

**TOWN OF TUFTONBORO  
PLANNING BOARD  
September 19, 2019  
MINUTES**

**Members Present:** Matt Young, Chairman, Tony Triolo, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Gary Qua, Laureen Hadley, Members.

**Members Absent:** John Cameron, Kate Nesbit, Members.

**Staff Present:** Lee Ann Hendrickson, Administrative Secretary.

*Chairman Young opened the meeting at 7:00 PM at the Town Offices, 240 Middle Road.*

**I. Public Comment**

None.

**II. Consideration of Minutes**

**July 18, 2019 Nonpublic Minutes (meeting commencing at 6:15 PM)**

**Correction:** Page 1, add "SEALED" in header

***It was moved by Tony Triolo and seconded by Gary Qua to approve the July 18, 2019 Tuftonboro Planning Board Nonpublic minutes as amended. All members voted in favor. The motion passed.***

**July 18, 2019 Nonpublic Minutes (meeting commencing at 9:32 PM)**

**Correction:** Page 1, add "SEALED" in header

***It was moved by Tony Triolo and seconded by Gary Qua to approve the July 18, 2019 Tuftonboro Planning Board Nonpublic minutes as amended. All members voted in favor. The motion passed.***

**September 5, 2019**

**Corrections:** Page 1, Scheduled Appointments, 1<sup>st</sup> paragraph; add the following sentence to the end of the paragraph "He stated that while it is possible someone who purchased a lot could do business with him in the future, the same could be true of any tradesman."  
Page 3, 3<sup>rd</sup> paragraph to read as follows; "Matt Young asked who would repair the line/who has liability for such/who would pay for the repair"  
Page 4, 5<sup>th</sup> paragraph, 4<sup>th</sup> line; strike "hindered by boulders" and replace with "behind a big"  
Page 5, 9<sup>th</sup> paragraph, insert "next to" following "is"  
Page 7, 12<sup>th</sup> paragraph; strike "issues" and add "letters from the public"  
Page 7, 13<sup>th</sup> paragraph; add "to offset it" to the end of the sentence

***It was moved by Tony Triolo and seconded by Gary Qua to approve the September 5, 2019 Tuftonboro Planning Board minutes as amended. All members voted in favor. The motion passed.***

**III. Scheduled Appointments/Public Hearings**

**Meredith Pierce Trust/William Albee, Ronald Hooper 2000 Trust**

**Tax Map #68-2-1, 68-2-2 and 68-2-8**

**Boundary Line Adjustment**

Neither the applicants nor representatives/agents for the applicants were in attendance.

Matt Young stated the Board received correspondence from an abutter, Charles E. Brown; noting such is in the file.

It was moved by Tony Triolo and seconded by Gary Qua to continue the Meredith Pierce Trust/William Albee, Ronald Hooper 2000 Trust, Meredith Pierce Trust and Willard Pierce Boundary Line Adjustment application to October 17, 2019. All members voted in favor. The motion passed.

It was moved by Tony Triolo and seconded by Laureen Hadley to reschedule the Meredith Pierce Trust/William Albee, Ronald Hooper 2000 Trust, Meredith Pierce Trust and Willard Pierce Boundary Line Adjustment application to October 17, 2019. All members voted in favor. The motion passed.

**IV. Action Item**

N/A

**V. Discussion Items**

**Notice of Regional Impact – Winchester/Owen/Pratt/C&R NH Realty Trust, LLC Subdivision Application**

Matt Young stated the Notice of Regional Impact and copies of the minutes were provided, via certified mail, to LRPC and surrounding towns. He stated the third party engineer has been engaged and has copies of all the information necessary for their review.

Staff stated LRPC's review would be completed by 10/3/19 and noted she provided to the Board LRPC's guidelines for reviewing a determination of regional impact. She stated the October 3<sup>rd</sup> meeting will be held at the Tuftonboro Elementary School.

Seth Kassels stated he called LRPC to ask if there is anything else he needed to know as an abutter; noting her response was "no". He stated he is unsure of what they review.

**Recruitment of Planning Board Members**

Paul Askew stated he is interested in becoming a member of the Board; noting he works at Middleton Building Supply, has a family and lives in Mirror Lake.

Matt Young asked Mr. Askew if he has any experience with site plans.

Paul Askew stated his father is a local contractor and is familiar with site plans. He asked what an alternate member of the Board would do.

Matt Young reviewed the responsibilities of such.

**2020 Budget**

The Board and Staff reviewed last year's appropriated budget and year to date expenditures for 2019. The Board agreed to the following;

- Administrative Assistant; increase by \$3,967 (based on current expenditure & COLA)
- Tuition Reimbursement; increase by \$930 (based on current expenditures)
- Advertising; increase by \$200 (based on current expenditures)
- Lakes Region Planning Commission; level funded (tentative - LRPC has not yet set the amount)
- Supplies; increase by \$1,185 (based on BOS request to replace office computer & monitor)
- Postage; increase by \$300 (based on current expenditures)
- Books & Periodicals; level funded
- Recording Fees; level funded
- Master Plan Review; decrease by \$500
- Subdivision Engineering Fees; level funded
- Legal; increase by \$3,500 (based on current expenditures)

**It was moved by Tony Triolo and seconded by Laureen Hadley to approve the 2020 Planning Board budget as noted, acknowledging that the dues for LRPC could be amended. All members voted in favor. The motion passed.**

**Steve Hunter; Site Plan Approval Compliance**

Matt Young stated the Board previously discussed with Steve Hunter compliance with the conditions of approval of the storage facility site plan; noting the Board requested Mr. Hunter meet with Jack Parsons, Codes Officer, to develop a plan to come into compliance. He stated Staff emailed Mr. Parsons who informed her that Mr. Hunter remains out of compliance and that they agreed that Mr. Hunter would be in compliance by the end of September.

Steve Hunter stated that he and Mr. Parsons agreed to the end of the year.

**It was moved by Gary Qua and seconded by Laureen Hadley to request the Codes Officer meet with Steve Hunter to discuss coming into compliance within the date they agreed upon (September 30, 2019). All members voted in favor. The motion passed.**

Laureen Hadley asked if Mr. Hunter could get an extension from the Planning Board to come into compliance.

Matt Young stated enforcement is the pervue of the Codes Officer and BOS; noting Mr. Hunter is out of compliance with the site plan approval. He stated that not all of the conditions have been met and the property is in use.

**Lakes Region Planning Commission**

Staff presented a revised contract to reflect an extension. She noted that Susan Slack would be providing the Board with a draft of the Land Use Chapter by September 30<sup>th</sup>.

**It was moved by Tony Triolo and seconded by Laureen Hadley to sign and execute the Master Plan contract extension with Lakes Region Planning Commission. All members voted in favor. The motion passed.**

**VI. Informational Items**

N/A

**VII. Other Business**

N/A

**VIII. Public Comment**

Seth Kassels asked if the Board would accept public comment at the 10/3/19 meeting.

Matt Young replied yes.

Seth Kassels confirmed the Board would either make a decision regarding the Farm Island application or continue the meeting.

**It was moved by Tony Triolo and seconded by Gary Qua to adjourn the September 19, 2019 Tuftonboro Planning Board meeting. All members voted in favor.**

*There being no further business before the Board, the meeting adjourned at 7:59 PM.*

Respectfully Submitted,

*Lee Ann Hendrickson*

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