



# Town of Newton, NH

Newton Town Hall: P.O. Box 378, Town Hall Road, Newton, NH 03858

Town Hall Hours: Monday - Wednesday, 8am - 4pm; Thursday 12pm - 8pm

## August 9, 2016 Planning Board Minutes

Newton Planning Board

P.O. Box 344

Newton, NH 03858

### Meeting Minutes of August 9, 2016

**Call to Order:** Chair Barbara White called the meeting to order at 7:00 PM. In attendance were: Chair Barbara White, Vice Chair Jim Doggett, Planning Board members Jim White, Sandra Estabrook, Roger Hamel; Alternate member Rep. Mary Allen. Jennifer Rowden, RPC. Minutes were transcribed by Gail LeBlanc.

B. White appointed Rep. Allen to stand in for S. Estabrook.

S. Estabrook arrived at 7:04 PM. B. White appointed Rep. Allen to stand in for C. Melvin.

The meeting began with a salute to the flag.

#### Board Business and Correspondence

a. Acceptance of minutes from July 26, 2016. **J. Doggett moved to accept the minutes of the July 26, 2016 meeting. Second by R. Hamel. Motion carried.**

**b. Manifest** B. White presented the NPREA budget manifest to the Board in the amount of \$26.09. **J. Doggett moved to pay the NPREA budget manifest. Second by R. Hamel. Motion carried unanimously.**

#### c. Correspondence

**Review of 7 Puzzle Lane Occupancy Certificate** The Board reviewed the Business Occupancy Application for CTM Media Group. This business distributes brochures to hotels and businesses in New Hampshire and Maine.~ Requested hours are 6:30 am to 5:00 pm.~ This is a service/distribution business.

**J. Doggett moved the Planning Board approve the business activity as proposed by CTM Media Group. ~Second by Rep. Allen.~ Motion carried 5-0. R. Hamel abstained.**

**Sargent Woods-Financial Guarantee Reduction** B. White presented the Board with a letter from the Town Engineer stating all work has been completed, the site fully stabilized and the financial guarantees are no longer required. **J. Doggett moved to recommend the Selectmen reduce the financial guarantee by \$7580.00. J. White second. Motion carried 5-0. R. Hamel abstained.**

**d. Update on CIP** J. Rowden went over the memo sent to all Department Heads concerning the CIP and the kick-off meeting scheduled for August 23<sup>rd</sup> at 6:00 PM. The CIP process will be explained at the meeting, as well as an opportunity for questions for the Circuit Planner.

**e. Accessory Apartments** J. Rowden reviewed the changes to the Accessory Apartment law to go into effect June 2017. R. Hamel made a motion to delete #16 *"Accessory apartments shall be allowed in a detached accessory structure . . ."* **J. Doggett seconded the motion.** Discussion followed. **R. Hamel retracted his motion.**

J. Doggett updated the PB on recent discussions held by the Board of Selectmen concerning cisterns in the town. J. Doggett is putting a booklet together of the cisterns, along with the actual deeds, the size of the cisterns, and the capacity of the cisterns. He stated they are hoping that the highway department will do trimming around the cisterns as some have been overgrown with vegetation. J. Doggett is also putting a list together of the fire ponds in town. Many of the fire ponds predate zoning. J. Doggett asked if the PB was in agreement for him to go forward with compiling the fire pond list. "Yes"

B. White said she had a request from the Town Administrator for the PB members to fill out "Vehicle Use Policy Attachment B – Acknowledgement", along with a copy of the member's licenses. Forms were handed out for the members.

B. White stated she received a request from the ZBA for a joint meeting. Three members of the ZBA were not available for the August 23<sup>rd</sup> meeting. An email will be sent to the ZBA requesting some available dates and times for the joint meeting.

J. Doggett made a motion to adjourn at 7:39 PM. Rep. Allen seconded the motion. All in favor.

Respectfully submitted,

Gail M. LeBlanc, AA  
Newton Planning Board