

**Canaan Planning Board**  
Minutes  
Meeting of January 14, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:04.

Members present: Andrew Musz, Joe Frazier, Tim Lewis, Chuck Townsend, Steve Ward and Dan Ware.

**Minutes:**

Chuck Townsend read the minutes of the December 10, 2009 meeting. Tim Lewis moved that the minutes be approved with corrections as read. Joe Frazier provided the second and the board approved the motion.

**Routine Business and Announcements:**

Andrew Musz announced that he had received the Mylar for the Lary subdivision, that the requested labels had been added, and that he had signed and processed it.

**Correspondence:**

The board received a copy of a 'Letter of Deficiency' from Craig Rannie, Compliance Supervisor at DES, addressed to Heather Hils, regarding her Map 7 Lot 31 property on Perry Road.

The board received an announcement from UVLSRPC regarding funding availability to study water quality concerns.

**7:30 Discussion – Water Quality Protection Study**

The board reviewed the recommendations. They are written as goals. We could write them into regulations, but we don't have the means to enforce new regulations. The board concluded that keeping them in the form of goals and including them as a guideline list with building permits and driveway permits would be an effective way to educate the public and to move toward preserving water quality during construction. Andrew Musz will prepare a tentative list of guidelines that address stormwater management practices. The planning board will discuss these at the January 28 meeting.

At 8:15 John Bergeron arrived and joined the discussion

The board concluded that some of the recommendations, particularly road maintenance procedures, are appropriate for the subdivision regulations.

**8:25 Preliminary Completeness Review – Glen and Judy McKinstry**

During the review of the application for subdivision of the Map 15 Lot 32A sub 2 property on Foliage View Drive the board noted missing contour lines. Joe Frazier moved that we find the application sufficiently complete for a hearing. The motion was seconded by Tim Lewis and passed. A hearing was scheduled for Feb 11 at 7:15.

**8:35 Adjournment:**

Motion to adjourn was made by Joe Frazier, seconded by Dan Ware and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

**Canaan Planning Board**  
Minutes  
Meeting of January 28, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:05.

Members present: John Bergeron, Andrew Musz, Tim Lewis, Chuck Townsend and Pete Gibson (alternate). Andrew Musz appointed Pete Gibson to Dan Ware's seat in his absence.

**Minutes:**

Chuck Townsend read the minutes of the January 14, 2010 meeting. John Bergeron moved that the minutes be approved as read. Tim Lewis provided the second and the board approved the motion.

**Correspondence:**

none

**Routine Business and Announcements:**

Andrew Musz submitted the year-end report with modifications as suggested by board members.

**7:20 Subdivision Regulation**

Andrew Musz sent proposal for including water quality recommendations in driveway permits and building permits to the select board members. Tim Lewis reported select board concerns over mandates and the implementation process. The planning board reiterated the intention that they be included in the permits as recommendations only. The planning board requested that John Bergeron incorporate recommendations that protect water quality in the forms and in subdivision regulations for discussion during the second meeting in February.

**8:15 Preliminary Completeness Review – Robin A. Gowing and Lori Lee Rogers Gowing**

During the review of the application for subdivision and boundary line adjustment of the Map 16 Lot 4 property the board noted an incorrect legend symbol for paved roads. Finding the application sufficiently complete for a hearing, a hearing was scheduled for Feb 25 at 7:30.

**8:35 Adjournment:**

Motion to adjourn was made by John Bergeron, seconded by Tim Lewis and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

**Canaan Planning Board**  
Minutes  
Meeting of February 11, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:00.

Members present: John Bergeron, Joe Frazier, Andrew Musz, Tim Lewis, Chuck Townsend, Steve Ward and Pete Gibson (alternate). Andrew Musz appointed Pete Gibson to Dan Ware's seat in his absence.

**Minutes:**

Chuck Townsend read the minutes of the January 28, 2010 meeting. Tim Lewis moved that the minutes be approved as read. John Bergeron provided the second and the board approved the motion.

**Correspondence:**

Wiley Publishing – Catalogue of town planning books

**Routine Business and Announcements:**

Andrew Musz reminded members that at the next meeting we will review modifications to the subdivision regulations. John Bergeron will distribute the proposed regulations to all members.

Chuck Townsend described the group net energy metering bill pending in Concord.

**Major Subdivision Application – Glen and Judy McKinstry**

Andrew Musz reviewed the application for creating two lots, Map 15 Lot 32A-11 (5.01 acres) and Map 15 Lot 32A sub 2 (26.34 acres) on Foliage View Drive. Because the lot has been recently subdivided this new application is treated as a major subdivision. Steve Ward moved that we find the application complete for public hearing. Chuck Townsend provided the second and the motion carried unanimously.

**7:18 Public Hearing - Glen and Judy McKinstry**

Scott Sanborn was present on behalf of the McKinstrys. No abutters were present.

7:25 Public Hearing closed. John Bergeron moved, and Joe Frazier seconded a motion to approve the subdivision as presented. The vote to pass was unanimous.

**7:30 Conceptual Review – John and Matt Dow**

Scott Sanborn was present representing the Dows. Matt Dow was also present. The subdivision would produce three lots from the 16 acre Canaan Hardware property. The Hardware store would remain on a 0.8 acre parcel. The M.T.D. offices would become a separate 3.3 acre parcel. The 11.1 acre remainder would not be immediately developed. Planning board members discussed several problems that the subdivision would have to overcome:

- Access to the rear lots would be by way of an easement only 25' wide at the road.
- The property is in the town compact area and new sewerage hookups are not available.
- Applicability of Shoreline Protection Act to the properties will need to be determined.

**Adjournment:**

Motion to adjourn was made by John Bergeron, seconded by Joe Frazier and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

**Canaan Planning Board**  
Minutes  
Meeting of February 25, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:05.

Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Pete Gibson (alternate). Andrew Musz appointed Pete Gibson to Dan Ware's seat in his absence.

**Minutes:**

Chuck Townsend read the minutes of the February 11, 2010 meeting. Steve Ward moved that the minutes be approved with spelling of Joe Frazier's name corrected. John Bergeron provided the second and the board approved the motion.

**Correspondence:**

UVLSRPC – Announcement of “Backyard Farming Program”; RPC newsletter  
UNH Cooperative Extension – Announcement of Municipal Turf & Grounds Conference

**Routine Business and Announcements:**

CIP Committee – Members Steve Ward, Dave Barney and Lola Baldwin have met with Canaan departments and plan to meet with the Budget Committee

**7:30 Technical Subdivision and Annexation – Robin Gowing**

Andrew Musz reviewed the application for creating two lots with a boundary line adjustment, Map 16 Lots 47 and 47A on Sugar Hill Road. Chuck Townsend moved that we find the application complete for public hearing. John Bergeron provided the second and the motion carried unanimously.

Hearing was opened. Scott Johnston was present as an abutter. The applicant requested a continuance until the 1<sup>st</sup> meeting in March. The hearing was continued to March 11 at 7:15.

**7:40 Other Business**

John Bergeron reported on a new regulation requiring notification to upstream dam owners when there are plans for subdivision or construction in areas [at risk in a breach](#).

**7:45 Adjournment:**

Motion to adjourn was made by John Bergeron, seconded by Steve Ward and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

**Canaan Planning Board**  
Minutes  
Meeting of March 11, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:05.

Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend and Steve Ward.

**Minutes:**

Chuck Townsend read the minutes of the February 25, 2010 meeting. Joe Frazier moved that the minutes be approved with clarification. John Bergeron provided the second and the board approved the motion.

**7:15 Continuation of Hearing; Technical Subdivision and Annexation – Robin Gowing**

Andrew Musz reopened the hearing for the Gowing application creating new lots and a boundary line adjustment from Map 16 Lots 47 and 47A on Sugar Hill Road. Owner Lori Lee Rogers Gowing was present. Scott Sanborn was present representing the owner and Scott Johnson was present as an abutter.

The property line adjustment takes 2.63 acres from Lot 47 and annexes it to Lot 47A. After that reduction, the remainder of Lot 47 is divided in three, Lot 47-1 (1.78 acres), Lot 47-2 (1.11 acres) and Lot 47-3 (3.03 acres).

The plat places a lot line from a stone wall to the westerly side of the Ball Park Rd intersection. Scott Johnson believes that the line should go to the easterly side of Ball Park Road. Adjustment of that line would not cause any impediment to approval of the subdivision. Scott Sanborn, the owners and Scott Johnson plan to evaluate the evidence and discuss the final line location.

Motion to accept the subdivision and property line adjustment as presented was made by John Bergeron, seconded by Steve Ward and approved.

**7:45 Subdivision status discussion**

The board discussed the status of land belonging to Ronald and Doris Stanford at the intersection of Rt. 4 and Switch Road. Ronald Stanford and Scott Sanborn were present for the discussion. The planning board approved subdivision of the lot in 1987, but the plat was never filed. The planning board believes that this was a legal subdivision. A new plat reviewed by the planning board in 1990 shows two lots with lot 16.1 (2 acres) being cut off by the proposed relocated intersection of Rt. 4 and Switch Road. This plat also was not filed. Ron Stanford has the plat, but it is drawn in a format no longer accepted by the Registry of Deeds. Current Canaan tax maps continue to show a single lot.

Ron Stanford will try to register the outdated plat, or discuss with Bill Sharp at the Registry of Deeds what must be done to register the old subdivision.

**8:20 Merger – Map 7 Lots 7 and 7A belonging to Clem Perron on Hall Road**

Motion to approve merger of the adjoining parcels was made by Steve Ward, seconded by Joe Frazier and passed.

**8:30 Completeness Review – Eight Days O’Week Subdivision by John Dow**

Andrew Musz reviewed the checklist. The subdivision does not require state septic approval or shoreline approval since it is connected to Town water and sewer and there will be no disturbance of the shoreline protection area. The application appears complete for public hearing. Hearing will be scheduled for March 25 at 7:15.

**8:45 Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by John Bergeron and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

**Canaan Planning Board**  
Minutes  
Meeting of March 25, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:05.

Members present: Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson. Andrew welcomed Marcia as our new *ex officio* member representing the select board.

**Minutes:**

Chuck Townsend read the minutes of the March 11, 2010 meeting. Andrew Musz suggested corrections and clarifications to the Sanborn property discussion. Joe Frazier moved that the minutes be approved with clarifications and corrections. Steve Ward provided the second and the board approved the motion.

**Correspondence:**

UVLSRPC - packet contained a workforce housing update and an invitation to apply for planning services grants.

DES – copy of dredge and fill permit for Heather Hils remediation work.

DES – copy of dredge and fill permit for Marion Rogers for drainage ditch stabilization.

**Other Business:**

Election of planning board officers was postponed until April 8 to allow for participation by additional members.

**7:15 Public Hearing; Minor Subdivision – Eight Days O’Week Realty, LLC**

Andrew Musz reviewed the completeness checklist for minor subdivision of the Map 15A, Lot 54 property at 7 On the Common Lane. Chuck Townsend moved to find the application complete for public hearing. Joe Frazier seconded the motion and it passed.

Andrew Musz opened the hearing. Matt Dow and Scott Sanborn were present representing Eight Days O’Week Realty. Abutter Elwin Neily was present. Scott Sanborn reviewed the application to create three lots, a Canaan Hardware lot, an MTD's Property Maintenance lot and an undeveloped remainder lot. It was noted that the access right of way to the hardware store loading dock and the two back lots is 25 feet wide at the road and about 28 feet at the corner of the store.

Steve Ward moved to accept the subdivision and property line adjustment subject to the following provisions suggested by Andrew Musz: 1.) that it is subject to the Comprehensive Shoreline Protection Act; and 2.) that there shall be no further development which would require additional waste disposal systems (or hook-ups to municipal system), or expansion of existing waste disposal systems, or hook-ups, without the express written consent of the Selectboard of the Town of Canaan as well as approval by any other agency that may be required. The motion was seconded by Joe Frazier and approved.

**7:45 Other Business**

No new subdivision applications had been received.

Steve Ward reported on CIP Committee work. Bob Reagan is meeting with the CIP Committee replacing Tim Lewis. Lola Baldwin, Steve Ward and Dave Barney are also on the



committee. Dave Barney is working on setting a joint meeting with the Budget Committee. Steve Ward is working with the Select Board on informational meetings with Town department heads.

**8:00 Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by Steve Ward and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

## **Canaan Planning Board**

### **Minutes**

Meeting of April 8, 2010

#### **Call to Order:**

Andrew Musz called the meeting to order at 7:08.

Members present: John Bergeron, Pete Gibson (alternate), Andrew Musz, Chuck Townsend and Marcia Wilson. Andrew Musz appointed Pete Gibson to fill Dan's seat.

#### **Minutes:**

Chuck Townsend read the minutes of the March 25, 2010 meeting. John Bergeron requested a correction. Pete Gibson moved that the minutes be approved with the correction. Marcia Wilson provided the second and the board approved the motion.

#### **Announcements:**

No new correspondence had been received.

Andrew Musz received and signed the Mylar for the Eight Days O'Week subdivision with the additional language requested in the subdivision motion approved on March 25.

John Bergeron noted that there is pending state legislation that would require planning board hearings and conditional approval of subdivision applications missing only approvals from other governmental bodies.

#### **Other Business:**

No new applications have been received.

Chuck Townsend moved to hold election of planning board officers at the May 13<sup>th</sup> meeting. The motion was seconded by John Bergeron and carried.

#### **7:20 Continued discussion of Stanford Lot 16 and 16-1 property**

Andrew Musz distributed a property plan reproduced by Chris Rollins from the drawing he produced for subdivision of the property and revised on 8/08/1990. The subdivision based on the previous plan had been approved by the planning board but the plat had not been sent to the registrar of deeds so the subdivision had not been recorded. The board found the plan to correctly represent the approved subdivision, and Chuck Townsend made the motion authorizing the Chair to sign the new plat and have it sent to the Registry of Deeds. John Bergeron provided the second and the motion was carried.

#### **8:00 Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by Pete Gibson and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

**Canaan Planning Board**  
Minutes  
Meeting of April 22, 2010

**Call to Order:**

John Bergeron called the meeting to order at 7:05.

Members present: John Bergeron, Joe Frazier, Pete Gibson (alternate), Chuck Townsend and Marcia Wilson. John Bergeron appointed Pete Gibson to fill Dan Ware's seat.

**Minutes:**

Chuck Townsend read the minutes of the April 8, 2010 meeting. Marcia Wilson moved that the minutes be approved. Pete Gibson provided the second and the board approved the motion.

**Correspondence:**

National Grid – Requesting approval for tree trim and removal along Moose Mountain Road, a scenic road. Brush is to be chipped, trees under 5" to be removed, and wood left at roadside. Public Hearing scheduled to be held on May 27 at 7:35.

Vital Communities – Spring 2010 newsletter.

UNH Stormwater Center – 2009 Annual Report including research reports on porous asphalt, pervious cement, bio-retention systems and other topics.

**7:15 Preliminary Completeness Review – Glen & Mary McKinstry Jr.:**

Scott Sanborn presented the plan to subdivide property off Foliage View Road. John Bergeron reviewed the checklist for application completeness. Joe Frazier moved that the board find the application sufficiently complete for public hearing. Marcia Wilson seconded the motion and the hearing is scheduled for May 27 at 7:15.

The subdivision would create a new lot accessible only through a driveway now serving two residences. Scott requested discussion of waivers that would allow the subdivision prior to upgrading the driveway to road status. Glen McKinstry plans road work in the fall but would like to be able to subdivide and sell the newly created 5.11 acre parcel now. John Bergeron suggested that two possibilities would be to post a bond for the required road work or to incorporate a restriction in the deed for the new property preventing any development until the road is created. Scott Sanborn suggested that the board consider a letter from Glen McKinstry promising no further subdivision until the road is created. The sense of the board was that bonding or deed restriction would be more likely to satisfy the board.

**7:45 Conceptual Hearing – Eight Days O'Week Realty:**

After reviewing the approved plat for subdivision of the Canaan Hardware lot at Map 15A, Lot 54, John Dow and Matt Dow decided that they wanted to reduce the right of way easement to the 30' width that is currently used. Scott Sanborn agreed to craft language for the Planning Board Approval block on a new plat specifying that it contains a revision of the subdivision that does not alter property lines and does not require a public hearing. Matt Dow will bring the new plat to the planning board for signing on May 13 at 7:15.

**8:10 Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by Pete Gibson and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

## **Canaan Planning Board**

### **Minutes**

Meeting of May 13, 2010

#### **Call to Order:**

Andrew Musz called the meeting to order at 7:03.

Members present: John Bergeron, Joe Frazier, Pete Gibson (alternate), Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson. Andrew Musz appointed Pete Gibson to fill Dan Ware's seat.

#### **Election of Officers:**

Joe Frazier nominated Andrew Musz for the office of Chair, seconded by Chuck Townsend. There being no other nominations the board cast one vote for the nominee.

Steve Ward nominated John Bergeron for the office of Vice-Chair, seconded by Joe Frazier. There being no other nominations the board cast one vote for the nominee.

#### **Minutes:**

Chuck Townsend read the minutes of the April 22, 2010 meeting. Marcia Wilson moved that the minutes be approved as read. Steve Ward provided the second and the board approved the motion.

#### **Correspondence:**

Local Government Center – Announcement of fall golf tournament

#### **7:15 Review Plat - Easement change on property, Eight Days O'Week Realty:**

Matthew Dow presented the revised plan for the Map 15A Lot 54 property. The plan appeared to be the same as the previously approved plan except for a reduction in width of the right-of-way to the interior plots to 30 feet wide, and the addition of a note clarifying that the change does not alter property lines and does not require a public hearing. Chuck Townsend moved that the Planning Board approve the revised plat for signing. Joe Frazier provided the second and the Board approved the motion. Andrew Musz signed the Mylar. Matt Dow will assume the responsibility for recording it with the Registry of Deeds.

#### **7:30 Joint Meeting – Planning Board and Select Board**

Andrew Musz opened the meeting requested by the Select Board to obtain input and direction from the Planning Board regarding designation of the Mascoma River from the Enfield Line to Canaan Center for participation in the NH Rivers Management and Protection Program as a Rural River. In attendance supporting the discussion were Laura Weit-Marcum (Rivers Coordinator for DES), Rachael Ruppel (Planner for UVLSRPC), Bill Chabot (Co-Chairman of Canaan Conservation Commission) and members of the public.

Concerns explored during the discussion included Canaan's membership in UVLSRPC, on the limitation in dam construction that would be imposed by participation, and in funding for the development of a management plan and for carrying out the management that would protect the river for future generations. Canaan will need to join Lebanon and Enfield in submitting their nomination before June 1, 2010, or the nomination can not be acted on until next year, at a time when the UVLSRPC funding to conduct a resource assessment and support the nomination will have been expended. Canaan could withdraw from the nomination at any time up to legislative designation of the Mascoma River into the program a year from now.

The Rural-Community designation as described RSA 483:9-a prohibits new dams but allows repair of breached dams within six years and allows new run-of-the-river hydroelectric facilities at those dams. Conserved land and residences border much of the Mascoma River in Canaan. There are breached dams but limited current potential for their repair. The Board discussed whether the town should forgo possibility of future development of such dams.

Funding for development of a management plan is currently available through a federal EPA grant to the NH DES and from them to UVLSRPC. Project funding for river management raised by future grants would be available to Canaan as well as Enfield and Lebanon if the town participates. Canaan representatives in the Local River Management Advisory Committee (LAC) would have an equal say with downstream communities in developing and carrying out the river management plan.

John Bergeron moved that the Planning Board support the nomination of portions of the Mascoma River in Canaan as a rural component in the NH Rivers Management and Protection Program. Chuck Townsend seconded the motion. The vote supporting the motion was 5 to 2, with John Bergeron, Chuck Townsend, Andrew Musz, Marcia Wilson and Pete Gibson voting yea, and Joe Frazier and Steve Ward voting nay.

Rachel Ruppel announced an additional public informational meeting on the Mascoma River designation at Enfield Community Building on Tuesday May 18 at 7:30 pm.

#### **8:40 Voluntary Mergers:**

The board reviewed a request by David Zani to merge three Map 3 lots, lots 48-3, 48-4 and 48-5 into a single lot. John Bergeron moved that the Planning Board sign the voluntary merger agreement. Joe Frazier seconded the motion. It was approved and Board members signed the agreement.

The board reviewed a request by David Zani and Patricia Sweetser to merge Map 12 lot 48 and and Map 12 Lot 49 into a single lot. Chuck Townsend moved that the Planning Board sign the voluntary merger agreement. Joe Frazier seconded the motion. It was approved and Board members signed the agreement.

#### **Other Business**

##### **- Intent to Excavate Letter:**

Andrew Musz reviewed the history of excavation requirements and enforcement. The Board reviewed the letter now being used by the Select Board to notify excavators that they are required to come to the Planning Board for an Excavation Permit in addition to completing an Intent to Excavate form.

##### **- Planning and Zoning Conference:**

Joe Frazier and Marcia Wilson attended the Planning and Zoning Conference. Joe reported on the conference and particularly on broadband buildout and the [www.IWantBroadbandNH.org](http://www.IWantBroadbandNH.org) website which has updates on broadband availability and has a link to test the speed of your connection and contribute to the needs assessment.

##### **- Capital Improvement Plan:**

Steve Ward reported on informal meetings he has had with department heads to discuss the value and process of CIP. In June he will meet with Michael Capone to plan CIP request collection details.

#### **9:25 Adjournment:**

Motion to adjourn was made by Steve Ward, seconded by Marcia Wilson and passed.

Respectfully submitted,  
Chuck Townsend, Acting Scribe

## **Canaan Planning Board**

Meeting of May 27, 2010

### **Call to Order:**

Andrew Musz called the meeting to order at 7:04.

Members present: John Bergeron, Joe Frazier, Pete Gibson (alternate), Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson. Andrew Musz appointed Pete Gibson to fill Dan Ware's seat.

### **Minutes:**

Chuck Townsend read the minutes of the May 13, 2010 meeting. Marcia Wilson moved that the minutes be approved with corrections. John Bergeron provided the second and the board approved the motion.

### **Correspondence:**

American Planning Association – brochure seeking our membership

### **Routine Business:**

Rachael Ruppel had expressed hope to Andrew Musz and to Chuck Townsend for a letter of support for Mascoma River designation as a Rural River in the NH Rivers Management and Protection Program. Andrew Musz will provide a letter from the board supporting the river designation.

The board discussed the continuing regular absence of Dan Ware from board work. Chuck Townsend moved that we authorize Andrew Musz to write a letter to Dan Ware requesting his resignation, allowing for the appointment of a regular working member. Joe Frazier seconded the motion and it passed.

### **7:20 Public Hearing: Major Subdivision; Glen D. Jr. and Mary E. McKinstry**

The board reviewed the application for the two lot subdivision of property on Foliage View Drive, Map 15 Lot 32A-1. Chuck Townsend moved that we find the application complete for public hearing, Steve Ward provided the second and the board approved the motion. Andrew Musz opened the hearing.

Andrew Musz presented a letter from Scott Sanborn, Cardigan Mountain Surveying, requesting that we open the hearing and immediately continue the hearing to the next planning board session. The delay is to allow completion of work to bring the road up to town standards. The hearing was continued until June 10 at 7:15.

### **7:35 Public Hearing: Removal of Trees on a Scenic Road**

Andrew Musz opened the hearing required for trimming and removal of trees on a section of Moose Mountain Road, a designated scenic road. Janice Ramsey, Forestry Supervisor for National Grid, presented the plan, which designates the trees to be removed and the work to be done as part of the National Grid 5-year trimming plan. The work will also include placing poles along the road right-of-way to replace nine poles that cross a swampy area. National Grid has discussed the work with almost all of the property owners affected by the trimming, and will contact the owner of the last remaining property before work on trees on that property.

John Bergeron moved that the planning board approve the proposal as presented in the letter dated April 21, 2010 from Janice Ramsey. Joe Frazier seconded the motion and it was passed.



**Other Business**

**- Broadband Notice:**

Joe Frazier reported publicizing the [www.IWantBroadbandNH.org](http://www.IWantBroadbandNH.org) website, and several members reported using it.

**- Capital Improvement Plan:**

Steve Ward discussed the advisability of including structures which would be built using grant funding as part of the CIP reporting.

**9:25 Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by Joe Frazier and passed.

Respectfully submitted,  
Chuck Townsend, Scribe

## **Canaan Planning Board**

### Minutes

Meeting of June 10, 2010

#### **Call to Order:**

John Bergeron called the meeting to order at 7:05.

Members present: John Bergeron, Pete Gibson (alternate), Andrew Musz (arriving late), Chuck Townsend, Steve Ward and Marcia Wilson. John Bergeron appointed Pete Gibson to fill Dan Ware's seat.

#### **Minutes:**

Chuck Townsend read the minutes of the May 27, 2010 meeting. Marcia Wilson moved that the minutes be approved. Andrew Musz arrived and assumed the role of Chair. John Bergeron provided the second and the board approved the motion.

#### **Correspondence:**

none

#### **Routine Business:**

Andrew Musz reported that he had sent a letter to Laura Weit-Marcum at DES supporting Mascoma River designation as a Rural River in the NH Rivers Management and Protection Program.

Andrew Musz reported that he had sent a letter to Dan Ware requesting his resignation.

The Planning Board discussed the impact of the resignation of Canaan's Town Administrator Michael Capone. Marcia Wilson will determine whether letters have been sent to those people identified by DES as needing excavation permits.

John Bergeron brought attention to the need to complete updating Canaan's subdivision regulations. The planning board meeting on June 24 will include an hour scheduled for review of the road standards section of the regulations.

#### **7:15 Continued Public Hearing: Major Subdivision; Glen D. Jr. and Mary E. McKinstry**

Andrew Musz reopened the hearing on the application for the two-lot subdivision of property on Foliage View Drive, Map 15 Lot 32A-1. Applicants Glen McKinstry Jr. and Mary McKinstry were present. Scott Sanborn was present representing them. No abutters were present.

Scott Sanborn reported that the shared driveway had been improved from Foliage View beyond the driveway onto lot 32A-1A, to at least a 20' driveable surface and no more than 8.5° grade. The end of the driveway to lot 32A-1A has also been improved to provide a turnaround. The improved road right-of-way is on the land of Glen McKinstry Sr. except for the turnaround on Glen McKinstry Jr.'s land. Development of a road maintenance agreement is in process. Lot 32A-1B will be accessed by a driveway extending from the end of the RoW.

The planning board noted the need for a letter from Fire Chief William Bellion approving the road design for fire access. In addition our regulations require an engineer's statement that the road construction is consistent with Canaan's subdivision regulations.

Andrew Musz closed the public hearing. John Bergeron moved, seconded by Steve Ward, that the board accept the application subject to a letter from the Fire Chief accepting the road and an engineering report commenting on its construction. The Chair will sign the mylar when the planning board reviews these documents at a future meeting. The motion passed.

**Minutes** as approved on June 24, 2010.

## **Other Business**

### **- CIP Committee:**

Steve Ward reported that the CIP Committee met with the goal of deciding what to request from department heads for the 6-year capital improvement planning. They will request a current inventory of vehicles and equipment, including expected life and replacement costs. The select board is making a similar request for its financial planning. The CIP committee is planning to meet with the budget committee on June 17<sup>th</sup>. The goal is to bring the plan to the planning board by September 1<sup>st</sup>.

### **- Williams Field Improvement:**

Marcia Wilson described planning for playground improvements at Williams Field. Because the improvements do not involve a change of use, it was determined that they do not need to come before the planning board.

### **8:25 Adjournment:**

Motion to adjourn was made by Marcia Wilson, seconded by John Bergeron and passed.

Respectfully submitted,  
Chuck Townsend, Scribe

**Canaan Planning Board**  
Minutes  
Meeting of October 14, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:03, meeting in Stoddard Hall at Cardigan Mt. School.

Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

**Correspondence:**

Vital Communities

DES — requesting comments for Site Specific permit requested by Cardigan Mountain School.

**7:15 Joint Hearing: Planning Board, Select Board, Conservation Commission, Historic District, Source Water Protection Committee and other interested parties, to discuss construction plans on the Cardigan Mountain School Campus**

Representatives of Cardigan Mountain School included David McCusker, Headmaster, Joseph McHugh, Business Manager, and Tim Jennings, Director of Facilities at Cardigan Mountain School. Patrick Buccellato joined them representing Pathways Consulting.

David McCusker introduced “Cardigan Commons”, the new dining facility, student commons, and multi-purpose facility to be built at CMS on Alumni Drive, south of Stoddard Hall and overlooking the lake. Other buildings would be renovated as part of the campus master plan leading up to the school’s 75<sup>th</sup> anniversary.

The building would be built into a slope close to Canaan Street Lake on the eastern edge of the CMS campus. The disturbed area intrudes on protected shoreline. Patrick Buccellato described the planning to minimize new runoff into the lake. Plans include contouring the land so that runoff will feed rain gardens.

John Bergeron introduced a motion that the selectmen approve construction of “Cardigan Commons” on Alumni Drive, a private road on the Cardigan Mountain School campus. Marcia Wilson seconded the motion and it was approved unanimously. The Chair will forward this motion to the Select Board.

**8:00 Joint Hearing: Planning Board, Select Board, Conservation Commission, Historic District, Source Water Protection Committee and other interested parties, to discuss the final report on “Land Use Recommendations for Protecting Water Quality in Canaan Street Lake, Canaan, NH”**

A December 2009 report prepared by Plymouth State University’s Center for the Environment and UVLSRPC was updated to emphasize stormwater control and to provide a detailed list of recommended actions. June Hammond Rowan and the other authors of the report being unable to attend, John Bergeron presented an overview. The full study is available at <http://web.valley.net/files/canaannh/PSULand815.pdf>

The study recommends adoption of a zoning ordinance as the most effective means of regulating land use in the watershed. Subdivision regulation improvements, modifying the town’s road policy and Historic District regulations and requesting changes in the NH Code of Administrative rules for the reservoir area of the lake could also help control high risk activities.

Joe Frazier expressed concerns about road salt used in State maintenance of Canaan Street. Erin Darrow noted that Rt 114 near Little Lake Sunapee is designated by the State as a low-salt road. John Bergeron suggested that storm drains on Canaan Street would be helpful, but the Town would need to determine a location for them to drain to.

**8:20 Other business**

Erin Darrow shared the index and several sample pages from NH DOT's **Standard Specifications for Road and Bridge Construction**. She agreed to identify road dimension and base material specification sections of the manual, for the Planning Board to reference in its Subdivision Regulations. Mike Samson noted that more specific regulations could require more monitoring, that regulations have to allow for site-specific issues, and that state standards might over-engineer for low-use roads. Erin Darrow suggested that requiring bonds for private road construction could add teeth to control of construction quality.

**8:38 Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by John Bergeron and passed.

Respectfully submitted,  
Chuck Townsend, Scribe

**Canaan Planning Board**  
Minutes  
Meeting of November 11, 2010

**7:03 Call to Order:**

The Chair being absent, Vice-Chair John Bergeron called the meeting to order. Members present were John Bergeron, Joe Frazier, Chuck Townsend, Steve Ward and Marcia Wilson

**Minutes:**

Minutes from the Oct. 28, 2010 meeting will be reviewed at the meeting on Dec. 9<sup>th</sup>.

**Correspondence:**

None

**Other business:**

Chuck Townsend reported that NH DES had completed review and approved the nomination of the Mascoma River into the Rivers Management and Protection Program. Chuck Townsend and Rep. Frank Gould will prepare legislation for the legislative approval of the designation.

Chuck Townsend shared a copy of the Dorchester Master Plan Survey and will send copies of the survey to members.

**Review of Canaan's Land Use Regulations:**

John Bergeron reviewed the decisions made during the last meeting about storm-water planning requirements in subdivision regulations, and will incorporate those in the draft regulations.

The Board drafted revisions of Appendix B: Road and Driveway Design. John Bergeron will incorporate the draft revisions and send them to Erin Darrow for her review and comments.

**8:30 Completeness Review: Shuttleworth Farms development**

The plan to create 11 lots from the 174.4 acre plot at Map 12 Lot 44 was presented at a public hearing in 2008. The owners agreed to have another public hearing, given the time lapse before road completion. Joe Frazier moved that we "schedule a public hearing for Shuttleworth Farms (DUV Enterprises, LLC) for Dec. 9 at 7:45." After a second from Marcia Wilson the Board passed the motion.

**Preliminary Completeness Review: Thomas and Marjorie Hudgens Subdivision**

The Board considered the proposed minor subdivision of the Map 3 Lot 15 plot, 77.25 acres, creating 2 lots. Chuck Townsend moved that we "consider it sufficiently complete to schedule a completeness review and public hearing on Dec 9 at 7:30."

The motion was seconded by Marcia Wilson and passed.

**Other Business:**

Steve Ward reported that CIPC members met last week with department heads to discuss capital equipment needs in highway, fire and police departments. Next week will discuss the town buildings and their capital expense needs.

**8:55: Adjournment:**

Motion to adjourn was made by Chuck Townsend, seconded by Marcia Wilson and passed.

Respectfully submitted,  
Chuck Townsend, Scribe

**Canaan Planning Board**  
Minutes  
Meeting of December 9, 2010

**Call to Order:**

Andrew Musz called the meeting to order at 7:04. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

Andy Musz read the draft minutes from the Oct 14 meeting. Marcia moved that the minutes be approved as read. After a 2<sup>nd</sup> by John Bergeron the minutes were approved.

Chuck Townsend read the draft minutes of the Nov 11 meeting. Steve Ward moved that the minutes be approved as corrected. After a 2<sup>nd</sup> by John Bergeron the minutes were approved.

**Correspondence:**

none

**Public Hearing on Robert and Alita Grace Minor Subdivision**

Andy Musz reviewed the checklist for the application for the Map 9 Lot 44A property on Turnpike Road. The Board found that the map and lot numbers as designated by the town were not shown on the plat. In addition, subdivision approval has not yet been received from the state. Thomas Dombroski stated that the state had delayed approval, assuming that Shoreline Protection Act applied. The Board determined that the Shoreline Protection Act did not apply to this property. John Bergeron moved that "On final review we find application sufficiently complete to open a hearing". After a 2<sup>nd</sup> by Joe Frazier the Board approved the motion.

The hearing was opened. Thomas Dombroski L.L.S. was present representing the applicants. Robert Grace, the applicant, was also present. The intent is to create 1.46 acre lot with the current mobile home and garage and separate it from remainder. The Mylar was not yet prepared.

After the hearing was closed John Bergeron moved that the Board "authorize the Chair to sign the Mylar conditional on preparation of a Mylar with lot numbers shown per the Town numbering system and on approval of the plan by the DES with no changes required." After a 2<sup>nd</sup> by Joe Frazier the Board approved the motion.

**Public Hearing on Thomas and Marjorie Hudgens Minor Subdivision**

Andy Musz reviewed the checklist for the application for the Map 3 Lot 15 property. No driveway permit is included for the new Lot 1. John Bergeron moved that "final completeness review shows the application complete enough for consideration." After a 2<sup>nd</sup> by Marcia Wilson the Board approved the motion.

7:35 The hearing was opened. Scott Sanborn was present representing the applicants. Abutter Philip Ferneau was also present. Plan shows and notes a straight line at Ferneau boundary rather than following the meandering fence, and Philip Ferneau does not contest that boundary delineation.



7:50 The hearing was closed. John Bergeron moved that the Board “accept the application as presented with a waiver of the requirement for driveway permit.” After a 2<sup>nd</sup> by Steve Ward the Board approved the motion.

### **Public Hearing on Shuttleworth Farms (DUV Enterprises LLC) Major Subdivision**

Andy reviewed the checklist for creation of 11 lots from property at Map 12 Lot 44. The Board noted that lots need to be numbered according to the Town standard. John Bergeron moved that “On final review we find application sufficiently complete to open hearing”. After a 2<sup>nd</sup> by Joe Frazier the Board approved the motion.

7:55 Public Hearing was opened. Alan Wilson was present representing DUV Enterprises. Construction engineer Dave Zani was also present. Lots have been perc tested with 32 test pits and approved for subdivision. A letter from Fire Chief Bellion was included approving road access for fire vehicles.

8:10 The hearing was closed and John moved to “accept the plan as drawn and presented. After a 2<sup>nd</sup> by Joe Frazier the Board approved the motion. Alan Wilson agreed to bring a Mylar with correct lot numbers for the Chair to sign.

### **Continued Review of Land Use Regulations**

Draft revision of road standards from last meeting have not yet been distributed to members or to Erin Darrow. Review will be scheduled to Jan. 13.

The Board discussed innovative land use regulation. Such regulation could be used to protect drinking water. Regulations would have to go to town vote as a zoning ordinance. Building permits and driveway permit could also be used for some control of water quality control.

### **Other Business**

Steve Ward reported that the CPIC met on Nov 19 with Tom Guillette and Mike Samson, and reviewed projected expenditures for each of the town buildings.

### **8:45 Adjournment**

Motion to adjourn was made by Chuck Townsend, seconded by Marcia Wilson and passed.

Respectfully submitted,  
Chuck Townsend, Scribe