

Washington Planning Board

Meeting Minutes

October 4, 2022

- 0.0** Assembly: 6:30PM, on 2nd floor of Town Hall
 - 0.1 Members present: Hatch, Kluk, Crandall, Revane and Schwartz
 - 0.2 Alternates present: Kapteyn
 - 0.3 Visitors: None

- 1.0 Minutes: September 6th Meeting** – Hatch asked if any changes were needed in the September 6th minutes. There were none mentioned. Crandall made a motion to approve the minutes as written, Hatch seconded the motion and all voted in favor.

- 2.0 New Business:**
 - 2.1 CIP** - Schwartz reported that the request forms for Capital Improvement Program projects went out a few weeks ago and are due back on October 15th. We had a discussion about the CIP program and our part in it. The CIP is used to help plan for future capital town projects and also helps keep the tax rate from rising too much in one year due to a large capital outlay by spreading costs out over 5 years (or more). It helps the BoS with budgeting and warrant articles. Schwartz said that several departments have returned their forms already and she is working on the Excel document.
 - 2.2 Driveway Issues off State Roads** – Schwartz said that the Conservation Commission had recently looked at a wetlands permit required for a driveway off of Rte. 31. The wetlands were being dealt with properly but the driveway, after the wetlands, was designed with a 13% grade and the length was between 700 - 800 feet. She spoke with the engineer about the town's requirements for driveways that were not being met with this plan; no steeper than 12% grade and the need for a turnout on driveways over 500 feet for Fire/Rescue vehicles to be able to pass each other during an incident. This is a life/safety issue. He took note but Schwartz felt that this was a prime example of a situation where we need oversight on driveways that are permitted by NH DOT. Revane suggested calling our permit a driveway construction permit. We discussed whether we need to codify the requirements of the permit in the LUO or just add that all driveways require a permit from the Town even if they have a permit from the State. Schwartz will send an inquiry to NHMA and if needed we will consult the Town Attorney.
 - 2.3 PB Budget for 2023** – We discussed our present budget and what we might need for 2023. Crandall suggested adding a budget line for legal expenses. We discussed this and Revane stated that the Town has a legal budget and will cover any board's legal expenses. Crandall made a motion to add a de minimus amount for this at \$1K, Revane seconded the motion and all voted in favor. We will not enlarge our budget but shift this amount from the Town Center Vision line, leaving that at \$500. All other budget lines will be held at 2022 levels. Schwartz will let Deb know our budget requests for 2023. We will also ask Deb to provide us with quarterly P&L printouts.

- 3.0 Old Business:**
 - 3.1 Bruce Putnam Business Permit** – We reviewed Putnam's business permit application and determined that his business falls under the Home Business category and will require a Site Plan application and review. Schwartz will send

- him the site plan application for this level of business and when it is returned we will schedule a site visit ahead of scheduling a public hearing.
- 3.2 Rules of Procedure** – We took the document up again for final approval. Kluk made a motion to adopt the Rules of Procedure, Crandall seconded the motion and all voted in favor. Schwartz will post them to the website.
- 3.3 Town Center Vision project** – No news.
- 3.4 Old School House project** – Revane said that the project is moving along nicely; the wiring is done, the furnace is being hooked up, the ceiling tiles are hung and soon the sprinkler system will be tied in. There is some trim work to be done and not all of the windows are back from being rehabbed. Revane thinks they will have a move-in date around Thanksgiving.
- 3.5 Master Plan** – nothing new.
- 3.6 ZBA Report** – Hatch said that the ZBA met last week and had their first decision to vacate an application and ask the applicant to start over with the application process. Their plan had substantially changed and there were numerous inaccuracies in the plan so they needed to start over. Hatch mentioned adding a note to LUO Section 202 to also check section 403 for setbacks involving an existing non-conforming building or structure. Schwartz will come up with wording for this for next month.
- 3.7 UVLSRPC** – Hatch said they are meeting next week. He noted that Schwartz sent out a request from UVLSRPC for a representative from Washington for their Transportation Committee. No one on our board had a desire to join at this time.
- 4.0 Unresolved Business:**
- 4.1 Kathryn & Steve Becker and Jane Shamaly Lot Line Adjustment and Annexation** – Schwartz received the mylars from Meridian and had Hatch sign them. She will take them to the Registry of Deeds on Wednesday.
- 4.2 Setbacks on Non-Conforming Lots** – Further discussion, no discussion this month.
- 5.0 Driveway Permits:**
- 5.1 Trottier**, 791 Valley Road, TM 15-10, driveway for house, fee paid. Ed looked at the site and plan, approved with recommendations and signed off on the permit. There is an existing driveway on the lot that has problems with steep grade and at the point where it intersects with the road. This will be an additional driveway cut and Revane commented that this location is also very steep. Hatch will go out to look at the site and may have additional recommendations.
- 6.0 Mergers:** None
- 7.0 Communications:**
- 7.1** Peter Mellen sent a copy of a survey for Timothy Crouss' property, TM 25-77, at 58 Hemlock Circle.
- 8.0 Date for next Planning Board meeting** – **November 1, 2022 at 6:30pm** on 2nd floor at Town Hall.
- 9.0 Adjournment:** Time: 8:10 PM
Motioned by Crandall, seconded by Kluk, all voted in favor.

Respectfully Submitted,
Nan Schwartz