



# 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

## March 22, 2016 Planning Board Minutes

### NEWTON PLANNING BOARD MINUTES

March 22, 2016

Public Meeting Minutes

Call to Order: Administrative Assistant Gail LeBlanc called the meeting to order at 7:00 PM. In attendance were: Barbara White, Jim Doggett, Roger Hamel, Jim White, Sandy Estabrook, Alternate Member Jim Holland and RPC Jennifer Rowden.

**1. Reorganization of Board:** Ms. LeBlanc asked for nominations for the Chair of the Planning Board for a one-year term. J.

Doggett nominated B. White to be Chair of the Planning Board. J. Holland seconded the motion. All in favor

Chair White asked for nominations for Vice Chair of the Planning Board for a one- year term. J. White nominated J. Doggett to be Vice Chair of the Planning Board. R. Hamel seconded the motion. All in favor.

J. Holland was appointed to stand in for C. Melvin by Chair B. White.

Chair White announced the results from the March 8, 2016 election. New members elected to the Planning Board: Charlie Melvin and Jim White.

**2. Application Michelle M. (O'Connor) Daly and John O'Connor III seeking a Lot Line Adjustment for Tax Map 1, Block 1, Lots 2 and 3:** RPC Jennifer Rowden suggested the Planning Board not accept the application for Lot Line Adjustment. She stated a variance was needed from the ZBA due to fact that Lots 2 and 3 are non-conforming lots. J. Doggett made a motion to deny the application for a lot line adjustment, send a denial letter to the applicants and return the checks to the O'Connor's. R. Hamel seconded the motion. All in favor.

**3. Racetek Automotive Inc., 3 Puzzle Lane, Unit 1, Application sign-off for an inspection station permit:** J. Doggett made a motion to approve the State of NH, Department of Safety Application for an inspection station permit and authorize Chair White to sign the application and return to the State of NH.. Racetek is moving its location on the same property. R. Hamel asked if there would be storage of any vehicles at the site. No, there are four parking spots in front of the building. J. Holland seconded the motion. All in favor.

**4. Budget Reduction Discussion:** B. White stated that the Planning Board received a memo from the Selectmen asking that all departments reduce their budget by 3%. R. Hamel made a motion to reduce the Salary line by \$2,000.00. J. Holland seconded the motion. All in favor. Reductions/corrections will be made and forwarded to the Town Administrator.

### **5. Other Board Business and Correspondence**

a. Acceptance of minutes from 2/23/16 meeting: J. Doggett made a motion to accept the minutes of the 2/23/16 meeting. J. White seconded the motion.

R. Hamel requested that the minutes reflect the fact that it was a Public Meeting, not a Public Hearing. On page 1, paragraph 10 strike, "R. Hamel closed this public hearing." All in favor to change the minutes to read Public Meeting. All in favor to approve

the 2/23/16 meeting minutes as amended.

S. Estabrook asked about non-public meeting minutes and the procedure to approve and file the non-public meeting minutes. It was agreed that one person will prepare the minutes and the Chair will approve them. It was also agreed that something will be put in the Policies concerning non-public meeting minutes.

b. Manifests: J. Doggett made a motion to approve the Operating Budget manifest in the amount of \$274.48. R. Hamel seconded the motion. All in favor. Mr. Doggett made a motion to approve the NEPREA manifest in the amount of \$721.42.

Motion seconded by R. Hamel. All in favor.

c. Correspondence: The Peaslee Hills Road Bond matured on February 8, 2016, in the amount of \$5,718.70. J. Doggett made a motion that the Selectmen release the full amount with accrued interest to Robert Villella. J. Holland seconded the motion. All in favor.

J. Doggett introduced the new Administrative Assistant, Gail LeBlanc, to the Planning Board. Office hours will be Mondays 9-5 and Thursdays 12-8.

Ms. J. Rowden of RPC said she thought it was a good idea to start the CIP process at the next Planning Board meeting, or the one following, depending on the schedule. J. Rowden would like to go over the forms and procedures and start contacting the Department Heads to see what their needs are. J. Rowden reported that Gov. Hasson approved changes to the Accessory Apartment Law effective June 17, 2017. Changes will need to be reflected in the Newton Accessory Apartment Ordinance.

Changes include: Restrictions are not restricted to one bedroom; apartments will have a minimum of 750 sq. feet. The ordinance should have a minimum and maximum square footage requirement.

B. White asked the Board members their thoughts on starting the Planning Board Meetings with a Salute to the Flag. All members agreed to begin the Planning Board Meetings with a Salute to the Flag. This change will be noted on the next agenda.

R. Hamel stated that the Zoning Ordinance Book and the Town website need to be updated to reflect the changes voted in at the recent election. R. Hamel requested that an appointee be made at the next meeting to replace Mr. Miller (who resigned).

**6. Adjourn:** At 7:39 PM, J. Doggett made a motion to adjourn the Planning Board Meeting. J. Holland seconded the motion. All in favor.

Respectfully submitted,

Gail M. LeBlanc  
Administrative Assistant