



Canaan Planning Board
Minutes
Meeting of Jan. 12, 2012

Call to Order:

7:20 John Bergeron called the meeting to order. Members present: John Bergeron, Joe Frazier, Andrew Musz (by phone), Chuck Townsend.

Public Hearing - Minor Subdivision of Property of Glen and Judith McKinstry

7:20 Hearing opened. Hearing continued to 7:30 at Canaan Fire Department.

Public Hearing Reopened: Marcia Wilson attending, Andrew Musz no longer in attendance.

7:36 John Bergeron reviewed the McKinstry application for completeness. The motion to judge the application complete for public hearing by Joe Frazier received a second from Marcia Wilson and passed.

Scott Sanborn from Cardigan Mountain Land Surveys was present representing the applicant. No members of the public were in attendance. Scott Sanborn reviewed the application with the board. The road plan had been reviewed and modified in agreement with Fire Chief Bellion. There was discussion of the possibility for a waiver of the requirement for monuments at all bend points of the Lot 3 access strip. Chuck Townsend provided a motion to accept the subdivision as presented. Joe Frazier seconded the motion and it passed. Scott Sanborn will bring a Mylar for signature when monuments are set.

Preliminary completeness Review – Subdivision by Glen and Judith McKinstry

The Map 15 Lot 32A-12 lot is proposed to be divided to form a new 5.69 acre Lot 32-A13 with the remainder of Lot 32A-12 at 11.07 acres. Joe Frazier moved that the application is sufficiently complete to schedule a public hearing. Marcia Wilson provided the second. The hearing is scheduled for January 26th at 7:15.

Voluntary Merger Request

Cecilia Johnson requested combining lots 69B with 69B1. Both lots were owned by Ms. Johnson when they were subdivided and have not materially changed since. Marcia moved that the planning board approve the merger. After a second from Joe Frazier the motion passed. Members in attendance signed the Voluntary Merger of Lots of Record form.

Correspondence:

A planning board copy of Dredge and Fill Permit approval for a culvert to replace the ditch between Canaan Hardware and Granite Northland Associates.

Notice of Enfield subdivision application with possible regional impact. Planning board will discuss and prepare comments on Jan 26 at 7:30.

Adjournment:

8:15 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 Jan. 26, 2012

Call to Order:

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

Minutes review

Chuck Townsend read the minutes from Jan 12, 2012. Motion to accept as read by Marcia Wilson was seconded by Steve Ward and passed.

Correspondence Review

Goose Pond Lake Association newsletter
NH Local Gov't Center – Town and Country Magazine, Jan. 2012

Routine Business and Announcements

Mascoma LAC – Joe Frazier and Chuck Townsend reported on the Mascoma River LAC meeting on Jan 25, including the proposed new hydro power facility at Whitman Press.

Public Hearing: Minor Subdivision of Glen and Judith McKinstry Property

7:15 John Bergeron reviewed the application for creation of two lots from Map 15 Lot 32A-12 on Foliage View. The new lots would be Lot 32A-12 at 11.07 acres and Lot 32A-13 at 5.69 acres. Foliage View North is a private road accepted as approved and covered by a maintenance agreement. There was discussion of the total disturbed area in the construction of the North Spur and South Spur, and whether an alteration of terrain permit should have been investigated.

The Public Hearing was closed. Motion to accept the application as presented was by Marcia was seconded by Joe Frazier and passed.

Preliminary completeness review of filed applications.

7:45 An application for subdivision of Map 12, Lot 60 owned by Glen D. and Judy M. McKinstry was reviewed for completeness. Lot would be subject to Shoreland Protection Act restrictions if any construction were involved. Joe moved that the application is complete for scheduling, Marcia seconded the motion, and the motion passed. The hearing will be scheduled on February 23 at 7:15.

Discussion of Major Development in Enfield with Regional Implications

The Planning Board reviewed the plan, particularly attending to the traffic implications. Despite concerns about public transportation and an increase in traffic delays, the board chose not to make an official comment.

Other Business:

Charles Hutchinson is interested in purchasing a lot on which there are a number of covenants. The planning board discussed whether those covenants would interfere with his construction of a road from his hay field across the lot. The planning board determined that it will not need to be involved in the covenants.

Other business

The board discussed its duties with Michael Griffen, who attended the meeting and may be interested in joining the planning board as an alternate member.

Adjournment.

8:20 Adjournment was moved by Marcia Wilson seconded by Steve Ward, and approved.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of Feb. 09, 2012

Call to Order:

7:00 John Bergeron called the meeting to order. Members present: John Bergeron, Joe Frazier, Chuck Townsend, Steve Ward, and Marcia Wilson.

Minutes review

Chuck Townsend read the minutes from Jan 26, 2012. Motion to accept as read by Steve Ward was seconded by Marcia Wilson and passed.

Correspondence Review

Grafton County Conservation District – notice of upcoming workshops

Conceptual Presentation for Shuttleworth Farms Subdivision

7:15 Charley Hirschberg, engineer from CLD Consulting Engineers, was present and requested that the Design Review scheduled for Feb 23 be cancelled. The engineer discussed the additional lots now planned for the Map 12 Lot 44 Sub 10 property development by DUV Enterprises. The board reviewed the need for alteration of terrain planning along Dove Road, ~1,750 feet, and Hawk Lane, the branch road at ~800 feet. Hawk Lane would have a 50 foot easement on the downhill side of the road, which property owners would be required to maintain with the natural cover undisturbed to ameliorate problems from runoff. Mr. Hirschberg reviewed planned swales, riprap and treatment ponds, and the wetlands that those should develop into. We had good discussion of alternate road surfacing and their value in amelioration of runoff problems. Mr. Hirschberg will meet with DUV Enterprises owners to review the requirements that are required in current alteration of terrain permits.

Charley Hirschberg expects that plans will be ready for a public hearing at the April 14th meeting.

Other Business

John Bergeron distributed selections from *Chapter Env-Wq 1500 Alteration of Terrain* for board review. The board also reviewed Google photos of the McKinstry properties which will be considered for subdivision. The photos appear to indicate substantial disturbed area, and raise questions about the need for documentation of area disturbed before additional approvals are granted.

Adjournment

8:35 Adjournment was moved by Marcia Wilson seconded by Steve Ward, and approved.

Respectfully submitted,
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of Feb. 23, 2012

Call to Order

7:00 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 from Feb. 8, 2012. Joe Frazier's motion to accept as amended, with second by Marcia Wilson, was approved.

Correspondence Review

Local Government Center – *Town and City* magazine, February 2012

Public Hearing for Glen and Judy McKinstry

Proposal is to make two large lots out of Map 12 Lot 60, 110 acres on Foliage View.

Andrew read the checklist for a final completeness review. John Bergeron noted that no delineation of the Comprehensive Shoreland Protection Act boundary was shown. In addition the board discussed whether the land disturbance exceeds the 100,000 square feet that would require an Alteration of Terrain permit. Andrew Musz will notify the applicant of the need to provide an AOT Permit or satisfy the board that there has been less than 100,000 sq. ft. of disturbed area for the entire parcel over the last ten years. Chuck Townsend moved that we find the application sufficiently complete to open a public hearing. Joe Frazier provided the second and the motion was approved unanimously.

7:30 Andrew Musz opened the hearing and announced that the board has received a request from Scott Sanborn acting as the agent for the applicant requesting a continuance of the meeting until 7:15 on March 8. There being no objection the continuance was approved.

Design Review from DUV Enterprise

The board received a request to cancel the requested design review.

Other Business

No new applications have been received.

Steve Ward is compiling the capital expenditures for the last ten years.

Adjournment

7:45 Marcia Wilson moved adjournment, with 2nd from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe

Canaan Planning Board Minutes
March 8, 2012

The meeting was called to order at 7:05 pm. John Bergeron, Marcia Wilson, Steve Ward and Joe Fraizer in attendance. The minutes from the February 23rd meeting were not available.

Correspondence

- Department of Environmental Services is providing a workshop on May 2, 2012 on “Drinking Water Source Protection.”
- Lorman Education Services sent a letter to the Board on a workshop on May 15, 2012 on “What You Need to Know About Public Records and Open Meetings.”
- The University of New Hampshire Cooperative Extension sent a flyer on a workshop “Municipal Turf and Grounds Conference” which will be on March 21, 2012.

Glen and Judith McKinstry/Public Hearing (7:15 pm)

Cardigan Mountain Surveying called to extend the hearing until June 14, 2012.

Preliminary completeness review of filed applications (7:25 pm)

Shuttleworth Farm – have formally submitted an application. John presented a packet of maps for the Board to review and assess for the final completion of the application. Some of the things they asked for waivers for were:

- Boundary Survey
- Septic approval
- (Missing - Name and license number of surveyor and seal)
- A new road to be constructed and named Hawk Road.
- Missing sheets on S5 and S6
- Shuttleworth needs to request deeds and deeds for right of way from Town Office – items 19 and 20

Joe Fraizer motioned and Steve Ward seconded to accept the application complete and schedule for April 12, 2012 at 7:15 – 7:45 pm. All approved.

7:45 pm Other business

John brought up the issue of Michelle Lewis and her property. The assessors have been out and taken pictures of the property. It is confirmed there are several dwellings on the property.

Questions still not answered:

- Do they all have approved septic systems?
- Does the road meet Fire Codes?
- Do any of the dwellings have an occupancy permit?
- Have they been physically inspected?

What happens now? The Board discussed the next step and decided to have the Board of Selectmen take it from here.

Respectfully submitted,



Canaan Planning Board
Minutes
Meeting of March 22, 2012

Call to Order

7:05 John Bergeron called the meeting to order. Members present: John Bergeron, Joe Frazier, Chuck Townsend and Marcia Wilson.

Minutes review

Chuck Townsend read the minutes from the Feb. 23, 2012 meeting. Marcia Wilson's motion to accept as amended, with second by Joe Frazier, was approved.

John Bergeron read the minutes from the March 8 meeting, prepared by Marcia Wilson. John suggested that they have a time for a scheduled hearing added. The motion to approve the minutes with that amendment was made by Marcia Wilson, seconded by Joe Frazier and Approved.

Correspondence Review

Vital Communities – Spring 2012 Newsletter
UVLSRPC – “Who Needs Housing?: A Regional Assessment” brochure in multiple copies, distributed to those in attendance.

Routine Business and Announcements

John Bergeron noted that creation of the Water Quality Board of Adjustment was an early priority. The board agreed to invite representation from members from major town committees Planning Board, Select Board, Historical Commission, Budget Committee and Conservation Commission, for example. John agreed to recruit members from the Historical Commission and the Budget Committee. Marcia agreed to recruit members from the Select Board and the Conservation Commission. Names suggested for community members included Chris Turgeon, Gary Wood, Mike Griffin and Bill McDonald. Joe Frazier suggested that he could write a letter to stakeholders requesting they suggest a member.

John Bergeron distributed sets of plats and application documentation for the Shuttleworth Farms subdivision which will be heard at 7:15 on April 12. There are extensive materials and the board discussed the importance of review before the hearing.

John distributed an outline of the proposed Canaan Drinking Water Protection Ordinance. The board discussed the requirements that will affect the building inspector and what review and permitting will be required from the planning board.

Marcia Wilson will bring up discussion of the junkyard situation with the select board

Adjournment

7:45 Marcia Wilson moved adjournment, with 2nd from Joe Frazier. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of April 12, 2012

Call to Order

7:05 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, and Chuck Townsend.

Minutes review

Chuck Townsend read the minutes from the Mar. 22, 2012 meeting. John Bergeron noted that the Board of Adjustment was mis-named. Joe Frazier made the motion to accept as amended, with second by John Bergeron, and the motion was approved.

Update from Town Administrator concerning dwellings on Lewis lot.

John Bergeron read the letter that Andy Musz wrote to Michelle Lewis on Sept. 23, 2011 with reference to her Map 9 Lot 71-1 property.

Town Administrator Mike Samson reported that Bill Wilson has a goal of getting 911 approval for the lot and to get building permits for all the buildings.

The properties have now been assessed and tax bills will be sent out.

The Board of Selectmen will enforce subdivision approval and Mike Samson will meet with the Town attorney to prepare criminal and civil sanctions with respect to the missing subdivision approval. The select board has authorized the prosecution based only on violation of subdivision regulations. The road, septic, and building permit problems have merit but a case would be less well-defined or have minor penalties.

Mike Samson reviewed definitions of subdivision. He believes that some type of allocation of space is required for a subdivision to exist. Intent to transfer right of use of the property to a third person is required. Thus he believes the lot in question has been subdivided. We need a winnable case when we go to enforce the regulations.

Mike Samson will bring criminal sanctions and civil penalty charges. The goal is to get Michelle Lewis to move to compliance.

Public Hearing – DUV Enterprises Major Subdivision

7:15 Hearing was opened for major subdivision of the NH Route 118 Map 12 Lot 44 Sub 10 property. Charlie Hirshberg, PE, was present representing DUV Enterprises. Kathleen Hill was present as an abutter.

Charlie Hirshberg reviewed the plans with the board. He reported that Fire Chief Bill Bellion had been consulted and is preparing a letter expressing satisfaction with the roads and hammerheads. Mr. Hirshberg reviewed drainage, soils, wetland and other special conditions of the property and plan. DES officials handling alteration of terrain permits are aware that some of the road was developed under a previous subdivision approval, do not fully meet the current regulations and will require a waiver for those areas. He stated that it is difficult to meet all treatment area regulations that came into play in 2008, so the state is approving waivers.

Charlie Hirshberg distributed copies of the Inspection and Maintenance Manual which he is proposing for inclusion in an owners' road maintenance agreement. He also discussed the proposed deed restriction template which is based on a template from DES. He discussed the long-term maintenance of the plans and treatment arrangements with planning board members. He said that DES expects to complete the Alteration of Terrain approval on May 9.

The board continued the hearing until May 10 at 7:15 at the Mascoma Senior Center, when the DES approval may be complete.

Discussion of Nominees for the Canaan Board of Adjustment

Giovanna LaPore , Mike Roy, John Bergeron and Michael Griffin have indicated that they are willing to serve. The Board of Adjustment will be responsible for complaints with the Water Quality ordinance. If the town chooses to implement impact fees it will also consider complaints about those. An initial meeting will be held to elect a chair and to understand the role of the board. The new board requires five members and should have five alternates. Board members will canvas for additional volunteers.

Correspondence Review

Town & City Magazine - March and April issues

LGC - Announcement of workshops in Grantham on May 8 and at other locations.

Letter – containing a right of way easement plan for access to Map 1-E Lot 13-6 property that will be filed at the Registry of Deeds.

Adjournment

9:10 Chuck Townsend moved adjournment, with 2nd from Joe Frazier. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of April 26, 2012

Call to Order

7:00 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, and Chuck Townsend.

Minutes review

Chuck Townsend read the minutes from the April 12, 2012 meeting. Members noted multiple corrections and improvements. John Bergeron made the motion to accept as amended, with second by Barbara Dolyak, and the motion was approved.

Correspondence Review

DES – notification of “After the Fact” wetland application for Michael and Sharron Gareau Map 4 Lot 2 property on West Farms Road. Also included was a Division of Historic Resources review of the application.

Discussion of Nominees for the Canaan Board of Adjustment

John Bergeron moved that we propose the following volunteers to the Board of Selectmen for them to consider appointing to the Board of Adjustment: Giovanna LaPore, Mike Roy, Jan Forbush, Bill Chabot, and Kris Burnett as Board of Adjustment members; and John Bergeron, Ed Berger, Ann or Scott Berry and Michael Griffin as alternates. John Bergeron will prepare a fact sheet of duties and listing of proposed board members for distribution to the select board and potential members. The 2nd was provided by Joe Frazier and was passed.

Adjournment

7:30 Chuck Townsend moved adjournment, with 2nd from Joe Frazier. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of May 10, 2012

Call to Order

7:05 Andy Musz called the meeting to order. Members present: Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

Minutes review

Chuck Townsend read the minutes from the May 10, 2012 meeting. Steve Ward made the motion to accept the minutes as amended. After a second by Joe Frazier the motion was approved.

Andrew Musz read the minutes of the meeting of May 24, 2012. Marcia Wilson made the motion to accept the minutes as read. After a second by Joe Frazier the motion was approved.

Correspondence Review

LGC – *Town and City* magazine for June 2012

Routine Business

Andrew Musz reported that he had received a message from Charlie Hirshberg, representing DUV Enterprises, requesting further continuance of the hearing.

Public Hearing on DUV Enterprises Subdivision

The hearing was reopened for the major subdivision of the NH Route 118 Map 12 Lot 44 Sub 10 property. No one was present to discuss the application. Charlie Hirshberg's request for a continuation of the hearing until July 12th at 7:15 at the Mascoma Senior Center was reviewed. The Hearing was closed and the continuance was granted.

Mascoma River Watershed Survey for Municipal Officials

Chuck Townsend distributed the survey to members in attendance. The survey is intended to elicit concerns of municipal officials about water quality and resource protection in the Mascoma River watershed. The form is due back at UVLSRPC by June 19th, and may be completed online at <http://conta.cc/KZ9qnU>.

Preliminary completeness review.

Andrew Musz distributed the minor subdivision application for the Map 7 Lot 41 property on Jerusalem Road owned by David and Brenda McGrath. The plan would create two smaller lots, extending from South Road to Crystal Lake Brook, out of the 5.32 acre lot. No septic locations are located on the plan. Division boundary markers are indicated as not yet set. State subdivision approval for the two 2.66 lots would appear to be needed. Request for clarification of division markers, state septic approval, and documentation of which septic system is connected with which dwelling will be needed before the public

hearing is scheduled. A hearing on July 12 at 7:45 may be scheduled pending completion of the required documentation within the next two weeks.

Other Business

Joe Frazier reported that he had attended the *So. Grafton County Public Transportation & Human Service Transportation* presentation and distributed copies of presentation.

Steve Ward announced that on June 20th 1st meeting of CICP with Skip Baldwin replacing Lola Baldwin.

Adjournment

8:10 Marcia Wilson moved adjournment, with 2nd from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe

Canaan Planning Board

May 24, 2012

Meeting Minutes

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

Meeting was opened at 7:03 and the minutes from the last meeting were motioned by Barbara with a second by Joe, to be accepted. Motion carried unanimously.

The only correspondence was the newest issue of Town and Country magazine, which will remain in the office for review.

7:08 Discussion of Tim and Michelle Lewis and the Selectboard's action as a result of the discovery of unreported and un-assessed dwellings on the property that were addressed in a letter from the Planning Board to the Lewis' with a copy to the Selectmen. The selectmen have ordered the Lewis' to comply, after the fact, with planning board regulations for subdivision including, but not limited to, procuring necessary state approvals for subdivision and waste disposal systems, and that the interior roads meet the requirements for such roads as indicated in the planning board's subdivision regulations. Failure to comply will result in a complaint lodged by the town with the courts.

7:16 Andrew Musz re-opened the public hearing for the DUV application, NH Rt. 118 (Map 12, Lot 44 sub 10). At the request of the applicant's engineer, the hearing will be further continued until June 14, 2012 at 7:15.

7:20 in a discussion of 'other businesses, Marcia brought the planning board up to speed regarding the actions of the Selectboard regarding junk yards. Letters have been sent to owners of known junk yards advising them of a timetable to be in compliance with state laws and local ordinances and policies. Most of those owners have responded to the letters and the process is underway.

Mike Griffen's presentation of 'Our Town', a video he produced, will be on June 14, 2012 at 7:45 and has been added to the agenda.

Steve Ward added that Lola Baldwin has withdrawn from the CIPC for personal reasons, but has offered that her husband might fill in.

Barbara Dolyak added that she will not be able to attend the June meetings.

7:35 A motion was made by Joe and seconded by John to adjourn and was unanimously supported. Next meeting will be June 14, 2012.

Respectfully submitted, Andrew Musz, Substitute Acting Scribe



Canaan Planning Board
Minutes
Meeting of June 14, 2012

Call to Order

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

Minutes review

Chuck Townsend read the minutes from the May 10, 2012 meeting. Steve Ward made the motion to accept the minutes as amended. After a second by Joe Frazier the motion was approved.

Andrew Musz read the minutes of the meeting of May 24, 2012. Marcia Wilson made the motion to accept the minutes as read. After a second by Joe Frazier the motion was approved.

Correspondence Review

LGC – *Town and City* magazine for June 2012

Andrew Musz reported that he had received a message from Charlie Hirshberg requesting further continuance of the hearing for the DUV Enterprises Subdivision.

Public Hearing on DUV Enterprises Subdivision

The hearing was reopened for the major subdivision of the NH Route 118 Map 12 Lot 44 Sub 10 property. No one was present to discuss the application. Charlie Hirshberg's request was for a continuation of the hearing until July 12th. The Hearing was continued and the continuance was granted until July 12th at 7:15 at the Mascoma Senior Center.

Mascoma River Watershed Survey for Municipal Officials

Chuck Townsend distributed paper copies of the survey to members in attendance. The survey is intended to elicit concerns of municipal officials about water quality and resource protection in the Mascoma River watershed. The form is due back at UVLSRPC by June 19th, and may be completed online at <http://conta.cc/KZ9qnU>.

Preliminary completeness review.

Andrew Musz distributed the minor subdivision application for the Map 7 Lot 41 property on Jerusalem Road owned by David and Brenda McGrath. The plan would create two smaller lots, extending from South Road to Crystal Lake Brook, out of the 5.32 acre lot. No septic locations are located on the plan. Division boundary markers are indicated as not yet set. State subdivision approval for the two 2.66 lots would appear to be needed. Andrew Musz will request clarification placement of the division markers, state septic approval, and documentation of which septic system is connected with which dwelling before the public hearing is scheduled. A hearing on July 12 at 7:45 may be scheduled pending completion of the required documentation within the next two weeks.

Other Business

Joe Frazier had attended the *So. Grafton County Public Transportation & Human Service Transportation* meeting and distributed copies of the presentation.

Steve Ward announced that the first meeting in preparation of next year's Capital Improvement Program Committee is scheduled for June 20th. Skip Baldwin will be replacing Lola Baldwin as community representative.

Adjournment

8:10 Marcia Wilson moved adjournment, with 2nd from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of June 28, 2012

Call to Order

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

Minutes review

Andrew Musz read the minutes from the June 14, 2012 meeting. Marcia Wilson made the motion to accept the minutes as amended. After a second by Joe Frazier the motion was approved as amended.

Public Hearing on Linda Schnetzer Minor Subdivision

7:15 Andrew Musz reviewed the application checklist for completeness. The application was complete except for a driveway permit. Joe Frazier moved that the application is complete waving the requirement for a driveway permit on the 30.81 acre parcel. John Bergeron seconded the motion and it was approved.

The hearing was opened for the minor subdivision of the Map 12 Lot 62 property at 507 Jerusalem Road. The 45.8 acre lot is to be divided into two lots of 15.0 acres and 30.81 acres. Colin Brown from Central Land Surveying was present representing Linda Schnetzer. No one else attended. The hearing was closed with little discussion. John Bergeron moved approval of the application with a second from Steve Ward and the application was approved as drawn.

Discussion of David and Lisa Perfield Voluntary Merger

7:30 The Map 9 Lot 4A sub 1 and Map 9 Lot 4A sub 2 lots are adjoining and both owned by the applicants. One lot is occupied and one is vacant. They appear to satisfy all requirements of a voluntary merger. Marcia Wilson moved to approve the voluntary merger and John Bergeron seconded the motion. The merger approval was unanimous and board members signed the Voluntary Merger form.

Preliminary completeness review.

The board reviewed the application from Kevin and Sheryl Lary for minor subdivision of the Map 15, Lot 3 property on Jerusalem Road. Boundary markers are not set. Jerusalem Road is not labeled and is not consistently represented. Contours are shown on the 5 acre lot but not on the 34.8 remainder lot. No septic and well location is shown for the 141 Jerusalem Rd property. No driveway permit is included. The Lot number is not shown consistently on the map and the information identification box. Marcia moves that the application will be sufficiently complete for a public hearing on July 12th at 8:00 if the map is corrected to resolve the concerns specified. Steve Ward seconded the motion and it was approved.

Other Business

Steve Ward announced that the second meeting in preparation of next year's Capital Improvement Program Committee is scheduled for early August.

The board invited Mike Griffin to present his presentation and photos on Canaan on August 9th at dusk.

Adjournment

8:00 Marcia Wilson moved adjournment, with 2nd from Joe Frazier. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of July 12, 2012

Call to Order

7:15 Andrew Musz called the meeting to order. Members present: Joe Frazier, Andrew Musz, Chuck Townsend, Steve Ward and Marcia Wilson.

Public Hearing on DUV Enterprises Major Subdivision

7:15 The hearing was reopened for the major subdivision of the NH Route 118 Map 12 Lot 44 Sub 10 property, continued from June 28, 2012. No one was present to discuss the application. Andrew Musz relayed Charlie Hirshberg's request for a continuation of the hearing until August. Joe Frazier moved to continue until August 23 at 7:30, and that there will be no further continuances attends after this time unless a representative of DUV enterprise. Marcia provided the second and the motion was approved.

Minutes review

Chuck Townsend read the minutes from the June 28, 2012 meeting. Marcia Wilson made the motion to accept the minutes as amended. After a second by Joe Frazier the motion was approved.

Correspondence Review:

Town and City Magazine from LGC

Preliminary review, Lot Line Adjustment at 579 Goose Pond Road

The Kathryn Foster and Joshua M Riff Map 8 Lot 5 property and the N.H.D.E.S. Map I-F Lot 1 properties share a common boundary. The line adjustment would not cause a change in the area of either property. Andrew Musz read a letter from James Gallagher, D.E.S. Dam Engineer, supporting the adjustment, and then read through the checklist. Steve Ward moved that the application was sufficiently complete to schedule a public hearing on August 9 at 7:15 at Mascoma Senior Center. Marcia Wilson seconded the motion and it was approved.

Minor Subdivision by David and Brenda McGrath

7:45 The board reviewed the completeness of the plan for the Map 7 Lot 41 property at 130 South Road. Chuck Townsend moved that the application was complete for public hearing. Marcia Wilson seconded the motion and it was approved.

Andrew Musz opened the hearing. Christopher Turgeon from Pathways Consulting was present representing the owners. There were no other members of the public attending. The subdivision would create two equal lots, Lot 41 and Lot 41-1, from the 5.32 acre lot. There were no concerns from the board.

Andrew Musz closed the hearing. The motion by Steve Ward to approve the subdivision as presented was seconded by Joe Frazier and approved.

Minor Subdivision by Kevin and Sheryl Lary

8:00 The proposal was to create two parcels from the Map 15 Lot 33 property at 141 Jerusalem Road. Lot 15-33-1 would be 5.17 acres and the remainder lot, 15-33 would be 34.8 acres. Andrew Musz reviewed the checklist and a memo from Scott Sanborn reviewing the history of the driveway, and apparent approval of driveways despite lack of normal documentation. Joe Frazier moved that we find that the board's questions were adequately resolved and that the application was complete for public hearing, and Chuck Townsend provided the second. The motion was passed.

The hearing was opened. Scott Sanborn was present representing the Lary family, and reviewed the application. There was no public comment. After the hearing was closed Joe Frazier moved that we accept the subdivision as drawn and Steve Ward provided the second. The motion carried, and Scott Sanborn provided the mylar and the payment to Andrew Musz.

Adjournment

8:20 Marcia Wilson moved adjournment, with a second from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of July 26, 2012

Call to Order

7:05 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 from the July 12, 2012 meeting. Steve Ward made the motion to accept the minutes as amended. After a second by Joe Frazier the motion was approved.

Correspondence Review:

Town and City Magazine, July/August issue, from LGC

Announcements:

John Bergeron arranged with Sharon Duffy to post announcements on the town website. Joe will send the public, private and Valley News versions of announcements to Terri and the public version to Sharon Duffy for posting on the website.

Planning Board Discussion:

John Bergeron distributed copies of the current town Building Permit Application, and noted that it does not mention a number of things that should come to the attention of the town. These include possible modification to address class VI roads, private roads in unapproved subdivisions, and fire access lanes in the Water Protection District. The 'Site Location' box of the application could be used. A new 'Drinking Water Protection' box could be added listing the prohibited uses. John suggests that he can provide a mock-up of a modified form before the next meeting.

Other Business:

Mike Samson has provided the CIP Committee with projections for bridge repairs and draft projections for road repairs.

Adjournment

7:50 Chuck Townsend moved adjournment, with a second from Joe Frazier. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of August 23, 2012

Call to Order

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

Minutes review

Chuck Townsend read the minutes from the July 26, 2012 meeting. John Bergeron made the motion to accept the minutes as amended. After a second by Steve Ward the motion was approved.

Correspondence Review:

Invitation to Mascoma Savings Bank barbeque on August 23, 2012.

Liberty Utilities — letter from Jeffrey Carney, arborist from Liberty Utilities requesting road list of designated scenic roads.

LGC – Invitation to 2012 Municipal Law Lecture Series

Public Hearing, DUV Enterprises

7:15 Andrew Musz re-opened the public hearing for DUV, first scheduled for February 23rd, 2012. Andrew Musz announced that Charlie Hirshberg had called him asking for a continuance to the second meeting in September. Chuck Townsend moved that we continue the hearing with renotification of abutters until the September 27th meeting at 7:15 at the Mascoma Senior Center. Second for approval of the motion was provided by Barbara Dolyak, and there was unanimous approval.

Planning Board Discussion:

John Bergeron distributed copies of the 8/9/2012 draft of a revised town Building Permit Application. He reviewed building permit fees in surrounding towns. The planning board discussed creating an accompanying building permit procedure with energy code and building code requirements etc. John Bergeron will prepare revised documents for discussion at the September 27th meeting.

Other Business:

The CIP Committee met Aug. 22 and reviewed Mike Samson's projections for mobile and immobile capital equipment, building repair and renovation, bridge repairs and road repairs and paving. The CIP Committee has invited the School Board to meet with them on Sept. 19th.

Adjournment

8:10 Chuck Townsend moved adjournment, with a second from Barbara Dolyak. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of September 27, 2012

Call to Order

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

Minutes review

Chuck Townsend read the minutes from the August 23, 2012 meeting, the September 13 meeting having been cancelled. Marsha Wilson made the motion to accept the minutes. After a second by Steve Ward the motion was approved.

Correspondence Review:

Letter from Planning Board of Danbury NH, advising of a public hearing on a Special Use Permit for a Cell Phone tower.

Public Hearing – DUV Enterprises Major Subdivision

7:15 Andrew Musz re-opened the public hearing on major subdivision of the Map 12, Lot 44 Sub 10 property off the east side of Route 118. Charlie Hirshberg, PE from CLD Consulting Engineers was present representing DUV Enterprises. Abutters Scott and Jamie Poirier and contractor Dave Zani were also present. Charlie Hirshberg reviewed the scope of the 18-lot subdivision with lots varying from 1.2 acres to approximately 68 acres. Mr. Hirshberg described the changes to the plan designed to meet current alteration of terrain regulations. He noted that the wetlands and soil types were both determined specifically for this project, rather than using general state surveys.

The road right of way is shown with a minimum of fifty feet, but has wider sections to accommodate drainage treatment. Mr Hirshberg shared an Inspection and Maintenance Manual, including inspection forms, that has been prepared for the project. A landowners' association will have to be responsible for the annual inspection and maintenance of the swales and ponds.

The road profile for the new Hawk Road showed a maximum 5.7% grade. It is planned to have a crushed gravel surface. The existing road has a similar surface, and has not needed work in the two years since its construction. There was discussion of dividing the subdivision into two phases, with the lots along the current road being approved first and the Hawk Road area being approved later when the road is complete.

7:50 Andrew Musz closed the public hearing. Joe Frazier moved that we give conditional approval for two phases of approval with the first Mylar representing the portion of the road that is currently completed and that was previously approved by the Planning Board. The conditions for approval are:

- that the road is completed with engineer-certification that it is to plan,
- that the monuments have been installed,
- that the Inspection and Maintenance Manual have language added stating that

inspection and maintenance were and are a condition for the approved AOT permit.

- that the language of the Inspection and Maintenance manual show the compelling nature of the inspections and maintenance, and
- that the Maintenance and Inspection Manual be recorded at the GCRD and be referred to on the plan/Mylar that is to be recorded.

Marcia Wilson provided the second to the motion and conditional approval was unanimous.

Other Business:

Steve Ward distributed the Capital Improvement Program Report that the CIP Committee prepared for planning board approval, following which the report will be conveyed to the select board for its approval. Steve Ward described the improvements that had been incorporated in the new plan. The board welcomed its comprehensive and sophisticated nature. Joe Frazier moved that the planning board accept and endorse the plan, and John Bergeron seconded the motion. The motion was approved.

John Bergeron reported that the building permit discussion will be postponed until he had obtained input from the building inspector and the town administrator. The board discussed the need to consider building inspection fees, making them commensurate with the cost of providing the town services.

Andrew Musz submitted a letter of resignation as Chairman, effective immediately. Other board members expressed regret at his leaving the position, and expressed a desire that he continue as a member.

Adjournment

9:10 Joe Frazier moved adjournment, with a second from Barbara Dolyak. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of October 11, 2012

Call to Order

7:00 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, Chuck Townsend and Steve Ward.

Minutes review

Chuck Townsend read the minutes from the September 27, 2012 meeting. Steve Ward moved that the board accept the minutes with a number of clarifications. After a second by Joe Frazier the motion was approved.

Correspondence Review:

Letter from UVLSRPC requesting input to be used in developing a regional plan update. Steve Ward will prepare draft answers to the specific questions included.

Town and City magazine for Sep/Oct 2012.

DES 'Permit by Notification' for farm pond maintenance at 388 Jones Hill Road.

Other Business:

No new applications have been received.

John Bergeron reported that the building inspector and the town administrator have not yet reviewed the revised Building Permit.

Board members discussed working on revision of the Canaan Master Plan. Members present agreed to review the current plan and to discuss areas that should be updated.

Adjournment

7:45 Charles Townsend moved adjournment, with a second from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of October 25, 2012

Call to Order

7:00 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, Chuck Townsend, Steve Ward and Marcia Wilson.

Minutes review

Chuck Townsend read the minutes from the October 11, 2012 meeting. Marcia Wilson moved that the board accept the minutes. After a second by Joe Frazier the motion was approved.

Correspondence Review:

Letter from town of Canaan to Augustus Means re structure under construction without meeting compliance requirements.

Dredge and Fill application package from NH DOT for bridge maintenance.

Master Plan Review:

On review of the letter from UVLSRPC discussed at the last meeting the planning board determined that no action is required by the board with respect to their request. UVLSRPC will get the information they need directly from our current plan.

The board reviewed the sections of the current Canaan Master Plan and discussed sections that may need to be added or updated. Board members will review the plan and continue the discussion at the next meeting.

Other Business:

No new applications have been received.

John Bergeron reported that the building inspector and the town administrator have not yet reviewed the revised Building Permit.

Adjournment

8:15 Marcia Wilson moved adjournment, with a second from Joe Frazier. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of November 8, 2012

Call to Order

7:05 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, Chuck Townsend, Steve Ward and Marcia Wilson.

Minutes review

Chuck Townsend read the minutes from the October 25, 2012 meeting. Steve Ward moved that the board accept the minutes. After a second by Barbara Dolyak the motion was approved.

Correspondence Review:

none

Master Plan Review:

The Board discussed the value of a Master Plan, and the need for a new town survey. Alternatives would be an online survey, mailed survey, or paper survey distributed from town offices and local businesses. The Board moved toward a plan to distribute a new survey at town meeting or town elections.

The board discussed revisions needed in the survey instrument. There was discussion about the parts to update and the update process.

Other Business:

No new applications have been received.

Since there will be no meeting on Thanksgiving, the next meeting will be on Dec. 13, 2012.

Adjournment

8:15 Barbara Dolyak moved adjournment, with a second from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board
Minutes
Meeting of December 13, 2012

Call to Order

7:05 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, Chuck Townsend, Steve Ward and Marcia Wilson.

Minutes review

Chuck Townsend read the minutes from the November 8, 2012 meeting. Marcia Wilson moved that the board accept the minutes as read. After a second by Steve Ward the motion was approved.

Correspondence Review:

N. H. Community Planning Grant Program – Grant Writing Workshop announcement.

UNH Cooperative Extension — donation appeal
Town and City Magazine

Excavation Discussion

Bill Wanner came before the board representing Bliss Lane Realty Trust property owned by David Roby, who purchased the Casperson property. The owner has not been able to locate reclamation plans. John Bergeron announced that he had discovered a reclamation plan in the town offices, and that it basically said that reclamation would be in accordance with state law. Bill Wanner shared maps of the area and discussed the need to review the property in preparation of a reclamation plan. He invited the board to meet at the property gate on Prospect Hill Rd at Clark Hill Road at 2:00 on Friday Dec. 14 to view the pits and discuss the reclamation, and board members agreed to meet then.

Discussion of subdivision on of Mark Sanbourne property

The Sanbourne property is at the corner of Jerusalem Road and Rt 118. The property is 107.4 acres in two lots, Map 13 Lots 20 and 21. The smaller 36 acre lot would be subdivided into three lots and the larger lot would be subdivided into five lots.

There was discussion of “Rameor Road” which the town plows and has graded, occasionally, years ago. The road goes to a house on the larger lot. There will be a town warrant article to discontinue the road, but it is unclear whether it the road is Class V or Class VI. The grade and width may be substandard, but only the first 175’ would need to be improved if the road is discontinued. The owner and a neighbor hope that it remains a town road.

There is a spring on one of the properties serving the Boucakis property across Rt 118. The board discussed preserving the spring and the water line.

Master Plan Review:

The board will need to finalize changes in the survey form by the Jan. 10 meeting

in order for it to be available for town meeting distribution. John Bergeron will distribute notes on revisions discussed so far, and board members agreed to prepare to finalize changes at the next meeting.

Other Business:

No new applications have been received.

Since there will be no meeting on Christmas week, the next meeting following the Dec. 14th site visit will be on Jan. 10, 2013.

Adjournment

8:00 Marcia Wilson moved adjournment, with a second from Steve Ward. Motion was approved.

Respectfully submitted
Chuck Townsend, Scribe



Canaan Planning Board

Minutes

Site Review Meeting on December 14, 2012

Call to Order

2:00 John Bergeron called the meeting to order. Members present: John Bergeron, Barbara Dolyak, Joe Frazier, Chuck Townsend and Steve Ward. Hosts: David Roby, property owner and Bill Wanner, property manager.

Site Review

The board met to view and discuss the reclamation of open pits on the Map 10 Lot 20 land off Clark Hill Road. David Roby, who purchased the 'Casperson' property, wants to return the land to a natural state. His property manager, Bill Wanner, led the board tour of the disturbed areas.

The first area visited was a bouldery gravel pit with rock outcroppings, waste piles of gravel and a topsoil pile. The board reviewed it with reference to a June 2007 Excavation Proposal prepared for the previous owner. Bill Wanner will write a letter to the board stating that he would largely follow that plan and describing the amendments he would make, including creating swales to direct runoff and sediment to a temporary pond. The plan would create a stable and more gentle slope with seeding that would provide for a natural cover to develop.

The second area visited was a steep sloped sand bank. David Roby suggested that the top of the bank should be broken to make the bank less steep. That together with moving materials from waste piles could make the slope stable. There is an existing pond below the pit, which would serve as a sedimentation station. David Roby will contact the NH Fish & Game Department for their review of the site in case this sandy environment near the Mascoma River should be specially managed for wildlife habitat. Bill Wanner will write to the board describing his reclamation plans based on this contact.

The final site visited was a small pit with sandy clay just off Prospect Hill Road. David Roby wants to cut off road access to the site soon to prevent any further use of it as a dumping site. Because of its smaller size the reclamation of this site would not present difficulties. Bill Wanner will write a third letter to the board describing his reclamation plan for this site.

Reclamation of the sites could begin this winter as long as they remain snow and frost free, and the work could be in stages. Joe Frazier moved that the board support permitting the reclamation work at the Bliss Lane Realty Trust property owned by David Roby, with Wanner Earthmoving managing the work. Barbara Dolyak seconded the motion and the board voted unanimously to approve it. Bill Wanner will send a reclamation plan for each site to the board before the site work, and will notify the board when each site has been reclaimed so that inspection visits will be possible.

Adjournment

3:07 Joe Frazier moved adjournment, with a second from Barbara Dolyak. The motion was approved.

Respectfully submitted
Chuck Townsend, Scribe