**PLANNIG BOARD MEETING- JANUARY 19, 2022**

The NB Planning Board held their monthly meeting at the Police Department conference room January 19, 2022. Chair Bill King called the meeting to order at 7pm. In attendance were planning board members Bill King, John Turner, James Grace, Michelle Petraitis and Clerk, Kimberly Bent. Absent member was John Tripp. Attending from the public: Rich Lee, Jim Laney, Bob Cote, Craig Hames, Richard Hames, Joseph Trentacosta, and Sheila Orsi.

Chair King asked for a motion to approve the emailed minutes for December 15, 2021, as sent via email. James Grace made the motion to accept, and John Tuner seconded, and unanimously approved by all members.

**NEW BUSINESS:**

Application for a single ANR lot located on Bell Road was received from Robert Cote of 9 Bell Road. The plot plan submitted was done by Norman Hill of Land Planning, LLC. The new lot was referred to as Lot 1 on the plan. It is in R30 District which requires 150’ of frontage and 30,000 SF of land. The land area of the proposed lot was 43,560 SF and it had 150’ feet of frontage. This lot does not have public water access but does have public sewer access. The board members had no questions for Mr. Cote. John Turner made a motion to approve ANR plan for Bell Road/Lot 1 and was seconded by James Grace. All members unanimously voted to approve.

Application for 18 River Road was received from the owner Joseph Trentacosta for land being given to him by his neighbor Richard Harmon of 57 Shore Road. The ANR plot plan was done by HS&T Group, Inc was provided, as well as a letter from owner of 57 Shore Road. The owner was also present at the meeting to approve the transfer/survey of this 2,904 SF parcel which has been part of driveway used by abutter at 18 River Road. Motion to approve was made by Michelle Petraitis and seconded by John Turner. All members unanimously voted to approve.

James Laney of 8A Ryan Road was sent application for variance and denial letter from Building inspector, as the new construction home is not conforming to Town Zoning Bylaws. The structure is 46.7 ft off the frontage and 23.5 ft off the sideline. The setback requirements for R66 District are 60 ft for front and 25 ft from the sideline. The abutter Richard Lee spoke in favor of approving the variance. John Turner had some concerns about the septic being impacted by this setback mistake. The septic engineer has staked it out and he is the one who brought it to the attention of the owner that his foundation is probably not within town requirements. Mr. Laney did not have a current design from the septic engineer; approval letter from BOH and old septic design is in past owner’s name. The board explained that they cannot make a decision until he gets them more information from BOH and septic design engineer. Only the septic tank is in, and the board wants confirmation of location. Mr. Laney will call the planning board clerk as soon as he gets all the information needed.

An application for 326 North Main Street was received from owner Craig Hames to convert dwelling back to a two family. The home had previously a 2-family dwelling. The home has two separate electric meters but at some point, the kitchen on the second floor was removed, as well as the entry door at the top of the stairs. Mr. Hames would like to turn it back into a two family, so his father can come and live with him. Michelle Petraitis made a motion to recommend he make application to the ZBA for hearing. She also moved that the planning board recommend approval of this proposal to the ZBA. Motion was seconded by John Turner. All members unanimously voted to approve. Chair King will write a letter of this recommendation to the ZBA.

The Planning Board received a Chapter 61A, ROFR request for 43 Rufus Putman Road (first right of refusal.) The proposed lot involves a house/barn on 5.8 acres. Approximately four acres would be removed from c.61A. John Turner made the motion that the Planning Board recommend not exercising the Town’s ROFR for this property to the BOS, it was seconded by James Grace. All members unanimously voted approve this recommendation.

James Grace attended the quarterly CMRPC meeting via Zoom. The meeting was on the vision for 2050 and this meeting broke into five subgroups. His subgroup was quality of life. The meeting went well, and they discussed a lot on how to get grants and funding. A lot of talk about fixing old buildings and keeping public town offices/fire stations/police stations up to code. This was his second meeting, and he looks forward to learning more as he attends more meetings.

Chair King sent Ellen Freyman, the attorney for Vibram an email that the Planning Board needs to go on a site visit before they can have their hearing. After this visit the Planning Board will vote on recommendation to the ZBA about this project.

Chair Bill and John Turner have been walking the solar projects under construction in town. The solar construction supervisors have been complying with all of John Turner’s requests. As far as we can tell, none of the solar projects are online. Chair King discussed that item 42 on our Certificate of Decision reads that the all the work is to be done according to approved site plans. According to item 42, once the solar project is completed, a Certificate of Completion should be issued by the Planning Board. Chair King will draft a completion letter that will need to be signed following receipt of as-built plans and after final site inspection. Approval will be sent to the Building Inspector before he issues his final project approval. Michelle Petraitis suggested we draft a check list so the Planning Board can track construction progress for solar projects. Bill King has asked the Assessors’ office for the records of ownership of all the solar projects as of January 2022. The Planning Board Clerk will draft a list of solar projects, their owners, and contact information, as well as property owners.

**OLD BUSINESS:**

John Tuner gave the Planning Board an update on Master Plan. The Open Space and Recreation plan was sent to the state on the first week of January. It is first come first serve to get approved and reviewed by the state. They could take a couple months to get back to us. Once approved, it will become part of the Master Plan.

Sheila Orsi spoke to the board about the Drive-through operations proposed zoning bylaw amendments. The only concern Sheila Orsi had was what districts would be affected? Chair King explained that it would be in BG, BG2, Industrial, Downtown Overlay (with restrictions) and BC. Sheila Orsi was very pleased and will share with the Downtown Development Committee. James Grace made motion to approve the proposed amendments for Drive-through operations, seconded by Michelle Petraitis. All members unanimously approved.

Chair King summarized the budget for 2023. He explained the budget would stay level funded except that the Clerk’s salary would receive the permitted 2% increase.

Next meeting is 2/16/22. These minutes consist of two pages.

Submitted by Clerk, Kimberly Bent