

**NEWTON PLANNING BOARD PUBLIC MEETING MINUTES**  
**January 26<sup>th</sup>, 2021**

The Newton Planning Board public meeting was called to order at: 7:02 PM

Chairman Hamel 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 2021-1 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 the Zoom platform 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 telephonically, or by going to the Zoom website.

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 anyone has a problem, they should email the Planning Board Office at: [PlanningBoard@newtonnh.net](mailto:PlanningBoard@newtonnh.net).

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

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 2021-1 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.

Note: As an attendee of the meeting, your microphone and/or phone will be muted. The Board Chair will specify when the public comment period is open for an application. Town staff will be in attendance at the meetings to manage the public comment process. If you are participating online with the Zoom program, click on the

[Planning Board Minutes January 26<sup>th</sup>, 2021 / Planning Board Meeting](#)

All minutes are in unapproved form until approved by the Planning Board.

Please check subsequent minutes for approval of and/or amendments to these minutes. 1

hand icon at the bottom of the screen. This will “Raise Your Hand” so that the moderator knows that you wish to speak. If you are participating by phone, press \*9. This will indicate to the moderator that you wish to speak. When it is your turn, the moderator will unmute you and let you know that you can share your comments.

When speaking during the meeting, please announce your name so the Administrative Assistant can know who is speaking as he takes the minutes.

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

Mr. Hamel – Present and alone	Mr. Crnolic – Present and not alone
Ms. Estabrook – Present and alone	Mr. Andrews – Present and alone
Ms. Collyer – Present and alone	Mr. Foote – Present
Mr. White was excused for the evening	

Also Present:

Ms. Allen -Alternate– Present and alone	Ms. White -Alternate– Present and alone
Mr. Szot – Alternate Present and alone	Mr. Zalenski –Alternate– Present and alone

James Doggett –PBAA– Present and alone Ms. Rowden -Circuit Rider–Present and alone  
Mr. Vignale – Town Engineer – Present and alone

Chairman Hamel appointed Ms. White to vote in place of the absent Mr. White.

Ms. Collyer moved to limit application presentations to 30 minutes, Mr. Crnolic seconded the motion.

There was a discussion of the motion.

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

Mr. Hamel – nay	Mr. Crnolic – aye	Mr. Andrews - nay	Ms. White - nay
Mr. Foote – aye	Ms. Collyer – aye	Ms. Estabrook – nay	<b>Failed 3 to 4</b>

Mr. Hamel recused himself from the following Public Hearing.

1. Vice-Chairman Estabrook appointed Mr. Zalenski as a voting member in place of Mr. Hamel. She then called the Public Hearing to order at: 7:15 PM and read:

***A continuation of 125 Development NH Corp of Plaistow, NH's request for a public hearing on a 36-lot subdivision on Puzzle Lane, Newton, NH. The property is referenced as Tax Map 14, Block 1, Lot 27-3.***

***When speaking during the meeting, please announce your name so the Administrative Assistant can know who is speaking as he takes the minutes.***

Planning Board Minutes January 26<sup>th</sup>, 2021 / Planning Board Meeting

All minutes are in unapproved form until approved by the Planning Board.

Please check subsequent minutes for approval of and/or amendments to these minutes. 2

Mr. McDonough informed the Board that he had submitted the new plans and that he had responded to most of the Town Engineer's comments. He stated that there were still 12 issues outstanding, the most important being the grading of the roadway going into the development from Route 108. He feels that that issue is close to being resolved. He asked if there was a way to minimize the paper usage in reprinting complete plan sets for every set of changes. He stated that the plans had been before the Board for over a year and listed who had worked or would be working on the plans.

Ms. Estabrook interrupted Mr. McDonough to ask that he stay on the track of presenting new information.

Mr. McDonough finished his comments.

Ms. Collyer brought up that she had two major concerns with the plan, Item 4 on the Town Engineer's comment letter, regarding the 9060-foot-long roadway/driveway with only one entrance. Her second concern is the slope where roadway meets Route 108. She asked if the applicant could comment on these concerns.

Mr. McDonough responded that the roadway and grade would be worked out with the Circuit Rider and Town Engineer. He stated that back when Mr. Eliot Esty was chair the applicant had submitted a "Master Plan" of the project to the Town, that a special meeting had been held, and that a vote was taken to extend the cul-de-sac rules and regulations. He believed that that had happened 14 years ago, in 2006. He stated it was always the intention to have the road be this length, and further it would be a private road. He spoke about his plans for the residential areas he owns and went on to state that this plan had been before the Planning Board for over a year (In fact it had been submitted on August 8<sup>th</sup>, 2020) and he is unwilling to separate the plan into Light Industrial/Commercial and Residential parts.

Ms. Collyer stated that her questions were not about the Light Industrial/Commercial and Residential parts but about the 9,060-foot-long dead-end road Vs the 1,000-foot-length maximum in the regulations. She would also like to see recorded Rights-of-way to allow emergency access over the existing driveway off Puzzle Lane.

Ms. Estabrook asked about the depth of questioning prior to taking jurisdiction.

Ms. Rowden stated that the questions and comments were general in nature, so it was not an issue. She reminded the Board that there were three (3) waivers to be discussed after taking jurisdiction.

Ms. White commented that according to Item 4 on Ms. Rowden's letter the driveway from Puzzle Lane was a private driveway and the applicant does not have written permission to use it as an access.

Ms. Estabrook replied that that would be a point of discussion. She then asked Ms. Rowden to give her opinion on the completeness of the application.

Ms. Rowden spoke on the plans covering three (3) separate lots (14-1-(27-3), 14-1-1 and 14-1-2), that only lot 14-1-(27-3) is owned by 125 Development NH Corp. with the remaining lots being owned by Mr. McDonough. That all 3 lots need to be in one owner's name and voluntarily merged, or legal documents need to be produced allowing the two (2) owners to submit a lot-line adjustment.

Mr. McDonough stated that he would transfer the lots into 125 Development NH Corp's name and merge the lots.

Ms. Rowden continued her presentation, she informed the Board that the property that is shown to be subdivided (Lot 27-3) is not yet a legal lot of record. The larger lot is part of a four-lot subdivision submitted by the same applicant and currently has only received conditional approval. Until that subdivision receives final approval by the Planning Board, any further subdivision of the land cannot occur (though an application could be conditionally approved). Lots 14-1-2 and 14-1-1 that are part of this application are considered two separate lots of record from the proposed lot 27-3. In order to use the land on the two smaller lots, either the lots need to be voluntarily merged with the larger lot or the internal lot lines must be shown to be reconfigured. Neither of these options have occurred. It also appears that a lot merger would not be possible as the owner of record on Lot 27-3 is 125 Development NH Corp. while the owner of record for lot 14-1-2 is Coleman McDonough himself (note the assessing card for lot 14-1-1 was not available online as of January 21, 2021). It is recommended that Mr. McDonough either have the ownership of all of the lots put under the same ownership name and do a voluntary lot merger or that he have authorization paperwork submitted stating that both 125 Development NH Corp and Mr. McDonough as an individual agree to a lot line adjustment. She does not recommend the Board take jurisdiction before the lots are merged.

Ms. Rowden went on to further remind the Board that approval from the Plaistow Planning Board is required for any subdivision that will involve land that crosses into their jurisdiction.

Ms. Rowden went over the three (3) waiver requests:

**Waiver from Subdivision Regulations, Appendix B-2.4:** The applicant has requested that the roadway be considered a local service road rather than a minor collector road. The local service roadway requires a 50 foot right of way while a minor collector requires a 60 foot right of way. As the connection to Route 108 is 52.2 feet, for the roadway to be constructed the Planning Board would need to grant a waiver that the roadway 1) be deemed a local service road and, 2) the width of less than the require 50 feet is also allowed. The Town Engineer's review has raised no objection to the

Planning Board Minutes January 26<sup>th</sup>, 2021 / Planning Board Meeting

All minutes are in unapproved form until approved by the Planning Board.

Please check subsequent minutes for approval of and/or amendments to these minutes. 4

adequacy of the roadway design for this waiver request to be granted. It is recommended that a condition of any approval of this application include approval from NHDOT; this can be part of the overall application approval.

**Waiver from Subdivision Regulations, Appendix B-1.7:** This waiver request relates to the slope of the roadway as it approaches the intersection with Route 108; the applicant has stated the reasons for the request are to minimize wetland impacts and a lack of space on the property. The applicant on January 7, 2021 submitted an alternate plan to the original application that adheres to the regulation requirements. It is recommended that the Planning Board consider the Town Engineer's recommendation on the matter (Comment 8 on his review letter dated January 21, 2021).

**Waiver from Subdivision Regulations, Appendix B - 2.8:** As the roadway does not fully connect to Puzzle Lane, it is considered a dead-end street. The applicant has asked for a waiver from Subdivision Regulations, Appendix B - 2.8 that limits dead-end streets to no more than 1,000 feet; the proposed roadway is 9,060 feet. Reasons for limiting dead-end roads is to limit issues with access for safety vehicles and maintenance; the regulation itself goes on state that "all dead-end roads shall have provisions for a future connector road" and that a waiver may be granted "when the developer can demonstrate an extension is not feasible." Given that a connection to Puzzle Lane is by way of the private drive, this waiver is not recommend. Furthermore, it is recommended that the Planning Board require the private drive to be upgraded to town roadway standards as part of any approval.

Ms. Rowden presented her opinions on the stormwater management aspects of the plan and then reminded the Board of the variances needed from the ZBA for this plan and what will be needed for future site plans. And she discussed additional considerations the Board may wish to request. She then listed her recommended conditions for any approval:

- **General recommendations for any approval:**
  - Approval is received from the Town of Plaistow.
  - All necessary variances are received and noted on the plan.
  - All conditions of approval are noted on the sheets to be recorded.
  - All monuments be set in accordance with SR 8.2.14.
  - All local, state, and federal permits are received and that all state permit numbers are noted on the plan.
  - A performance guarantee is established per SR Section 9.
  - Signatures and stamps of all licensed professionals who are listed on the final plan set.
  - A mylar of the specified sheets (to be determined) to be recorded at the Rockingham County Registry of Deeds.
  - All fees have been paid in full to the Town of Newton.

Planning Board Minutes January 26<sup>th</sup>, 2021 / Planning Board Meeting

All minutes are in unapproved form until approved by the Planning Board.

Please check subsequent minutes for approval of and/or amendments to these minutes. 5

Ms. Rowden concluded her comments with the topic of Regional Impact. She explained the process to the Board and how it would be handled by the Rockingham Planning Commission.

Ms. Estabrook thanked Ms. Rowden for her presentation and commented that the Regional Impact Report would be another tool for the board to use when making its decision.

Ms. Collyer asked for the order of the processes: should the Board take up the waivers first; or take jurisdiction first.

Ms. Estabrook stated that the waivers can only be dealt with after jurisdiction had been taken.

Mr. Foote asked if he could move to approve the application with Ms. Rowden's list of conditions and a condition of a clean letter from the Town Engineer.

Ms. Rowden commented that first the Board needed to take jurisdiction; open the public hearing; allow abutter input and then Mr. Foote's motion would be appropriate.

Mr. Foote **MOVED** to take jurisdiction; Ms. Collyer seconded the motion.

Mr. Andrews inquired on how close the application was to being complete.

Ms. Rowden stated she felt that a traffic study would help the Board in its deliberations. she commented that the application was mostly complete from a technical standpoint. She went further to state that if any of the waivers were denied then additional information would be needed to be supplied.

Ms. Collyer asked about the status of the traffic study.

Mr. McDonough stated that they were about to have the study done, but first the approach to the roadway needs to be approved by the NH-DoT. The plan needs to be adjusted and will be submitted to the NH-DoT soon.

Ms. Collyer asked for a time range to get the traffic study completed.

Mr. McDonough stated he was working with the Town Engineer.

Ms. Collyer asked how long it would take to get the traffic study done.

Mr. McDonough stated it might take a month.

Ms. Estabrook asked about the parameters of the study.

Mr. McDonough gave his understanding of the process.

Mr. Vignale (Town Engineer) informed the Board of the process. He explained that most of the process is handled by the NH-DoT however the plan must still meet the Town's regulations for the grading and approach.

Ms. White asked if the Board could take Jurisdiction before the lots were merged.

Ms. Rowden does not recommend taking Jurisdiction before the merger is recorded.

Mr. McDonough commented that this application had been before the board for over a year and questioned why the ownership of the lots was just being raised. He asked if the merger could be a condition of approval.

Ms. Rowden does not recommend approving the application until the merger has been recorded. She reminded the Board that the application had been submitted in September of 2020.

Mr. Foote added the condition of the lot merger to his motion.

Ms. Estabrook commented that after the Board takes Jurisdiction there were many issues to be discussed. She then asked if any other members had questions or comments.

Ms. White asked if the condition had been added to the motion.

Ms. Collyer seconded the addition to the motion.

Ms. Rowden informed the Board that the merger could not be completed until the prior conditionally approved 4-lot subdivision of Lot 14-1-(27-3) had been recorded. At present lot 14-1-(27-3) is not a legal lot of record as shown on the plans set. This would need to be another condition to taking Jurisdiction.

Ms. Collyer asked Mr. Foote to add that condition to his motion. Mr. Foote agreed to add it.

Mr. Andrews asked about the timeline once Jurisdiction is taken.

Ms. Rowden stated that it is normally 65 days but that had been suspended by the Governor's emergency order.

Mr. Andrews asked what happens to the timeline if the emergency order is lifted.

Ms. Rowden suggested that that would be a question for council, until then she suggests the Board adhere to the statutory time periods.

Ms. Estabrook asked about the status of the NPREA account for this application.

A.A. Doggett stated that he believed there is still money in the NPREA account, but that there were still outstanding bills.

Mr. Hamel asked when the time-clock would start if there are conditions on taking Jurisdiction. He wanted to know if the clock started when the conditions were met or when the Board took Jurisdiction.

Ms. Rowden stated that normally it stated the date of the vote. Again she suggested that the Board not take conditional Jurisdiction.

Ms. Estabrook asked Administrative Assistant Doggett to read the motion and to call the roll.

A.A. Doggett read:

Mr. Foote **MOVED** to take Jurisdiction conditional on Lots 14-1-1, 14-1-2 and the proposed lot 14-1-(27-3) being voluntarily merged which is conditional on the proposed Lot 14-1-(27-3) becoming a legal Lot-of-Record, seconded by Ms. Collyer.

Ms. Estabrook – nay Mr. Crnolic – aye Mr. Zalenski – aye Ms. White - aye  
Ms. Collyer – aye Mr. Andrews- nay Mr. Foote-aye **Passed 5 to 2**

Ms. Collyer **MOVED** to declare the application as having Regional Impact, Ms. Estabrook seconded the motion.

Ms. Rowden informed the Board what the process would entail.

Ms. White asked that the motion include that a letter of the declaration be sent to the Rockingham Planning Commission. Ms. Collyer agreed to the friendly amendment.

Ms. Estabrook asked Administrative Assistant Doggett call the roll.

Ms. Estabrook – aye Mr. Crnolic – aye Mr. Zalenski – aye Ms. White - aye  
Ms. Collyer – aye Mr. Andrews- aye Mr. Foote-aye **Passed Unanimously**

Waiver Request #1

Planning Board Minutes January 26<sup>th</sup>, 2021 / Planning Board Meeting

All minutes are in unapproved form until approved by the Planning Board.

Please check subsequent minutes for approval of and/or amendments to these minutes. 8



Ms. Collyer **MOVED** to grant the requested waiver from:

Newton, Subdivision Regulations – 2019

## **APPENDIX B - ROAD DESIGN STANDARDS AND CRITERIA**

### **2. Design Standards**

2.4 The following design standards shall apply to all proposed streets in the Town of Newton:

Class	Min Row	Min Paved	Min Shoulder	Max Gradient	Minimum Centerline Curve Radius
A. Major Collector	100'	28'	8'	6%	700'
B. Minor Collector	60'	24'	6'	7%	400'
C. Local Service	50'	24'	4'	8%	150'

Major collectors are those streets which carry traffic from minor streets to arterial streets (state roads). Minor collectors are those streets which carry traffic from local service roads to major collectors. Local service roads are those which are used primarily for access (frontage) to abutting properties.

Minimum gradient shall be one half of one percent (0.5%). The Planning Board may modify the maximum and minimum gradient for short lengths of streets where, in its judgement, existing topographic conditions or the preservation of natural features indicate that such modification will result in the best subdivision of land.

The Planning Board may require greater right-of-way width where, in its judgment, the demands of present or future traffic make it desirable, or where topographic conditions create a need for greater width for grading purposes and/or snow storage purposes.

Mr. Foote seconded the motion.

Ms. Estabrook asked if this was for just the approach section of the roadway or the entire roadway.

Ms. Rowden stated it was for the entire roadway.

Mr. Andrews asked the Town Engineer for his input.

Mr. Vignale stated in his opinion this fit the definition of a local service road and explained his opinion.

Mr. Andrews asked why there was a waiver being requested. He opined that a waiver seems to be to get clarification.

Planning Board Minutes January 26<sup>th</sup>, 2021 / Planning Board Meeting

All minutes are in unapproved form until approved by the Planning Board.

Please check subsequent minutes for approval of and/or amendments to these minutes. 9

Ms. Collyer **AMENDED** her motion to **MOVE** that the Board declare the waiver unnecessary, the second accepted the amendment.

Ms. Estabrook asked Administrative Assistant Doggett call the roll.

Ms. Estabrook – aye Mr. Crnolic – aye Mr. Zalenski – aye Ms. White - aye  
Ms. Collyer – aye Mr. Andrews- aye Mr. Foote-aye **Passed Unanimously**

Waiver request #2

Newton, Subdivision Regulations – 2019

## **APPENDIX B - ROAD DESIGN STANDARDS AND CRITERIA**

### **1. Road Design and Construction Requirements**

- 1.7 Except where it is impracticable, because of the character of the land, streets shall intersect so that within 75 feet of the intersection the street lines are at right angles, and the grade with 100 feet of the intersection does not exceed 1%. No structure or planting shall impair corner viability.

Mr. Andrews asked the Town Engineer for his input.

Mr. Vignale stated that his comment letter was based on the plans supplied and that it appears the applicant supplied a later plan which meets most of the Town's regulations. He is unsure which plan the applicant wishes the Board to base its decision on.

Mr. Andrews agreed with Mr. Vignale that it is unclear which plan is to be included. He stated that the waiver was all encompassing and he is opposed to waiving the section.

Mr. Vignale stated that if the applicant used the alternate design they would not need the waiver.

Mr. McDonough stated that the alternate plan was the one that would be added to the plan set in place of the earlier roadway plan.

Mr. Lekborg stated that the new plan sheets are the ones to be included in the final plan set.

Ms. Rowden suggested that the Board could grant the waiver request with the condition that the alternate design sheets be used in place of those originally submitted.

Mr. Lekborg stated that the new sheets were included in the plan set that was delivered.

Ms. Estabrook commented that it is confusing as the new plan set that arrived has the same date as the first set, there is no revision date listed on it.

Mr. Vignale asked: if the sheet is included in the new plan set is the waiver required?  
The applicant withdrew the waiver request.

### Waiver Request # 3

Newton, Subdivision Regulations – 2019

## **APPENDIX B - ROAD DESIGN STANDARDS AND CRITERIA**

### **2. Design Standards**

- 2.8 No dead end street shall be no more than more than 1000 feet in length including the turn-around.

Ms. Collyer **MOVED** to Deny the Waiver request.

Mr. McDonough interrupted Ms. Collyer asking her to repeat her motion. He asked to continue the waiver until they have a chance to investigate an ordinance change from 14 years ago, by the Planning Board. He stated he was unsure why the waiver was requested. He re-iterated that when the “Master Plan” for the project was submitted Mr. Esty was Chairman. Mr. McDonough would like time to research the matter. He requested a continuance of the waiver to the next meeting.

Ms. Collyer withdrew her motion.

Ms. Rowden suggested that the Planning Board might benefit from the results of the Regional Impact Report and how it might reflect on this issue.

Mr. McDonough referenced that the road inside Ward Hill in Haverhill, MA is three (3) miles long and was approved.

Ms. Estabrook reminded Mr. McDonough that this was not Haverhill, MA, and he needs to work with Newton’s Zoning Ordinances.

Mr. Andrews stated that he would like to see the Regional Impact statement.

Mr. Andrews **MOVED** to continue the public hearing to February 23<sup>rd</sup>, 2021, seconded by Ms. Collyer.

Ms. Estabrook asked Administrative Assistant Doggett call the roll.

Ms. Estabrook – aye Mr. Crnolic – aye Mr. Zalenski – aye Ms. White - aye  
Ms. Collyer – aye Mr. Andrews- aye Mr. Foote-aye **Passed Unanimously**

This Public Hearing ended at 8:37P.M.

Mr. Hamel returned to the Board.

2. Chairman Hamel called the Public Hearing to order at: 8:38 PM and read:

***Robert Bartlett and Timothy Hajjar Of Newton, NH request a public hearing on a Lot-line adjustment between their properties at 15 & 17 North Main Street, Newton, NH. The properties are referenced as Tax Map 11, Block 7, Lot 31 & 31-1.***

Mr. Hamel invited Mr. Zilch to present his application.

Mr. Zilch informed the Board of the parameters of the lot-line adjustment.

Ms. Rowden stated that the application was complete and had no issues with the application

Ms. Collyer **MOVED** to find the application to be complete and take Jurisdiction, Mr. Crnolic seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye    Ms. Estabrook – aye    Mr. Crnolic – aye    Ms. White - aye  
Ms. Collyer – aye    Mr. Andrews- aye    Mr. Foote-aye    **Passed Unanimously**

Ms. White **MOVED** to Approve the application with the only condition be that the applicant supply recordable Mylars, Mr. Andrews seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye    Ms. Estabrook – aye    Mr. Crnolic – aye    Ms. White - aye  
Ms. Collyer – aye    Mr. Andrews- aye    Mr. Foote-aye    **Passed Unanimously**

Chairman Hamel closed the public hearing at 8:47P.M.

### **3. Amendment to the Policies and Procedure Manual**

Mr. Hamel read the posted amendment and opened the floor for comments.

There was a brief discussion.

Ms. White **MOVED** to remove the schedule of fees from the Policies and Procedures Manual and replace them with the following language:

The schedule of fees and escrow deposits will be reviewed annually by the Planning Board and listed in appendix 1 of the Policies and Procedures Manual.

Ms. White **MOVED** to Adopt the amendment as, Ms. Collyer seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

There was a brief discussion of the new fee schedule. Mr. Doggett explained the rational for the new fees.

Ms. White **MOVED** to Approve the new fee schedule, Ms. Collyer seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

#### **4. Board Business and Correspondence**

##### **A. Committee Reports**

Mr. Hamel stated he was opening this topic so that Ms. Rowden could give her comments, then he would table the remaining discussion to the end of the meeting. Ms. Collyer informed the Board of the subcommittee's plans.

Mr. Hamel **MOVED** to Appoint Mr. Crnolic to the Master Plan Steering Committee Ms. Collyer seconded the motion.

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

There was a brief discussion of the subcommittee's plans, nothing was tabled.

##### **B. Non-Public 91-A:3,I-c employee evaluation**

Ms. Collyer **MOVED** to go into non-public under 91-A:3,Ic. Mr. Crnolic seconded the motion

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

Mr. Hamel invited the alternates to join the Board in Non-public. The Board entered non-public at 9:07P.M.

The Board came out of non-public at 9:36P.M.

Mr. Andrews **MOVED** to seal the minutes until such time as a majority of the Board feels it is wise and prudent to unseal them. Mr. Crnolic seconded the motion

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

### C. NPREA Manifest

Ms. White **MOVED** to pay the manifest dated 1/26/2021 in the amount of 53.04.  
Ms. Collyer seconded the motion

Mr. Hamel asked Administrative Assistant Doggett call the roll.

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

### D. Acceptance of minutes of the 1/12/21 meeting

Ms. Collyer **MOVED** to accept the minutes of 1/12/2, Ms. White seconded the motion.

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

Mr. Hamel – aye      Ms. Estabrook – aye      Mr. Crnolic – aye      Ms. White - aye  
Ms. Collyer – aye      Mr. Andrews- aye      Mr. Foote-aye      **Passed Unanimously**

## 5. Chairman Hamel adjourned the meeting at 9:36 PM

Respectfully Submitted,

James L. Doggett, AA  
Newton Planning Board