

**TOWN OF TUFTONBORO
PLANNING BOARD
April 7, 2022
7:00 PM
Town Hall, 240 Middle Road**

MINUTES

Members Present: Matt Young, Chairman, Gary Qua, Vice-Chairman, Carol Bush, Tony Triolo, Bob Murray, Selectmen's Representative, George Maidhof

Staff: Susan Burnside, Planning Board Secretary
Members of Public: Ken Swain, Eva Hamel

Matt Young, Chairman opened the meeting at 7:00 PM at the Tuftonboro Town Hall, 240 Middle Road, Tuftonboro

I. Public Comment

None

II. Approval of Minutes

The March 17, 2022 minutes were reviewed and Tony motioned to approve the minutes as written. Carol seconded and all agreed. The motion passed.

III. Review of Matt Young's Minor Subdivision Plan

Matt Young recused himself from the review of his minor subdivision plan and Vice Chair, Gary Qua led the review. Gary asked Matt to describe the plan and application after which the Board will address any questions and then the discussion will be opened to the public for questions.

The subdivision plan proposes to carve out a 2.18-acre lot from a larger lot owned by Matt Young located on an existing road off Phineas Graves Road in Tuftonboro. Gary noted that this subdivision is in a low-density residential zone, which requires minimum lot size of 2-acres with at least 150 feet of frontage. The proposed subdivision meets these requirements. Gary noted that the application contains required supporting documents. The subdivision also includes a well easement and a utility easement. These documents have been executed and are held in escrow by Don Smith of Sager and Smith. Gary stated that these documents need signatures, which will be a condition of approval.

Gary requested a motion to open the public session. Tony made the motion and Carol seconded. All were in favor. The motion passed. Gary asked for questions from the public. There were none.

Gary requested a motion to close the public session. Tony made the motion and Bob seconded. All were in favor. The motion passed.

Gary requested a motion to accept jurisdiction of the application. Tony made the motion and Carol seconded. All were in favor. The motion passed.

Gary reviewed the request to accept a waiver of subdivision regulation 3.3.1A at the April 7, 2022 Planning Board meeting. This request is to waive the requirement for topography and watercourses for the remaining acreage of 59-2-12. The Planning Board agreed that this waiver was appropriate since the remaining acreage does not affect the new lot. Bob asked if there were any letters of support or opposition. Gary said there were none.

Gary asked for a motion to accept the waiver request. Tony made the motion and Carol seconded. All were in favor. The motion passed.

Gary asked for a motion to accept the application with the following conditions:

1. All necessary state, local and federal permits will be obtained, including a driveway permit from the Town of Tuftonboro.
2. Signature from Katherine Copplestone on the well release.
3. Signature from Katherine Copplestone on the agreement to easement allowing New Hampshire Electric Cooperative and other utility companies to install underground utility lines across the Copplestone property.

Tony made the motion to accept the application with the above conditions. Carol seconded the motion. All were in favor. The motion passed.

IV. Discussion Items

- a. Inconsistencies in Planning Board Fees – A review of documents that list fees posted on the Planning Board page of the Town website identified several documents that contain conflicting fee amounts. Matt clarified that the document entitled, “Town of Tuftonboro Planning Board Fee Schedule” reflects the currently approved fee schedule that was updated 2 years ago. However, other documents were not updated at the time this schedule became effective. Therefore, updates will be made to the Subdivision Checklist and Application, Subdivision Regulations, Site Plan Review Application and Checklist, Site Plan Regulations. These documents will be reviewed at the next Planning Board meeting for adoption. The Subdivision and Site Plan Regulations will be amended and filed with the Town Clerk and posted on the Town website.
- b. Nomination for Annual Award from the New Hampshire Planning Association – Gary has put together a nomination for the Annual Award for the Town of Tuftonboro Master Plan 2022. Gary noted that the 2022 Master Plan takes a unique approach that differs from past master plans for Tuftonboro and other towns of similar size and demographics. The current plan can serve as a useful tool for small towns like Tuftonboro that do not have a professional planner on staff. The current plan has distilled the information in a concise, easy to read manner. Another advantage of

this approach is that it contains an implementation plan at the end in a chart format that prioritizes the steps that the town will consider for future development. In addition, the 2022 Master Plan is a “living document” in that it contains links to outside organizations’ websites that continually update their information. These links can be accessed through the online version of the Master Plan document. The Board agreed that the uniqueness of this Master Plan warrants a nomination for this award.

Gary will proceed with the submission of nomination forms and Carol will coordinate obtaining letters of support from Town residents, selectmen, businesses and others to submit along with the nomination application.

Ken Swain from the public introduced himself stating that he has owned property in Tuftonboro since 1967 and is now a permanent resident. Ken asked how he could help with support for the nomination and offered to write a letter.

V. Other Business

The Board reviewed language that will be submitted as an amendment to the Planning Board Rules of Procedure regarding public hearing notification requirements. It was noted that the entire document contains typographical and grammatical errors that need correction. Carol will review the document, make needed corrections, and bring the corrected document to the next meeting for adoption. The amended document will then be submitted to the Town Clerk and will be posted on the Town website.

VI. Public Comment

none

VI. Adjournment – the meeting was adjourned at 7:30 PM.

Respectfully submitted by Susan Burnside