

**NEWTON PLANNING BOARD  
MINUTES OF MEETING  
December 12, 2017**

**Call to Order:** Chair Barbara White called the meeting to order at 7:00 PM. In attendance were: Chair Barbara White, Vice Chair James Doggett; Planning Board members: James White, Roger Hamel, Sandra Estabrook, Charlie Melvin and Alternate Paul Szot. Minutes were transcribed by Administrative Assistant Gail LeBlanc.

The meeting began with a salute to the flag.

Paul Szot was appointed a voting member tonight in J. Holland's place.

**1. Public Hearing Conditional Use Permit-Accessory Apartment Tyler and Meghan Chafe, 2 Wallace Street** B. White read an email from the applicant, Tyler Chafe. Mr. Chafe apologized for the last minute notice. Mr. Chafe informed the PB that they are not able to go through with the application for the Accessory Apartment due to the fact they met with their Engineer and the Health Inspector and were informed that they could not get approval for a larger septic system due to the limited usable square footage of their property. J. Doggett suggested the public hearing be continued to allow the applicant to explore other options. B. White opened the public hearing. **J. Doggett moved that the public hearing be continued to January 9, 2018. C. Melvin second with unanimous vote.**

**2. Other Board Business and Correspondence**

**a. Acceptance of Minutes from 11/28/17** J. Doggett moved to accept the minutes from the 11/28/17 meeting. P. Szot second with unanimous vote.

**b. Manifests** J. Doggett moved to pay the NPREA manifest in the amount of \$88.97. Second by C. Melvin with unanimous vote.

**R. Hamel moved to pay the Operating Budget manifest in the amount of \$169.60. J. White second. Motion passes 6 - 0 with J. Doggett abstaining.**

**c. Rules of Procedure** The PB has been working on a Rules of Procedure document for the Planning Board. Ms. Rowden had a few suggestions which B. White will clarify with Ms. Rowden. B. White stated that the Rules of Procedure document will have a list of RSA's at the end of the document. The listed RSA's will be specific to what is mentioned in the Rules of Procedure. Discussion will continue at the January 9, 2018 meeting.

**d. 2018 PB Calendar** J. Doggett moved to approve the 2018 PB Calendar as presented. C. Melvin second with unanimous vote.

By unanimous consensus, the PB agreed that the December 26, 2017, meeting will be cancelled. The next PB meeting will be January 9, 2018.

**e. Correspondence** Correspondence was received from CEI concerning Watershed Planning.

J. Doggett reported that he attended the RPC preliminary meeting concerning the Pow Wow River Watershed. The next meeting will be held in January, 2018.

The PB wished everyone a happy holiday season!

**3. Adjourn: P. Szot moved to adjourn at 7:18 PM, second by C. Melvin with unanimous vote.**

Meeting adjourned at 7:18 PM.

Respectfully Submitted,

Gail M. LeBlanc, AA  
Newton Planning Board