

**TOWN OF TUFTONBORO
PLANNING BOARD
January 7, 2016
MINUTES**

Members Present: Chris Sawyer, Chairman, Jack Parsons, Vice-Chairman, Dan Duffy, Selectmen's Representative, Tony Triolo, John Cameron, Fenton Varney, Matt Young, Members.

Members Absent: John Lapolla, Members.

Staff Absent: Lee Ann Keathley, Secretary.

Chairman Sawyer opened the meeting at 7:00 PM.

**I. Consideration of Minutes
December 3, 2015**

It was moved by Tony Triolo and seconded by John Cameron to approve the December 3, 2015 minutes as submitted. All members voted in favor. Dan Duffy abstained. The motion passed.

II. Discussion Items

a. Emery Farm Estates; Conditional Approval Extension Request

Chris Sawyer reviewed a letter from Scott Lawler, Norway Plains Associates, requesting an extension, on behalf of Robert and Jennifer Brennan, to meet the conditional approval for both Phase II and Phase III of the Emery Farm Estates Subdivision. She stated the applicant has requested the extension to allow the developer time to finalize the precedent conditions prior to recording the plans and beginning construction. She stated the developer is positioning themselves to start construction of Phase II this upcoming spring with Phase III starting thereafter.

The Board discussed the request and agreed to grant a twelve month extension of the conditional approval.

It was moved by Fenton Varney and seconded by John Cameron to grant a 12-month extension of the conditional approval to Robert and Jennifer Brennan for Phases II and III of the Emery Farm Estates Subdivision. All members voted in favor. The motion passed.

b. 2016 Planning Board Budget Amendment

Chris Sawyer stated the BOS requested Staff to submit a request to amend the 2016 budget to reflect the remaining balance to complete the Master Plan (\$3,000); noting the BOS agreed to submit an amendment to the budget rather than submit a warrant article for the remaining amount.

Dan Duffy expressed concern by the BOS that \$3,000 may not be adequate to complete the Master Plan update.

Following discussion of such, the Board agreed to request an additional \$5,000 in the 2016 operating budget to cover postage and the remaining balance of LRPC's contract in addition to any other unforeseen expenditures if necessary.

c. Master Plan Update

Chris Sawyer stated the contract with LRPC has been executed.

The Board prepared the mailing of the survey.

III. Informational Items

Planning Board 2016 Schedule

Chris Sawyer distributed the Board's 2016 meeting schedule.

Jean P. Whitten 1999 Trust

The Board reviewed the Field Reports submitted by Scott Lawler, Norway Plains Associates.

Jack Parsons questioned whether Norway Plains Associates has completed its inspections; noting outstanding issues need to be addressed. He stated the plan reflects a driveway access to 1 Sandy Knoll Road however, such was not constructed. He stated the catch basin that was originally located as part of the stonewall was relocated therefore, the approved plan depicts the catch basin in a different location than what was constructed. In addition, he stated the stonewall that was taken down was not rebuilt. He stated an As-Built plan needs to be submitted to reflect the locations of the catch basin, driveway access and stonewall and requested the applicant's agent be contacted regarding such.

IV. Other Business

None.

It was moved by Jack Parsons and seconded by Tony Triolo to adjourn the January 7, 2016 Tuftonboro Planning Board meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 8:15 PM.

Respectfully Submitted,

Lee Ann Keathley

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