggested but not mandatory at this time) and publication of a Fee Sheet listing fees for applications or expenses that come with Planning and ZBA Boards. Bonnie Theriault let Board members know a webinar will be available to any members interested on Friday, August 12, 2022, to learn more.

Randy Severance asked if the Planning Board minutes are now showing on the Town website. Bonnie Theriault said a tech specialist has recently been working with her to figure out the issue and hopes it will be resolved soon. Adam Gauthier added that a message is provided on the website of where to get a copy of the minutes in the meantime.

Randy Severance thanked the Board for voting him in as a member of CIP. Randy Severance stated he

had attended the last meeting, but only two people showed up so it was canceled due to not being able to reach a quorum. Randy Severance said the Chair scheduled another meeting, but it was also canceled due to having the wrong information. The next CIP meeting is now scheduled for August 22, 2022, at 6:30 p.m.

ITEM 9. - ADJOURNMENT

Adam Gauthier: I make a motion to adjourn at 9:07 p.m.

Ray Ramsey: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Ray Ramsey– yes, Randy Severance – yes, Carl Anderson – yes.

Approved:



Adam Gauthier, Chair

8/25/2022
Date