

Canaan Planning Board
Minutes
Meeting of January 27, 2011

Call to Order:

John Bergeron called the meeting to order at 7:10. Members present: John Bergeron, Joe Frazier, Chuck Townsend, Steve Ward and Marcia Wilson.

The meeting on January 13 having been cancelled due to inclement weather, Chuck Townsend read the draft minutes from the Dec 9, 2010 meeting. Marcia moved that the minutes be approved as read. After a 2nd by Steve Ward the minutes were approved.

Correspondence:

Municipal Network – announcement of meeting on Feb 3rd, 5:00-7:45 at VFW Post 2571 S. Main St in WRJ

Local Government Center and Plan New Hampshire – Program brochures

Goose Pond Lake Association - Winter Newsletter

NH Town and City, January 2011

Continued Review of Land Use Regulations

The Planning Board reviewed the changes that John Bergeron integrated into the draft document based on discussions at the December meeting. The proposed new **Section III, Stormwater, Erosion, and Sediment Control**, was parsed together by John Bergeron using text from the *NH DES Stormwater Manual* and other sources. Erin Darrow has agreed to review the section. The Planning Board will continue discussion of **Section III** and other changes at the February 10, 2011 meeting.

7:30 Preliminary Completeness Review – Major Subdivision

John Bergeron reviewed the checklist for the subdivision proposed by Glen McKinstry, Sr., creating two lots from the Map 15 Lot 32A Sub 2 property on Foliage View. The Board noted that a number of items marked “n/a” on the checklist might have been waived, but were applicable according to subdivision regulations. The plans provided by Scott Sanborn did not show topography or wetlands. Chuck Townsend moved that the Planning Board find the application “Sufficiently complete for scheduling a hearing, such hearing being contingent on receipt of a revised plan containing notes generally describing topography, streams and wetlands, and correcting the Private Road note to remove the second ‘shall’.” Marcia Wilson provided the second and the motion passed. The hearing will be put on the schedule for Feb 24 at 7:15.

7:50 Capital Improvement Program

The Planning Board noted receipt of a letter from Dave Barney questioning aspects of the report. The Planning Board reviewed the report and Steve Ward agreed to incorporate some changes suggested by Mr Barney and other minor editorial changes. Marcia Wilson moved, 2nd Joe Frazier, that the Planning Board

“Accept the report incorporating John Bergeron’s editorial comments numbers 2, 3, and 4”. Steve Ward will submit the final report to Michael Samson for dissemination to the Select Board and Budget Committee.

Adjournment

8:15 Motion to adjourn was made by Marcia Wilson, seconded by Steve Ward, and passed.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of February 24, 2011

Call to Order:

Andrew Musz called the meeting to order at 7:05. Members present: John Bergeron, Andrew Musz, Chuck Townsend, Steve Ward (arriving later) and Marcia Wilson.

Chuck Townsend read the draft minutes from the Feb. 10, 2010 meeting. John Bergeron moved that the minutes be approved with an amendment. After a 2nd by Marcia Wilson the minutes were approved.

Correspondence:

Municipal Turf and Grounds Conference announcement

DES – Copy of Alteration of Terrain Permit received by Cardigan Mountain School for construction of dining facility on Map 1E Lot 26 property.

DOT - 10 year transportation and improvement plan, includes project application. The only current Canaan project is replacement of the bridge below the dam on Goose Pond Road.

Public Hearing – Major Subdivision of Map 15 Lot 32A-2 :

Final Completeness review for Glen D. & Judith McKinstry creation of two lots, each over 5 acres, from 25.6 acre lot. Additional contour, soil and wetlands information were not yet available. No applicant or abutters were present. Andrew Musz continued the meeting until March 10, 2011.

Other Business:

Andrew Musz had spoken with Gloria Koch, Town bookkeeper, about the charge for registering a subdivision — \$24 per Mylar sheet plus \$25 for LCHIP. A *Valley News* hearing announcement adds more than \$50. With administrative costs to town, \$120 as approved last meeting still may not cover costs. John Bergeron moved that the fee for filing should be raised to \$150 to cover filing fee, LCHIP and administrative time. The cost for notifications to abutters would be in addition to this amount. The motion was seconded by Steve Ward and approved unanimously.

Andrew Musz told the board he had written and mailed a letter to Dave Barney responding to his concerns about the CIP report.

John Bergeron questioned whether we use all forms included in the Planning Board *Rules of Procedure*. After review, John Bergeron moved that we delete the unused 'Application for Minor Subdivision classification' and the 'Application for Review of Preliminary Layout for Major Subdivision'. Marcia Wilson provided a second and motion carried.

Adjournment

7:55 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 March 10, 2011

Call to Order:

Andrew Musz called the meeting to order at 7:05. Members present: John Bergeron, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

Chuck Townsend read the draft minutes from the Feb. 24, 2011 meeting. Marcia Wilson moved that the minutes be approved with an amendment. After a 2nd by John Bergeron the minutes were approved.

Correspondence:

Grafton County Conservation District – Annual Meeting announcement, April 7.

Continued Public Hearing – Major Subdivision of Map 15 Lot 32A-2 :

7:15 Hearing continuation opened for Glen D. & Judith McKinstry application creating two lots, each over 5 acres, from 25.6 acre lot. Scott Sanborn was present representing the owners and provided maps with topography and soils added. No abutters were present. The plot contains no major wetlands and a single soil type noted on the plan. Parcel was previously subdivided so it was reviewed as a major subdivision. John Bergeron moved that we find the application complete, and Steve Ward provided the second. It was accepted as complete.

One lot just under 9 acres has house, water and approved septic. Second lot 16.75 acres, may be further subdivided in the future. Road has been improved to town standards out to the cul-de-sac. There were no public comments. The hearing was closed and John Bergeron made the motion that we approve the subdivision as presented. Steve Ward provided the second and the motion was passed.

Voluntary merger — Map I-E Lots 48 and 49 off Back Bay Road.

The two lots owned by Eric J. and Janet P. Olsen are about 6 acres each and share a long common border. Chuck moved that the Board accept merger as presented and John Bergeron seconded the motion. The motion was approved and the annexation covenant signed.

Conceptual Hearing

Harry Burgess inquired about two potential subdivisions from Bliss Lane Realty Trust property owned by David Roby. The first property is 173 acres with existing house on Clark Hill Rd. The second property is 20 acres on Stevens Rd. In each case the owner wants to divide off 3 acre parcels including existing dwellings. The Board discussed requirements, including survey and state subdivision approval.

Review of Land Use Regulations

7:40 Chris Turgeon, a project engineer from Pathways Consulting and a Canaan resident, questioned items 10 and 11 on page 7 of the draft regulations, suggesting they are more stringent than engineers would be expecting, and perhaps difficult to achieve. Andrew Musz

These minutes were reviewed and accepted by the Planning Board on March 24, 2011.

pointed out that the Board can waive those requirements in an individual case. Chris Turgeon made other minor suggestions, and offered to provide engineering support when there are future questions. Andrew expressed appreciation of the offer. No further amendments being forthcoming, the draft regulations will be discussed at public hearing at 7:15 on March 24, 2011.

Other Business:

Steve Ward reported that the CIP Committee met Monday March 7, went over procedural items and discussed progress on outstanding issues on current report. At that meeting Mike Sampson committed to get projections from all departments by June.

Adjournment

8:10 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 March 24, 2011

Call to Order:

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

Announcements:

Andrew Musz told of a meeting with Town Administrator Mike Samson at which they discussed the piece of land being acquired by the town as a result of the town meeting vote. He pointed out that the land acquisition should have been preceded by notification of the Planning Board as described in RSA 674:54.

Public Hearing – Proposed Subdivision Regulations

7:15 Andrew Musz opened the Public Hearing. There were no members of the public present. No one from the public spoke in favor of or against adoption of the revised regulations. Andrew Musz asked if any member of the Planning Board like to bring anything to the public hearing. John Bergeron presented a proposed revision of section 11, page 10, based on the Thornton Town subdivision regulations on drainage design. John Bergeron reviewed new Alteration of Terrain requirements from DES. Chuck Townsend moved that the Board integrate the language of the draft changes for section 11, as proposed by John Bergeron, into the draft subdivision regulations. Steve Ward provided a second to the motion and the vote was unanimous for approval.

There were no further comments about the draft. Andrew Musz continued the public hearing until April 14 at 7:15.

Board Membership

Andrew Musz reviewed that Marty Pusey, who was write-in winner for the open seat declined to accept the seat. She was the only clear winner, so although others received votes, there is no elected member. As a result, after the election we still have an open seat and also have two alternate member seats unfilled. We will request a notice be placed on the website and will have notices put out to advertise for volunteers to be appointed to fill these positions.

Election of Officers

Nominations were opened for Chair for the coming year. Steve Ward nominated Andrew Musz and Joe Frazier seconded the nomination. There were no other nominations. The Secretary cast one vote for Andrew Musz for Chair.

Nominations were opened for Vice-Chair. Chuck Townsend nominated John Bergeron and Steve Ward seconded the nomination. There were no other nominations. The Secretary cast one vote for John Bergeron for Vice-Chair.

Nominations were opened for Secretary. Andrew Musz nominated Joe Frazier and Chuck Townsend seconded the nomination. There were no other nominations. The Secretary cast one vote for Joe Frazier for Secretary.

Adjournment

7:55 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 April 14, 2011

Call to Order:

Andrew Musz called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend (arriving later), Steve Ward and Marcia Wilson.

Announcements:

Erin Darrow has notified the Board that she has moved and has to resign.

Public Hearing Continued from March 24, 2011:

7:15 Chairman Musz reopened the hearing for discussion of proposed revision to Canaan's "Land Use Regulations". Chris Turgeon was present from the public. There was some discussion of section III.G.10, prohibiting snow from being plowed or piled within 25 feet of a wetland or waterbody. The Board agreed that the wording was aspirational, that it would not affect homeowner snow clearing, and that the requirement could be waived where exceptions are required.

7:45 Hearing was closed. Steve Ward moved that the Board adopt the proposed revision of March 24th as brought to the hearing. After a 2nd from Joe Frazier the motion passed unanimously.

Preliminary completeness review

The Board reviewed a plan for a lot line adjustment requested by David Zani for Map 17 Lot 45 property off US Route 4. The Board concluded that the plan as presented was sufficient to schedule a hearing on May 12, 2011 at 7:15.

Adjournment

8:00 Motion to adjourn was made by John Bergeron, seconded by Marcia Wilson and passed.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of April 28, 2011

Call to Order:

7:03 Joe Frazier called the meeting to order. Members present: Joe Frazier, Chuck Townsend, Steve Ward and Marcia Wilson. John Bergeron arrived late

Minutes Review:

Marcia moved to accept the minutes with her name added to the members present. Steve Ward seconded the motion and it was approved.

Correspondence Review:

No correspondence.

Announcements:

Joe Frazier noted that there was an error on the published agenda: no public hearing was scheduled.

Preliminary completeness review - Annexation/Lot Line Adjustment

The proposal is for annexation of .025 acres of Map 15A Sub 57 property owned by Jeffrey Majewski to the "Hose House" lot, Map 15A lot 56 property on NH Rt 118, owned by Doreen Wyman. The Board reviewed the plan and Joe Frazier compared the proposal with the checklist. It was moved by Chuck Townsend and seconded by Marcia Wilson that we find the proposal sufficiently complete to schedule a hearing. A hearing was scheduled for May 26 at 7:15.

Adjournment

7:20 Motion to adjourn was made by John Bergeron, seconded by Marcia Wilson and passed.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of May 26, 2011

Call to Order:

7:07 Andrew Musz called the meeting to order. Members present: Andrew Musz, Joe Frazier, Chuck Townsend, and Steve Ward. Marcia Wilson arrived late.

Minutes Review:

Chuck Townsend read the minutes of the April 28th meeting. Steve Ward moved to accept the minutes as read. Joe Frazier seconded the motion and it was approved.

Correspondence Review:

Catalogue from Local Government Center.

NH Town and City magazine for May 2011 from the LGC.

Announcements:

Chuck Townsend reviewed NH bills bearing on planning boards.

Andrew Musz contacted engineers Dembrowski and Harry Burgess to inform them what they need to finish their plans.

Steve Ward has scheduled the first meeting of the new CIP planning on June 7th in the library conference room.

Public Hearing - Annexation/Lot Line Adjustment

7:15 The proposal is for annexation of .025 acres of Map 15A Sub 57 property owned by Jeffrey Majewski to the "Hose House" lot, Map 15A lot 56 property on NH Rt 118, owned by Doreen Wyman. Andrew Musz reviewed the application for completeness. Joe Frazier moved and Steve Ward seconded a motion to find the application complete, and the vote was unanimous that we have a complete application.

7:20 The hearing was opened. Doreen Wyman was present. No other public was present. Doreen Wyman described the plan to annex the .025 acres shown on the plat as Parcel A to her property. There were no comments for or against the application from the public. Andrew Musz noted that approval of the annexation would not imply approval of any additional connection to the town septic system. Andrew Musz closed the hearing. The motion to approve the application as drawn was made by Joe Frazier, seconded by Marcia Wilson, and approved.

Adjournment

7:45 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 June 23, 2011

Call to Order:

7:07 Andrew Musz called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

Minutes Review:

The meeting for June 9 having been cancelled, Chuck Townsend read the minutes of the April 28th meeting. Marcia Wilson moved to accept the minutes as read. Steve Ward seconded the motion and the minutes stand as read.

Correspondence Review:

North Country Resource Conservation & Development brochure.
DES letter requesting nominees to Mascoma River Local Advisory Committee.

Routine Business:

John Bergeron suggested Chuck Townsend as the Planning Board nominee to the Mascoma River Local Advisory Committee. Andrew Musz will complete the paperwork to complete that nomination.

Public Hearing – Map 10 Lot 20 Property, Minor Subdivision

Harry Burgess from Bliss Lane Realty Trust presented a revised plan with septic approval, legend, and other additional information requested during the preliminary review. Steve Ward moved that we find the application complete. After the 2nd by Marcia Wilson, a unanimous vote found the application complete.

7:15 Hearing opened on the application to create two lots on the Clark Hill Road property. An abutter, Fred Johnson was present. Harry Burgess described the plan to subdivide 3 acres with existing house and garage from the 1339 acre lot remainder. Fred Johnson expressed no concerns with the subdivision. The public hearing was closed.

Chuck Townsend moved that the planning board accept the plan as drawn except with the correction of the spelling of the name 'Johnston' to 'Johnson'. Marcia seconded the motion. A unanimous vote approved the application.

Public Hearing – Map 11 Lot 9 Property, Minor Subdivision

Harry Burgess from Bliss Lane Realty Trust presented a revised plan with minor changes as requested. Joe Frazier moved that we find the application complete. There was a 2nd from John Bergeron. The vote to deem the application complete was unanimous.

7:30 David Labrie and Omer Way indicated that they were present as abutters. The hearing opened on the application to create two lots on the Stevens Road property. Harry Burgess described the plan to subdivide 5.01 acres with an existing house from the 14 acre lot remainder. There were no public expressions of concerns with the application. The public hearing was closed.

Joe Frazier made a motion to accept the plan as drawn. Marcia Wilson provided a 2nd. A unanimous vote approved the application. Harry Burgess will bring mylars and LCHIP checks for both applications to the town offices on Friday, June 24.

Preliminary completeness review — Lot Line Adjustment.

The proposed annexation would move 14.27 acres from Lot 12-9 property owned by Glen D. and Judith M. McKinstry to the Lot 12-15 property owned by Lynn M. McLaughlin, making that Lot 12-15 property approximately 51 acres. Chuck Townsend moved that we find the application sufficiently complete for a public hearing. After a second from Marcia Wilson, the board voted unanimously to find the application complete. The hearing is scheduled for July 14 at 7:15.

Other Business

Steve Ward reported that June 7th CIP meeting was fruitful. Michael Samson provided vehicle needs projections and equipment needs projections. After departmental review the CIP will meet on July 19th to finalize the vehicle and equipment projections. A second phase with work on capital expenditure needs of town buildings will take place during the fall.

Andrew Musz reported that Robert Grace brought him the mylar for signing for his Map 9 Lot 44A property on Turnpike Road. The Planning Board had given conditional approval for the subdivision on December 9, 2010.

Adjournment

8:05 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 July 14, 2011

Call to Order:

7:25 Andrew Musz called the meeting to order. Members present: John Bergeron, Andrew Musz, Chuck Townsend and Marcia Wilson.

Public Hearing — Lot Line Adjustment, Map 12 Lots 12-9 and 12-15

The Planning Board reviewed the application for a lot line adjustment and annexation to the Rt 118 property of Lynn McLaughlin in agreement with Glen D. and Judy McKinstry. John Bergeron moved that the Board find the application complete, Marcia Wilson seconded the motion and it passed.

7:30 The Public Hearing opened with Scott Sanborn present on behalf of the applicants. John and Viola Daniels, and George Shadowens, abutters, were present. The agreement adds 14 acres to Lynn McLaughlin's lot, increasing it from approximately 37 to 52 acres. Lots are within Shoreland Protection Act but that is not relevant to this action. No public concerns were presented. The hearing was closed. John Bergeron moved that the Board accept the application as drawn. Marcia Wilson provided the second and the application was approved.

Correspondence Received:

OEP request for update of Land Use Regulation Database Survey – John Bergeron will provide the update.

Goose Pond Association Summer Newsletter.

Voluntary Merger — Map 9 Lot 75B and Map 9 Lot 75

The application was for merger of adjoining properties on Fernwood Farms Road owned by Suzanne Auerbach and David Auerbach. The Board reviewed the application and deeds. Chuck Townsend moved that the Board accept application as complete and approve the merger. After a second from Marcia Wilson and a unanimous vote for approval the members present signed the merger.

Minutes Review:

Chuck Townsend read the minutes of the June 23rd meeting. Marcia Wilson moved to accept the minutes with a correction. John Bergeron provided the second and the minutes were accepted as amended.

Other Business:

John Bergeron reported that the Select Board had approved installation of rain gardens at the north and south sides of the town beach for runoff sediment mitigation.

Andrew reported that checks for the LCHIP surcharge are now to be made out to Grafton County Registry of Deeds instead of LCHIP.

Adjournment:

8:25 Motion to adjourn was made by Marcia Wilson and seconded by John Bergeron, and passed.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of July 28, 2011

Call to Order:

7:08 John Bergeron called the meeting to order. Members present: John Bergeron, Joe Frazier, Chuck Townsend, and Steve Ward.

Minutes Review:

Chuck Townsend read the minutes of the July 14th meeting. Steve Ward moved to accept the minutes with a correction. Joe Frazier provided the second and the minutes were accepted as amended.

Correspondence Received:

Local Government Center – Volunteer of the Year Award nomination notice
Announcement of LGC Annual Conference
Town and City Magazine (July/August)

Preliminary Completeness Review – Minor Subdivision Application from Philip and Linda Neily

John Bergeron reviewed the application and checklist to subdivide the Map 6 Lot 122-4 property on Jones Hill Road. Chuck Townsend moved that the planning board find the application sufficiently complete to schedule a public hearing. The motion was seconded by Joe Frazier and passed. A hearing will be scheduled for August 25th, 2011 at 7:15.

Preliminary Completeness Review – Minor Subdivision Application from David and Susan Skewes

John Bergeron reviewed the application and checklist to subdivide the Map 9 Lot 69 property on Amanda Lane, a private way. The board discussed the status of Amanda Lane and the possibility that a road upgrade may be necessary at the Fernwood Farms Road end of Amanda Lane. Canaan Town **Land Use Regulations** require that any street serving more than two lots, sites or dwelling units be constructed as a private road built to town road specifications. John Bergeron or Andrew Musz will advise the applicants of this requirement. Chuck Townsend moved that the planning board find the application sufficiently complete to schedule a public hearing. The motion was seconded by Joe Frazier and passed. A hearing will be scheduled for August 25th, 2011 at 7:30.

Other Business:

Chuck Townsend reported that Governor Lynch signed the bill adding the Mascoma River to the New Hampshire Rivers Management and Protection Program.

Steve Ward reported that the Capital Improvement Program Committee met with Michael Samson on June 18th to discuss vehicle purchase projections. Another meeting for planning for capital equipment purchases is scheduled for Aug 4th. Cost estimates for repair of the five red-lined town bridges (Goose Pond Brook Bridge, Grist Mill Rd Bridge, two bridges on Lary Road and one at another location) will also be discussed at that meeting.

Adjournment:

8:12 Motion to adjourn was made by Joe Fazier, seconded by Steve Ward, and passed.

Respectfully submitted,
Chuck Townsend, Scribe

Canaan Planning Board
Minutes
August 11, 2011

Members Present: Andrew Musz, John Bergeron, Steve Ward

Meeting was opened at 7:15 by A. Musz
No minutes were read.

Application by DUV, Rt. 118 was reviewed for preliminary completeness and a Public Hearing will be scheduled for September 8, 2011 at 7:15.

Mail consisted of a copy of a minimum expedited DES permit application, and a note reminding of the Local Government Center's annual meeting.

There being no further business, a motion was made by John and Seconded by Steve to adjourn.

Meeting was adjourned at 8:02.

Respectfully,

Andrew Musz, Substitute Acting Scribe

Canaan Planning Board
Minutes of August 25, 2011

Members present: A. Musz, M. Wilson, J. Frazier, J. Bergeron, S. Ward

Meeting called to order by Chair A. Musz at 7:12

Minutes of 8/11/11 were read and a motion to approve was made by M. Wilson, second by J. Frazier and the motion passed unanimously.

Mail and notices included a permit notification from DES and driveway permit application.

7:15 Public Hearing was opened at 7:16 for a minor subdivision of property owned by Philip and Linda Neily, Jones Hill and Blackwater Roads, Map 6, lot 122-4. No abutters were present. The final completeness review was completed and a motion by J. Bergeron with a second by S. Ward to declare the application sufficiently complete to begin the hearing on the merits of the application. A note from Scott Sanborn, agent for the Neily's, requests a continuance to 9/8/11. Continuance granted to 9/8/11 at 7:30.

7:30 Public hearing opened for David and Susan Skewes, Amanda Lane, Map 9 Lot 69. The public hearing was opened and a Final Completeness Review was conducted resulting in a motion to declare the application sufficiently complete to open the public hearing made by J. Bergeron with a second by J. Frazier. Motion passed unanimously. Mr. Skewes represents himself and Tim Lewis, an abutter, is present. Mr. Skewes says he wants to separate a 6 acre parcel (which was formerly owned by Lewis) from his property and locate a small service business. The board inquires about the usage of Amanda Lane, citing the limitations imposed as a result of a major subdivision by T. Lewis in 2004. Question to Mr. Skewes and Mr. Lewis disclose that maybe more than two dwelling units per road (Amanda Lane and Enchanted Way) are using each road. Further reviewing of the submitted plan discloses that all of the buildings that may be located on property owned by Mr. Lewis and/or Mr. Skewes may not be represented on the plan. There is more discussion about road usage, building permits, dwelling units, and responsibility to upgrade the road(s) to Planning Board specifications should there be more than two dwelling units using each road. The Planning Board continues the meeting to 9/8/11 at 7:45 and request that the plan show all the buildings located on Mr. Skewes property and property owned by the Lewis', as well as any other property that uses or may use Amanda Lane and/or Enchanted Way. A. Musz states he will confer with the Town Administrator and perhaps seek legal guidance regarding this issue.

Motion made by M. Wilson and seconded by J. Bergeron to adjourn. Motion carries unanimously.
Next meeting on 9/8/11 at 7 PM at the Senior Center

Respectfully Submitted,

A. Musz, substitute acting scribe



Canaan Planning Board
Minutes
Meeting of Sept. 8, 2011

Call to Order:

7:08 Andrew Musz called the meeting to order. Members present: Joe Frazier, Marcia Wilson, Andrew Musz, Chuck Townsend, and Steve Ward.

Minutes Review:

Andrew Musz read the minutes of the August 25th meeting. Marcia Wilson moved to accept the minutes with a minor change. Steve Ward provided the second and the minutes were accepted as amended.

Correspondence Received:

None

Lot Line Adjustment – DUV Enterprises property on Route 118

7:15 The board reviewed the application for completeness. Joe Frazier moved that we find the application complete for public hearing. After a 2nd from Marcia Wilson and supporting vote the public hearing was opened.

The application requests that lot lines separating Map 12 Lots 44-7, 44-8 and 44-10, all owned by DUV Enterprises and contiguous, be adjusted to change the areas of the lots. No abutters were present. The hearing was closed. Joe Frazier moved that we approve the application as drawn, and Steve Ward provided the 2nd supporting the motion. The plan was approved as drawn.

Continued Public Hearing – Minor Subdivision Application from Philip and Linda Neily

7:30 The hearing, continued from August 25, was reopened. Scott Sanborn of Cardigan Mountain Land Surveys was present representing the Neily application to subdivide the Map 6 Lot 122-4 property with frontage on Blackwater Road and Jones Hill Road into two lots. No abutters were present. The subdivision would create one lot of 2.49 acres with frontage on Blackwater Road, with a remainder lot of about 33.5 acres unchanged. There was no public discussion beyond the explanation from Scott Sanborn. The public hearing was closed.

Steve Ward moved that the planning board approve the application as presented. The motion was seconded by Marcia Wilson and passed.

Continued Public Hearing – Minor Subdivision Application from David and Susan Skewes

7:45 Andrew Musz re-opened the public hearing to separate a 6.97 acre parcel from the 57.5 acre remainder of the Map 9 Lot 69 property. David Skewes distributed an engineering review prepared by Russell W. Rohloff from Pathways Consulting reporting on the use and construction of Amanda Lane, a site map of all

buildings and dwellings accessing Amanda Lane and/or Enchanted Way, and a subdivision plan for the requested subdivision. The board reviewed the engineering study, which found that Amanda Lane had been improved, substantially to town standards, from its intersection with Fernwood Farms Road for 1150 feet, some forty feet into the Skewes lot to be subdivided. With the road condition clarified, access to the new lot was removed as a question. At 8:17 the hearing was closed.

Steve Ward moved that the application be approved, reserving the right to revisit the road issue if any additional development occurs which could use Amanda Lane beyond the Skewes properties. After a 2nd from Joe Frazier the board voted to approve the motion.

Other Business:

Based on the discovery during review of the Skewes application of multiple dwelling units on Map 9 Lot 71-1, Andrew Musz proposed that he write a letter to Michelle Lewis, owner of Lot 71-1, asking that she report description of all dwellings, their building permits, driveway permits, septic approvals, and access routes. The board supported the proposal. Andrew Musz will circulate the proposed letter for board input before sending it.

Steve Ward reported that the Capital Improvement Program Committee met on the Sept. 8 afternoon and is close to ready to report on buildings, roads, bridges, vehicles and equipment. The long-range capital planning process is going well.

Adjournment:

8:45 Motion to adjourn was made by Marcia Wilson, seconded by Joe Frazier, and passed.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of Sept. 22, 2011

Call to Order:

7:08 Andrew Musz called the meeting to order. Members present: Joe Frazier, Marcia Wilson, Andrew Musz, Chuck Townsend, and Steve Ward.

Minutes Review:

Chuck Townsend read the minutes of the September 8th meeting. Marcia Wilson moved to accept the minutes. Joe Frazier provided the second and the minutes were accepted as read.

Correspondence Received:

North Country Resource Conservation and Development - Brochure on use of woody biomass energy.

Letter from Janice Ramsey, National Grid Forestry Supervisor – Description of tree removal and trimming plans on Canaan scenic roads. (Discussion followed about whether to have a public hearing. All abutters have approved the trimming. A hearing was scheduled for Oct 13, 2011 at 7:15.)

Discussion - Class VI and Private Road Policy Applicability to Lot I-E-13-5

John distributed materials describing the property on Canaan Street Lake, accessible over a private way. Materials included a background statement describing the history of the structure on the property, a section of the Road Policy, copies of sections of the 1975 subdivision plan, a photograph of the current structure and an architect's drawing of the planned expanded structure. No Planning Board action is currently required for this property. John Bergeron requested discussion of two questions: 1) Do the plans represent new construction or are the plans for an expansion of an earlier building? 2) Does the subdivision plat from 1975 count as approved subdivision?

The expansion plans would quadruple the floor area of the current structure. Andrew Musz stated that even though it is a major expansion, it should be considered an expansion of the current residence, not new construction. Joe Frazier concurred.

Shoreland approval for the improvements to the building has been granted. Planning Board members agreed that the plan as signed was valid for recording at the Registry but not approved as a subdivision. It is up to the Select Board, when a building permit is requested, to decide if the construction is an addition or new construction. The Select Board may ask the Planning Board to have a public hearing before issuing the building permit for construction on an unimproved road. The Planning Board would then review plans to assure that a road maintenance agreement is in place, that access is as on a recorded plan, and that all appropriate permits are in place.

Preliminary completeness review – Minor Subdivision Glen & Judith McKinstry

The proposed subdivision would create a new 5 acre subdivision from the Map 12 Lot 60 property on Jerusalem Road. Andrew Musz reviewed the

checklist. Shoreland protection approval will be needed. Steve Ward moved with a 2nd from John Bergeron that we accept the application as complete for a public hearing. Agreement was unanimous, and a hearing was set at 7:30 on Oct 13.

Other Business:

Andrew Musz distributed a draft letter addressed to Michelle Lewis regarding dwelling units, waste disposal, and access to dwelling units on her Map 9 Lot 71-1 property. The Board approved the letter for mailing with several minor changes.

Steve Ward reported that the Capital Improvement Program Committee will be meeting to review text and exhibits of the draft CIP Plan showing plans for funding as well as capital improvement planning. He expects that the plan will soon be approved for bringing to the Planning Board.

Adjournment:

8:30 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 Oct. 13, 2011

Call to Order:

7:08 Andrew Musz called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson,

Minutes Review:

Chuck Townsend read the minutes of the September 22nd meeting. John Bergeron moved to accept the minutes. Steve Ward provided the second and the minutes were accepted as read.

Routine Business:

Andrew Musz reported that the letter to Michelle Lewis regarding dwelling units, waste disposal, and access to dwelling units on her Map 9 Lot 71-1 property had been mailed to her.

Correspondence Received:

Local Government Center – Conference Preview Guide

UVLSRPC - Fall Planning and Zoning Conference announcement, 10/29/2011

Public Hearing — Tree removal on Scenic Roads:

7:15 Janice Ramsey, Forestry Supervisor for National Grid, gave a description of the anticipated work on scenic road portions of Codfish Hill Road, Sawyer Hill Road and South Road. Approximately 42 trees will be removed, mostly on Codfish Hill Road. All landowners have approved the work. Marcia Wilson moved to approve the work as described in the Sept. 15th letter from National Grid. Joe Frazier seconded the motion and it was approved.

Public Hearing — Minor Subdivision Glen & Judith McKinstry:

The proposed subdivision would create a new subdivision from the Map 12 Lot 60 property on Jerusalem Road. Andrew Musz reviewed the checklist and Steve Ward moved that we find the application complete for public hearing. John Bergeron seconded the motion.

7:30 The hearing was opened. No abutters were present. Scott Sanborn attended representing the applicants. The plan would subdivide a separate 5.01 acre lot (Lot 60-3) from the large remainder of Lot 60. The hearing was closed. John Bergeron moved and Marcia Wilson seconded that he subdivision be approved as presented. The motion passed unanimously.

Preliminary Review — Proposed Subdivision of Map 3 Lot 32:

Scott Sanborn presented the concept plan for splitting a 40 acre lot owned by Bill and Elizabeth Chabot on Whispering Winds Road (a/k/a Old Collins Rd) into

two lots. The lot has frontage only on a discontinued road. After discussion it was decided to add discussion of subdivision of lots on discontinued private roads and Class VI roads to the agenda for the October 27th meeting, at 7:15. Chuck Townsend agreed to distribute materials from the Bear Pond Road case to board members and to Scott Sanborn.

Other Business:

8:15 Steve Ward reviewed the final version of the newly prepared Capital Improvement Program plan. Chuck Townsend moved that the planning board approve with appreciation the CIP Plan as distributed on Oct. 12. John Bergeron seconded the motion and it passed unanimously.

8:25 John Bergeron led discussion of a proposed Drinking Water Protection Ordinance. The proposed ordinance, based on a model ordinance but adapted to reflect Canaan's water sources, would require public hearings and approval at the March town meeting. The first public hearing would have to be held by December 23rd, and the second by January 17th. More discussion being needed for this matter, the question will be reconvened at 7:45 on the Oct. 27th meeting.

8:45 John Bergeron reopened discussion of the building expansion on the Map I-E Lot 13-5 property owned by Augustus (Gus) Means. The planning board had received a letter addressed to Andy Musz from William Wilson, Building Inspector, requesting a recommendation concerning the project. If the building is an expansion of the current structure the private road policy does not apply and no planning board action is required. If it is judged to be new construction, the planning board will host a public hearing for review and comment. Chuck Townsend moved with a second from Steve Ward that the planning board request that Town Administrator Michael Samson make a decision about whether the planned work is a building erection or an expansion of the current building, and that Chair Andrew Musz support the applicant based on that judgment. The motion was unanimously approved.

Adjournment:

9:10 Motion to adjourn was made by Joe Frazier, seconded by Marcia Wilson, and passed.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of Oct. 27, 2011

Call to Order:

7:06 Andrew Musz called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend and Steve Ward.

Minutes Review:

Chuck Townsend read the minutes of the October 13th meeting. Joe Frazier moved to accept the minutes. Steve Ward provided the second and the minutes were accepted with a correction.

Correspondence Received:

Notice of receipt of certified letter to Michelle Lewis.

Review of Class VI/Private Road requirements for subdivision:

After review the board agreed that it could not allow a lot to be created beyond the first two dwellings on a road not built to subdivision regulations.

Building Permit Request on Private Road for Augustus Means III:

7:25 The board agreed to hold consecutive public hearings with the select board on allowing a building permit on a private road. The hearing will be scheduled at the fire station at 7:15 on November 8th

Review of Proposed Drinking Water Protection Ordinance:

John Bergeron reviewed the document. Chuck Townsend moved that the planning board support the passage of the Drinking Water Protection Ordinance and hold appropriate public hearings to prepare for its consideration through the March town warrant. Joe Frazier provided the second to the motion and it passed unanimously.

Public Hearings will be scheduled at 7:30 on November 17th and December 15th. A fact sheet will be prepared as a discussion document at these meetings.

Preliminary Completeness Review — Proposed Subdivision of Map 12 Lot 9:

The board reviewed the application from Glen and Judy McKinstry for this Rt 118 subdivision and scheduled it for a public hearing on November 17th at 7:15.

Adjournment:

9:15 Motion to adjourn was made by Chuck Townsend, seconded by Joe Frazier, and passed.

Respectfully submitted,
Chuck Townsend, Scribe

Canaan Planning Board
Minutes of
Public Hearing, Special Meeting for Means Application
On November 8, 2011

Members present: Andrew Musz, John Bergeron, Joe Frazier, Marcia Wilson

This meeting was held during a Selectmen's meeting at the Canaan Fire Station, Rt. 118, Canaan. Selectmen Scott Borthwick, Marcia Wilson, and Robert Reagan were in attendance as well as Michael Samson and Ellie Davis.

The meeting, scheduled for 7:15, was opened by Chairman Musz at 7:24.

A brief overview of the Means application, the applicable regulations and laws affecting the application, and a discussion of the application ensued. Although the substance of the application was described as 'skimpy', responses to all the questions from the application form were offered and a sketch was included. John Bergeron displayed photos of the current building and a rendition of the proposed building. It was also noted that other permits from the state would be necessary in order to secure approval for the project. John Bergeron also displayed a copy of the recorded Waiver of Municipal Liability. It was also noted that the Fire Chief had not had not made a written recommendation although he had been at the site.

After discussion and comments from both the Selectboard and Planning Board and with no other comments from the public, the Public Hearing was closed at 7:52.

A motion was made by John Bergeron to recommend approval of the application subject to receipt of all necessary permits and approvals and adherence to the recommendations of the Fire Chief. The motion was seconded by Marcia Wilson and the motion carried, via a voice vote, unanimously.

Respectfully Submitted,

Andrew Musz, Substitute Acting Scribe



Canaan Planning Board
Minutes
Meeting of Nov. 10, 2011

Call to Order:

7:06 Andrew Musz called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend and Marcia Wilson.

Minutes Review:

Chuck Townsend read the minutes of the October 27th meeting. Joe Frazier moved to accept the minutes. Marcia Wilson provided the second and the minutes were accepted with a correction.

Andrew Musz read the minutes of the November 8th public hearing to review the Augustus Means application for a building permit. Joe Frazier moved to accept the minutes as read. John Bergeron seconded the motion and it carried.

Public Hearing – Drinking Water Protection Ordinance:

7:15 Andrew Musz opened the hearing and summarized the proposed ordinance. John Bergeron presented a town-wide map showing all of the areas that would be protected. He also shared a table showing overlaps between the proposed ordinance and state regulations such as the Shoreline Protection Act. John Bergeron responded to a question on why agricultural and logging practices are not covered. The Planning Board reviewed the comments provided by DES in response to John Bergeron's inquiry and reviewed potential revisions based on these recommendations. There was discussion of whether a town-wide map should be provided as well as the individual area maps. John Bergeron reported that he has received supporting comments from several of the owners of the wells affected.

The board agreed to incorporate in the ordinance a number of changes discussed. The hearing was closed at 8:10. A second hearing will be held on December 8.

Preliminary Completeness Review: Property line adjustment:

The application proposes adjusting the property line between Map 9 Lots 9-20 and Lot 9-21A to give an additional strip about 20 feet by 200 feet to Lot 9-21A. Marcia Wilson moved, and Joe Frazier seconded, that the board find the application complete enough for a public hearing on Dec. 8 at 7:30. The motion passed.

Adjournment:

8:25 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 Dec. 8, 2011

Call to Order:

7:10 Andrew Musz called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

Minutes Review:

Chuck Townsend read the minutes of the November 10th meeting. Joe Frazier moved to accept the minutes as corrected by John Bergeron and Chuck Townsend. John Bergeron provided the second and the minutes were accepted with amendments.

Correspondence

LGC Town and Country Magazine

Atty. Waugh – comments on Drinking Water Protection

Other Business:

John Bergeron moved to accept the CIP with addenda and attachments as distributed. After a second from Joe Frazier the motion passed

Minor Subdivision - Glen and Judith McKinstry

7:15 The board reviewed the Map 12 Lot 9 property on NH Rt. 118. Joe Frazier proposed with a second from Marcia Wilson that we find the application sufficient for a hearing

Scott Sanborn was present representing the owners. No other members of the public were present. Scott Sanborn described the new 5.15 acre lot to be subdivided from a large remainder lot. Chuck Townsend moved that the application be accepted as presented. The motion was seconded by Steve Ward and was unanimously approved as drawn.

Boundary Line Adjustment/Annexation - Scott & Michelle Carmen, John & Kathleen Peters

7:30 After a final completeness review, Steve Ward moved that we find the application complete, John Bergeron seconded the motion and it passed.

Scott Sanborn was present representing the owners. No other members of the public were present. The application proposed adjusting the property line between two properties on Canaan Street. It removes a strip approximately 20 feet by 200 feet from the Map 9 Lot 20 property owned by Kathleen and John Peters and annexes it to the Lot 9-21A property owned by Scott and Michelle Carmen. The motion to approve the new boundaries as drawn was provided by John Bergeron, seconded by Joe Frazier and approved.

Preliminary Completeness Review – Glen and Judy McKinstry

Andrew reviewed the checklist for an application to create two new lots, 6.1 acre Lot 60-5 and 12.0 acre Lot 60-4, from the 114 acre remainder of Map 15 Lot 60. The board discussed the serpentine connection from Jerusalem Road to the large remainder property and the potential need for turnouts along it if it is developed into a driveway. A hearing on application was scheduled for January 12th at 7:15.

Conceptual Review

7:50 The review of the Shuttleworth Farms proposal for Map 12 Lot 12 shows a subdivision plan for 10 lots. Engineer Charlie Hirshberg of CLD Consulting Engineers described the desire to add seven additional lots accessible from a side road. The 17 lots would need an alteration of terrain permit with extensive stormwater management plans with additional easements for stormwater runoff. Mr. Hirshberg discussed with the planning board whether the areas where runoff would be treated and infiltrated should be placed on properties or placed on a broadened right of way with maintenance put on the owner's association. The applicant will bring a more finished design to a spring meeting.

Public Hearing - Proposed Drinking Water Protection Ordinance

8:30 Andrew Musz opened the hearing. John shared the most recent map from DES, which includes the circle around the Competition Complex.

John Bergeron discussed Bernie Waugh's recommendations and Mike Samson's definition of a snow dump. The Planning Board will appoint members of the Board of Adjustment subject to review and confirmation of the Select Board. The Planning Board chose Mike Samson's wording in the Snow Dump definition. The Public Hearing was then closed. A motion to adopt the drinking Water Ordinance as revised on 12/8 was adopted unanimously.

Adjournment:

9:10 Motion to adjourn was made by Marcia Wilson, seconded by Joe Frazier, and passed.

Respectfully submitted,
Chuck Townsend, Scribe