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2 **Planning Board**  
3 **Meeting Minutes**

4 7:00 PM, May 13, 2025, at the Meeting House  
5

6 **Members Present:**

7 Greg Meeh, Rich Marcou (Vice Chair), Scott Doherty (Board of Selectmen Chair), Megan  
8 Portnoy, Brendan O'Donnell (Chair), Clifton Mathieu (Alternate)

9 **Members Absent:**

10 Hillary Nelson (Alternate), Joshua Gordon

11 **Others Present:**

12 Web Stout (Land Surveyor), Jim York, Mark York, Corey Szepan, Jon and Lauren Sinclair

13 **Call to Order**

14 The Planning Board meeting was called to order by Brendan O'Donnell at 7:01 PM. Clifton  
15 Mathieu was seated as an alternate member to meet quorum requirements, as two members were  
16 absent.

17 **Approval of April 22, 2025, Draft Meeting Minutes**

18 The minutes of the April 22, 2025, meeting were approved. Motion to accept was made by Rich  
19 and seconded by Clifton.

20 **Stern Preconceptual Discussion**

21 Brendan introduced the preconceptual discussion, reminding all present that no decisions would  
22 be binding at this stage.

23 Web Stout presented on behalf of the applicant, Kenneth John Stern Trust, concerning the  
24 property at 31 Wilson Road, Tax Map 213, Lot 11, located within Rural and Agricultural Zones.  
25 The applicant intends to subdivide the 28-acre parcel into two lots, with formal submission  
26 anticipated for the fall.

27 Web highlighted concerns regarding wetlands and topography. The property spans two zoning  
28 districts, requiring consideration of regulations for each. The proposal to increase lot size to five  
29 acres aims to avoid state approval and test pits by ensuring compliance with contiguous buildable  
30 area requirements.

31 Discussion included:

32 Rural Zone permits two-acre lots; proposed subdivision exceeds frontage requirements.  
33 Brendan asked about requirements for the middle zone; Web confirmed most of the area adheres  
34 to Rural Zone stipulations.  
35 Greg suggested subdividing into a conforming two-acre lot.  
36 Rich proposed selling additional land for uniform lots.  
37 Web mentioned drafting a waiver for lots between two and 2.5 acres.  
38 Greg emphasized adherence to zoning rules.  
39 Brendan acknowledged that concerns were addressed and flagged for review upon formal  
40 application submission. No public comments were offered.

#### 41 **Scrivens Subdivision**

42 Brendan and Clifton recused themselves as abutters. Rich assumed Chair and noted that with  
43 four members present, a tie vote would deny the motion. The applicant opted to proceed.  
44 Web Stout, representing the estate of Thomas Scrivens (Executor: James A. Scrivens), presented  
45 the subdivision request for 527 Northwest Road, Tax Map 233, Lot 37. This is the fifth  
46 subdivision of the property prior to 1974. In 2009, the property underwent subdivision and  
47 frontage adjustments.  
48 The proposed subdivision involves splitting the lot in half, resulting in a lot just over five acres.  
49 The property is in the Rural Zone (minimum two-acre zoning). Proposed lots exceed  
50 requirements. An easement for the driveway will be documented in the deed.  
51 Web requested two waivers:  
52 Wetland delineation and Topographic mapping  
53 Topography was mapped using field data and LIDAR from UNH, integrated with USGS  
54 mapping. No wetlands were found at the front of either lot.  
55 Motions:  
56 Completeness: Motion by Greg, seconded by Scott.  
57 Wetland waiver: Motion by Megan, seconded by Rich.  
58 Topographic waiver: Motion by Greg, seconded by Scott.  
59 No regional impact is foreseen. No site walk requested. Public comments included Brendan and  
60 Clifton expressing support.

61 Rich asked about driveway easement impact; Web confirmed both lots exceed frontage and  
62 acreage requirements. Megan asked about septic and wetlands; Web assured compliance and  
63 noted state septic approval will be required.

64 Final subdivision adheres to ordinances; waivers approved. Motion to approve subdivision by  
65 Megan, seconded by Scott. Unanimous approval, with Brendan and Clifton abstaining.

#### 66 **Adopting the Plan for Tomorrow**

67 Brendan thanked the board for completing the Master Plan. Rich suggested reviewing one  
68 chapter per year for strategic planning. Megan agreed. Rich thanked Greg for leadership; Greg  
69 thanked the board for teamwork.

70 Motion to adopt the Plan for Tomorrow by Greg, seconded by Rich. Clifton abstained. Motion  
71 passed unanimously.

72 Six printed copies will be bound and placed in the town office, library, and Meeting House, and  
73 posted on the town website.

#### 74 **Old Business**

75 Draft Solid Waste Chapter (not included in Master Plan): Work session planned; add draft to May  
76 27 agenda for adoption by end of June.

77 Ordinance changes: Brendan introduced Greg's list; divided over next six months (solar, wetland  
78 setbacks, slope limitations, congregate services, definition changes, workforce housing review).

79 Sludge ordinance: Add to May 27 agenda.

80 Update adopted land use regulations and website effective November 12, 2025.

81 Email final land use regulations to Megan and board members.

82 Checklists and subcommittee meeting: TBD.

83 CIP update scheduled for May 27.

84 Greg reported municipal association expects house and senate bills to pass.

#### 85 **Adjournment**

86 Motion to adjourn by Rich, seconded by Scott at 8:09 PM. All voted in favor.

87 Next Meeting: May 27, 2025, at 7:00 PM at the Meeting House

88 Respectfully Submitted:

89 Michelle Hammond, Planning Board Secretary