

**TOWN OF TUFTONBORO
PLANNING BOARD
August 18, 2016
MINUTES**

Members Present: Chris Sawyer, Chairman, Jack Parsons, Vice-Chairman, Tony Triolo, Matt Young, John Lapolla, Fenton Varney, Members.

Members Absent: Bill Marcussen, Selectmen's Representative, John Cameron, Member.

Staff Present: Lee Ann Keathley, Administrative Secretary.

Chairman Sawyer opened the meeting at 7:00 PM.

**I. Consideration of Minutes
July 21, 2016**

It was moved by Tony Triolo and seconded by Matt Young to approve the July 21, 2016 Tuftonboro Planning Board minutes as submitted. Chris Sawyer, Tony Triolo, Matt Young, Jack Parsons, Fenton Varney voted in favor. John Lapolla abstained. The motion passed.

II. Discussion Items

a. Jean P. Whitten 1999 Trust; Permit to Excavate

Chris Sawyer stated Mary Pinkham-Langer, Department of Revenue Administration, conducted a site visit to the Jean P. Whitten 1999 Trust property and reviewed the files related to the property at the Town Offices. She stated that Ms. Pinkham-Langer expressed concern regarding potential excavation on land that is in current use. She stated Ms. Pinkham-Langer informed her that the Planning Board is required to issue a Permit to Excavate, per RSA 155-E.

Jack Parsons stated an Intent to Excavate was filed and approved by the BOS however; a Permit to Excavate needs to be issued. He stated the Town doesn't have such a permit therefore; he is in the process of creating such. He stated the Ms. Pinkham-Langer provided templates for a permit.

b. Master Plan Update

Natural & Scenic Resources

Steve Wingate stated the Conservation Commission is interested in updating the data and incorporate a conservation plan and present the information in a nontechnical entertaining manner. He stated the updates will be reviewed by the Commission as a whole prior to submittal to the Planning Board. He noted the Commission's updates would include applicable information from the Lakes Region Master Plan.

Chris Sawyer noted the Planning Board deadline submittal to LRPC is 1/1/17.

Steve Wingate stated the Commission would submit their drafts to the Planning Board prior to 12/25/16.

LRPC Contract Extension

Chris Sawyer stated the Board received the LRPC Contract Extension for the Master Plan update which includes amendments to the deadlines for Phases 1 and 2.

Survey Results

Chris Sawyer informed the Board that Staff found 50 surveys that were not tallied; noting Staff would tally those surveys and present the final survey results on 9/15/16.

Sue Weeks questioned the number of surveys mailed and returned.

Jack Parsons stated 2,037 surveys were mailed to property owners of improved lots (not including repeat property owners).

Lee Ann Keathley stated 1,076 surveys were returned.

The Board reviewed the preliminary survey results.

c. Reschedule September 1, 2016 Planning Board Meeting

The Board agreed to cancel the 9/1/16 Planning Board meeting and reschedule such to 9/8/16.

III. Informational Items

None.

IV. Other Business

Existing Excavation Operations

Chris Sawyer stated in 2004 NH towns were notified of RSA 155:E and provided guidance relative to permitting existing gravel pits at the time (grandfathering those pits). She stated the Town did not take action at that time to permit any existing gravel pits. She stated only one property owner came to the Town and requested a permit; noting a list of existing pits is being compiled to determine compliance with the statute. She stated she has contacted Roger Murray, Planning Board Town Counsel, for guidance as to how the Board should address compliance for existing active excavation operations. She noted the statute is a State law that the Planning Board is required to enforce.

Jack Parsons stated the Town's regulations cannot be less stringent than the State's regulations.

Guy Pike stated there is a need to educate the existing gravel pit operators regarding the issue.

CIP Project Submittal

Chris Sawyer stated she received an email from Jill Cromwell, CIP Committee Chair, who requested submittal of CIP projects to be presented at 2017 Town Meeting. She confirmed with the Board that there were no expected projects for 2017.

September Work Session

Agenda for the 9/15/16 work session includes; research on existing gravel pits, final Master Plan survey results, 2017 Budget, 2017 zoning changes.

It was moved by John Lapolla and seconded by Fenton Varney to adjourn the August 21, 2016 Tuftonboro Planning Board meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 7:54 PM.

Respectfully Submitted,

Lee Ann Keathley

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