

NEWTON PLANNING BOARD PUBLIC MEETING MINUTES

June 9th, 2020

Chairman Hamel called the Public Meeting to order at 7:00pm and read the following statement:

As Chair of the Newton Planning Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, and most recently extended by Executive Order 2020-10 this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that:

We are utilizing Free Conference Call for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # (976) 990-5000 and Access code 255105

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting telephonically. Instructions have also been provided on the Town website.

If anybody has a problem, email at: PlanningBoard@newtonnh.net.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Also, in accordance with the Governor's Emergency Order #23 pursuant to Executive Order 2020-04, and most recently extended by Executive Order 2020-10 the Planning Board is relieved from the statutory and local requirement to meet on a particular schedule or a certain number of times within a given time frame. The Planning Board is also relieved from complying with statutory or local deadlines for accepting, hearing, and acting on planning board applications under RSA 676:4.

When the roll is called, each member states their presence, and, also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. When speaking during the meeting please announce your name so the Administrative Assistant can know who is speaking as he takes notes.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel – Present and alone	Mr. White – Present and not alone
Ms. Estabrook – Present and alone	Mr. Andrews – Present and alone
Ms. Collyer – Present and alone	Mr. Crnolic – Present and alone
Mr. Foote – Present and alone	

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Also Present:

Ms. Allen - Alternate – Present and alone	Ms. White - Alternate – Present and alone
Mr. Sforza - Alternate – Present and alone	Mr. Szot – Alternate – Present and alone
Mr. Zalenski – Alternate – Present and alone	
James Doggett – PB AA – Present and alone	Mr. Pivero- Road Agent - Present
Ms. Rowden - Circuit Rider–Present and alone	Fire Chief Alcainho - Present

The following items were discussed:

1. Discussion with the Fire Chief, Building Inspector, and Road Agent about driveways.

Mr. Hamel recognized Ms. White who gave an explanation of the present process for driveway permits.

Mr. Pivero suggested that a driveway permit should be issued at the same time as a building permit. He discussed his concerns about them being requested after the building and drive had been completed.

Ms. Rowden offered that while new lots were covered by subdivision regulations and zoning, but existing lots-of-record could be covered by a Selectmen's Ordinance.

Chief Alcainho asked about culverts and life-safety issues.

Ms. White stated that culverts are under the jurisdiction of NH – DES – Wetlands Board and are overseen by the Town Engineer.

Chief Alcainho asked how a contractor could build a driveway that is a life-safety issue. The Fire Department typically only visits a new building to do the inspection for signing off on the occupancy permit.

Ms. Collyer commented that the Planning Board has no jurisdiction on existing lots and that the Selectmen should create a policy about them.

Ms. White brought up that when someone comes for a building permit, they typically come with only a plan showing the lot bounds and building location.

Ms. Estabrook asked if the Selectmen have any rules about this and recalled a similar issue recently.

A.A. Doggett related that on the two most recent subdivisions there were long driveways and the Planning Board required each to have paved areas for rescue equipment to be turned around.

Mr. Pivero stated that his jurisdiction was limited to the Town's Right-of-Way.

Ms. Collyer asked if the present \$5,000.00 for roadway Performance Guarantees was adequate.

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Mr. Pivero said that for most lots it was.

Ms. Collyer **MOVED** to send the Board of Selectmen a memo recommending an ordinance addressing driveway issues. Ms. Estabrook seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic – yes	Unanimous vote

2. Board Business and Correspondence

a. Continued discussion of operating procedures during the COVID-19 Emergency

Mr. Hamel re-introduced the topic and reminded the members of the discussions of the previous meeting.

Ms. Rowden brought up that on June 15th the State-of-Emergency would expire. On that date the Planning Board can prepare to hold public hearings.

Mr. Hamel commented that the Stay-at-Home order expires on the 15th that the State-of-Emergency would remain until June 26th.

A.A. Doggett gave an update from the Town's Covid-19 task force.

Mr. Foote believes that once the Governor lifts the Stay-as-Home order the Planning Board should hold in person meetings again.

Ms. Collyer suggested that if the Planning Board were to have in-person meetings again maybe they should have a screen where people could watch and allow people into the Town Hall using the method they use at Market Basket.

Ms. Rowden suggested that the applications be available online.

A.A. Doggett stated that he was already prepared to add the applications to the Planning Board page on the Town's website.

Ms. Estabrook suggested that the Selectmen need to develop policies for in-person meeting in Town Hall.

A.A. Doggett informed her that the Covid-19 task force was working on a plan for that eventuality. Ms. Collyer suggested meeting either on Tuesday June 16th or the 23rd to discuss things further.

Mr. Foote offered that the Planning Board needed to wait for the Governor to lift the 10-person limit before in-person meeting could commence.

Mr. Hamel asked if Board members wanted to try holding telephonic public hearings.

Ms. White offered that E. Kingston has been holding meetings but not public hearings.

Ms. Collyer asked if paper copies of the applications were sent to Board members.

A.A. Doggett reminded the Board that he sends out full paper copies of the applications and mentioned that he needed mailing addresses for the new members and alternates.

Ms. Collyer **MOVED** to hold Public Hearings for the 5 applications, currently in hand of the Planning Board, on Tuesday July 14th, 2020 under the rules and regulation in place at that time. Mr. Foote seconded the motion.

Chair invited public comment. There were no comments objecting to the plan to have public hearings on July 14th.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic – yes	Unanimous vote

A.A. Doggett brought up that additional time that would be needed to facilitate that meeting with all the abutter notices that need to be prepped and mailed (just under 200 certified mailings), other noticing that needs to be done while keeping the Planning Board office functioning. He also reminded the Board of its long-standing though unwritten policy of only reviewing paperwork that had been submitted in time to be included in the board packets. The Board agreed that the cut-off time would be 1:00pm on Thursday July 9th, 2020 and any paperwork received after that time would not be discussed at the meeting on July 14th, 2020.

Mr. Hamel **MOVED** to authorize A.A. Doggett to work an additional 6 hours per week for the next 4 weeks starting on June 14th, 2020. Ms. Collyer seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic – yes	Unanimous vote

Mr. Foote offered to bring the motion before the Board of Selectmen at their meeting on June 10th, 2020. A.A. Doggett was asked to attend the meeting if possible.

b. Acceptance of minutes of the 5/12/20 Public Meeting

Mr. White **MOVED** to accept the minutes with the following correction: change the amount of the May 12th Manifest to \$553.79. Ms. Collyer seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

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Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic – yes	Unanimous vote

Acceptance of minutes of the 5/12/20 Non-Public Meeting

Ms. Collyer **MOVED** to accept the minutes. Mr. White seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic – yes	Unanimous vote

c. Correspondence

Mr. Hamel brought up the Cease and Desist received by the Planning Board and Board of Selectmen which the Selectmen have found without basis. The Board of Selectmen will address the issue.

He also brought up a suggestion from the Selectmen: that the Planning Board advertise for an Alternate to the Rockingham Planning Commission.

Ms. Rowden suggested that Newton also had an opening for a member on the RPC Transportation Advisory Committee. Ms. Collyer offered to assume that role. No action was taken.

Mr. Andrews **MOVED** to post on the Town website for an alternate to the RPC. Mr. Crnolic seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett to call the roll:

Mr. Hamel - yes	Ms. Estabrook - yes	Ms. Collyer - yes	Mr. Foote - yes
Mr. White - yes	Mr. Andrews - yes	Mr. Crnolic – yes	Unanimous vote

Mr. Hamel announced that the next meeting of the Newton Planning Board would be on June 23rd, on Zoom.

Ms. Collyer asked if Ms. Rowden could do her presentation on the Master Plan at the next meeting. (Ms. Rowden can) and if there could be a presentation on Workforce Housing by the N.H. Housing Authority.

3. Adjourn:

Chairman Hamel adjourned the meeting at: 9:19pm

Respectfully Submitted,

James L. Doggett, AA
Newton Planning Board

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