

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Zoom Meeting Minutes**  
**June 9, 2020**

The Right to Know Checklist was read into the record by Interim Chair Meyers. Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

**Present via Zoom:** Interim Chair Meyers, Members Despres, MacKenzie, Merrell, Sherman  
*Belletete joined the meeting at 6:50 pm*

**Roll Call:** Amy Meyers, Shirley Despres, Robert Sherman, Ed Merrell, Laurel MacKenzie

**Absent:** Alternate Dupuis

**Staff via Zoom:** JoAnne Carr, Director of Planning and Economic Development, David Chamberlain

**Others via Zoom:** Carolyn Garretson, Ruth Webber, Anne Stuart, Bob & Jill Meissner, Chris Guida, Chad Branon, Phyllis Roy, Gravell Family, Mike Shea, Charlie Koch, Jed Paquin

**CALL TO ORDER** – Interim Chair Meyers called the public hearing to order at 6:00 pm.

**PRELIMINARY CONCEPTUAL** - None

**MEETING MINUTES APPROVAL** – None

**PUBLIC HEARING** – Continued

On a **motion** by MacKenzie, seconded by Sherman to move this item to the beginning of the agenda. (5-0-0)  
Despres – Aye Sherman – Aye Merrell – Aye McKensie – Aye Meyers - Aye

**PB 20-03** Nora Bryant Rev. Trust, Owner, Fieldstone Land Consultants, Agent  
58 Proctor Rd, Map 237 Lot 52 Zone: Rural without town water

Subdivision – applicant proposes a major subdivision (4-lot)

Ms. Carr all materials requested have been submitted. State subdivision approval has been received.

Chris Guida – Fieldstone Land Consultants - this final draft is to finalize the issue around grading of the driveways. They have been designed to meet Town standards and site distances requirements. Todd Croteau, Superintendent of Highways and Facilities (SHF) is satisfied with the newly submitted plans. Mr. Croteau noted he would like to see the driveway on Proctor Rd completed prior to the building of the house. Ms. Carr read the updated letter from Mr. Croteau into the record.

Carolyn Garretson – ConCom – asked to see the location of the wetlands. Mr. Guida identified the wetland areas.

Gravell Family – abutter – interested in the plans for the drainage as the culvert to the south drains onto their property. Mr. Guida responded the wetlands will remain undisturbed and the drainage would remain pretty much the same. There are no new culverts under Proctor Rd. There isn't a significant amount of impervious area with this development. There is adequate infiltration with existing vegetation so there should not be an increase in runoff on to her lot. Ms. Carr added the SHF specified that sheet flow into the field rather than onto the roadway. The Town will monitor construction.

**Interim Chair Meyers closed the Public Hearing**

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Zoom Meeting Minutes**  
**June 9, 2020**

**PUBLIC HEARING – ACCEPTANCE**

**PB 20-05** Anne Stuart Rev. Trust & Patti Potter Trust 1998, Owners, Jed Paquin, Agent  
489 & 517 Thorndike Pond Rd, Map 234 Lots 17 & 18 Zone: Rural without town water  
Subdivision – applicant proposes a technical subdivision

Ms. Carr – no issues with application, recommend approval of waivers requested from the subdivision checklist. Note to applicants, lots are not created until a transfer by deed has been completed by both parties.

On a **motion** by MacKenzie, seconded Despres to accept the application as sufficiently complete and accept the waivers as requested. (5-0-0)

Despres – Aye Sherman – Aye Merrell – Aye McKensie – Aye Meyers - Aye

**PB 20-06** Michael & Kendra Shea & Robert & Jill Meissner, Owners  
Red Gate Rd & 260 Ingalls Rd, Map 209 Lot 4 & Map 223 Lot 1.5  
Zone: Rural without town water  
Subdivision – applicant proposes a technical subdivision

**Lot Merger** A merger request for lots 209/4 & 223/1.3 will be signed by the Chair and recorded.

Ms. Carr – no issues with application, recommend approval of waivers requested from the subdivision checklist. Note to applicants, lots are not created until a transfer by deed has been completed by both parties.

On a **motion** Sherman, seconded by Merrell to accept the application as sufficiently complete and accept the waivers as requested. (5-0-0)

Despres – Aye Sherman – Aye Merrell – Aye McKensie – Aye Meyers - Aye

**PB 20-07** JCK Sand & Gravel, Applicant, DPD Properties, LLC, Owner  
Fieldstone Land Consultants, Agent  
Maria Dr, Map 255 Lot 8.5.1 thru 8.5.8, Zone: Industrial with town water  
Subdivision – applicant proposes to amend subdivision approval

Ms. Carr – the applicant is trying to find a way to complete the project. The only issue remaining is clarification around the phasing.

On a **motion** by MacKenzie, seconded by Sherman to accept the application as adequate. (6-0-0)

Despres – Aye Sherman – Aye Merrell – Aye MacKenzie – Aye Meyers – Aye Belletete - Aye

**PUBLIC HEARING – NEW**

**PB 20-05** Anne Stuart Rev. Trust & Patti Potter Trust 1998, Owners, Jed Paquin, Agent  
489 & 517 Thorndike Pond Rd, Map 234 Lots 17 & 18 Zone: Rural without town water  
Subdivision – applicant proposes a technical subdivision

Presentation: Jed Paquin

The plan is to make the boundary lines more conducive to the lot as developed by Stuart. The plan is to exchange equal areas of land so both lots will conform to frontage. Net area does not change for either lot.

**Interim Chair Meyers closed the Public Hearing**

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Zoom Meeting Minutes**  
**June 9, 2020**

On a **motion** by MacKenzie, seconded by Sherman to accept the technical subdivision as presented per testimony given. (5-0-0)

Despres – Aye   Sherman – Aye   Merrell – Aye   MacKenzie – Aye   Meyers - Aye

**PB 20-06**      Michael & Kendra Shea & Robert & Jill Meissner, Owners  
Red Gate Rd & 260 Ingalls Rd, Map 209 Lot 4 & Map 223 Lot 1.5  
Zone: Rural without town water  
Subdivision – applicant proposes a technical subdivision

Presentation: Mike Shea

The plan is to swap an equal amount of land between the two lots which will enable the Mr. Shea to construct a home in a specific location and still be in compliance with the setbacks.

**Interim Chair Meyers closed the Public Hearing**

On a **motion** by MacKenzie, seconded by Sherman to accept the technical subdivision as presented per testimony given (5-0-0)

Despres – Aye   Sherman – Aye   Merrell – Aye   McKensie – Aye   Meyers - Aye

**PB 20-07**      JCK Sand & Gravel, Applicant, DPD Properties, LLC, Owner  
Fieldstone Land Consultants, Agent  
Maria Dr, Map 255 Lot 8.5.1 thru 8.5.8, Zone: Industrial with town water  
Subdivision – applicant proposes to amend subdivision approval

Presentation: Chad Branon, Fieldstone Land Consultants

They are requesting an amendment to condition # 2 of the subdivision approval of May 8, 2018 which states: no lot shall be developed until reclamation is complete and accepted by the Town.

Currently, all aspects of Phase 1 have been completed except for roughly 200 liner feet of the road yet to be constructed and the stormwater swales on the sides of the roadway. Condition #7 states that phasing may be adjusted based on lot sales, but land disturbance shall not exceed 5 ac. per phase. Notes 3-6 could be rearranged to accommodate the first lot being sold which is the last lot on the site.

Completed work includes: the stormwater basin on the north side of the site, grading on Apollo Steel, diversion swale, cross culverts, water and underground electric. Gravel excavation remains to be done on the back side of Lots 2,3, 4 & 5. The excavation operation will be active until the end of the project. The gravel operation will exist over Lots 3 & 4. The plans were set up to have a 5-ac. cap of disturbed land. Mr. Branon gave an overview of how the site work will continue.

Ms. Carr stated the question remains how do you develop Lot 5 without completing the drainage system. Mr. Branon responded the stormwater for Lot 5 was developed to be entirely independent. There is a high point between lots 4 and 5 so no drainage from Lot 5 will go onto lot 4.

Mr. Branon addressed the issue of the bond requirements. They propose to post a rolling 5 ac. reclamation bond until the completion of the project. Member Belletete asked for clarification, there is no bond for reclamation of the site at this time. Ms. Carr responded that is correct. Mr. Branon confirmed they have never had a bond on this project.

Member MacKenzie clarified that all infrastructure work including construction of road, drainage, water & electrical work will be complete prior to request for CO for Lot 5. Mr. Branon responded that is correct.

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Zoom Meeting Minutes**  
**June 9, 2020**

Member MacKenzie asked about the agreement to maintain the drainage once it's put into use. Mr. Branon responded the maintenance burden will be on DPD Properties, until Town accepts road.

Ms. Carr asked how much land is exposed presently. Mr. Branon responded Mountainshade is using roughly 3 ac. About 7 ac. of open area on the site including stockpile area, however, according to the State, stockpiles do not count towards open area.

On a **motion** by Sherman, seconded by Merrell to continue the public hearing to a **site visit and deliberation on Monday, June 15 at 3:00 pm.** (4-1-0)

Despres – Aye   Sherman – Aye   Merrell – Aye   Meyers – Aye  
Nay - MacKenzie

**DECISIONS**

**PB 20-03**      Nora Bryant Rev. Trust, Owner, Fieldstone Land Consultants, Agent  
58 Proctor Rd, Map 237 Lot 52   Zone: Rural without town water  
Subdivision – applicant proposes a major subdivision (4-lot)

On a **motion** by Sherman, seconded by Merrell to approve the application for a 4-lot subdivision as presented per testimony given, subject to the following conditions: (5-0-0)

Conditions Precedent:

1. Grading, clearing and driveway rough construction to be done prior to construction of homes.
2. A recommendation should be sent to the Select Board for stop sign to be erected at the corner Proctor and Harkness.

Despres – Aye   Sherman – Aye   Merrell – Aye   McKensie – Aye   Meyers – Aye

**PB 20-05**      Anne Stuart Rev. Trust & Patti Potter Trust 1998, Owners, Jed Paquin, Agent  
489 & 517 Thorndike Pond Rd, Map 234 Lots 17 & 18   Zone: Rural without town water  
Subdivision – applicant proposes a technical subdivision

On a **motion** by MacKenzie, seconded by Sherman to accept the technical subdivision as presented per testimony given. (5-0-0)

Despres – Aye   Sherman – Aye   Merrell – Aye   MacKenzie – Aye   Meyers - Aye

**PB 20-06**      Michael & Kendra Shea & Robert & Jill Meissner, Owners  
Red Gate Rd & 260 Ingalls Rd, Map 209 Lot 4 & Map 223 Lot 1.5  
Zone: Rural without town water  
Subdivision – applicant proposes a technical subdivision

On a **motion** by MacKenzie, seconded by Sherman to accept the technical subdivision as presented per testimony given (5-0-0)

Despres – Aye   Sherman – Aye   Merrell – Aye   McKensie – Aye   Meyers – Aye

**OTHER BUSINESS** – none

Elections – Amy Meyers accepted the nomination for Board Chair, Laurel MacKenzie accepted the Vice-Chair position.

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Zoom Meeting Minutes**  
**June 9, 2020**

Alternates – Up to five people can be appointed as alternates. Presently the BOS has a list of names they are considering which includes Margaret Dillon, John Peard, Cody Gordon and William (Bud) Taylor. If anyone has other suggestions, please share those names with Jo Anne Carr.

**ZONING BOARD DECISIONS**

1. ZBA 20-05, Charles Turcotte, Owner - approved
2. ZBA 20-06, Sarah Wright, Owner - approved
3. ZBA 20-07, PPSG Properties, Owner, Café 532, Applicant - approved
4. ZBA 20-08, Johnatthew Holdings, LLC, Owner – one approved, one denied

**ADJOURNMENT**

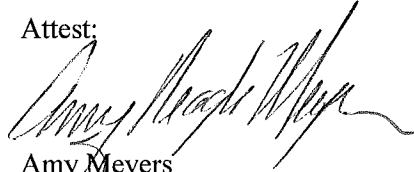
The meeting adjourned at 8:07 pm

Submitted:



Rebecca Newton  
Recording Secretary

Attest:



Amy Meyers  
Interim Chair, Jaffrey Planning Board