

**KENSINGTON, NEW HAMPSHIRE
KENSINGTON PLANNING BOARD
TUESDAY JULY 17, 2018
7:00 P.M. AT THE
KENSINGTON TOWN HALL
95 Amesbury Road
Meeting Minutes – *Approved 8/21/2018***

In Attendance: Jim Thompson, Mary Smith, Chris Chetsas, John Valvanis, Bob Wadleigh-Selectmen's Representative, Julie LaBranche, Rockingham Planning Commission Circuit Rider Planner

Others Present: Peter Merrill

Jim Thompson opened the meeting at 7:10pm; seconded by John Valvanis; all in favor. Jim Thompson is the acting Planning Board Chairman for this meeting. He explained that the board now has five full members and one alternate. A quorum of members is present for the meeting tonight.

AGENDA

Tannery Way Subdivision – Partial Bond Release

Acting Chairman Thompson recused himself from the Tannery Way Subdivision case. Chris Chetsas assumed Chairman for this agenda item. The Board reviewed and discussed a partial bond release request submitted to the town on June 26, 2018 by John Ricci for the Tannery Way Subdivision on Osgood Road. Mr. Ricci requests release of \$192,997 (from the total bond of \$261,352 based on the 9/14/2017 construction cost estimate prepared by TFM) for work completed for road construction (2.5" base installed), cistern installation, and installation of post-construction stormwater management infrastructure. Town Engineer Christian Smith inspected the construction improvements and found them to be in compliance with the approved site plan. Based on the recommendation of Kensington Fire Chief John True and Christian Smith, \$38,637 should be withheld until a final inspection and testing of the cistern and well are performed. Bob Wadleigh proposed release of \$154,360 less the construction cost for the cistern and well. John Valvanis asked whether the request to release a portion of the bond was consistent with the terms of the bond and the Board's approval (e.g. how much can be released and when). Bob Wadleigh and Julie LaBranche explained that the bond was based on the approved construction cost estimate and that funds may be released upon completion of elements of the approved site construction plans upon inspection and recommendation from the town engineer, and that 15 percent of the total bond is withheld to cover costs for final inspection of the top coat pavement installation and stormwater infrastructure.

Motion to approve by Bob Wadleigh to release \$154,360 of the Tannery Way construction bond with the condition that the Selectmen approve the release and the partial release of funds is consistent with the terms of the bond approval; seconded by John Valvanis; all in favor with Jim Thompson abstaining.

Rockingham Planning Commission (RPC) – Circuit Rider Contract

Jim Thompson read the letter/contract for \$10, 132 for RPC Circuit Rider Services to support the Planning Board into the record. John Valvanis noted that the contract amount had increased and asked what services are provided as part of the contract. Julie LaBranche responded that the Circuit Rider rate had increased slightly from the previous year (amount not specified), and described the types of assistance and services provided under the contract including updating of regulations during times when there are few applications to review and items of business to address.

Motion to approve RPC Circuit Rider contract by Mary Smith; seconded by Chris Chetsas; all in favor.

John Valvanis also inquired about the RPC member dues that Kensington pays annually in the amount of \$2,100. Julie LaBranche, Peter Merrill and Jim Thompson offered information about the types of services and benefits of RPC membership to the town. The Selectmen are responsible for approving the RPC membership dues payment each year.

Election of Officers

The Board discussed election of officers, several offering interest and Jim Thompson reminding the Board that he agreed to be acting Chairman for this meeting only. John Valvanis noted the Planning Board Rules of Procedure also call for election of a Clerk. Several members noted that the Board has never elected a Clerk as town staff (Kathy Felch) has assumed that role for the Board. Julie LaBranche noted that the Board should review their Rules of Procedure to correct such inconsistent practices or procedures.

Chris Chetsas was nominated as Chairman. Motion to approve by Bob Wadleigh; seconded by John Valvanis; all in favor.

John Valvanis offered to be Vice Chairman. Motion to approve by Bob Wadleigh; seconded by Chris Chetsas; all in favor.

OTHER BUSINESS:

Lot 3 Grading Plan, Lambert Subdivision, Moulton Ridge Road

Julie Labranche explained the history of the subdivision for the new members, noting that the developer is required to submit a grading plan for development of each lot in the subdivision for review and approval by the town's consulting engineer Dennis Quintal. Correspondence from Dennis Quintal indicate that the grading plan submitted for Lot 3 is acceptable, construction of the drainage swale around Lots 4 and 5 is completed and stabilized, and that excess material from grading on Lot 3 was used to construct the driveway and install the culverts on Lot 6 per specifications on the approved subdivision plan.

Motion to approve the grading plan for Lot 3, Lambert Subdivision by Chris Chetsas; seconded by Bob Wadleigh; all in favor.

Approved Amendments to Zoning Ordinance Section 3.2.3 Accessory Dwelling Units

Julie LaBranche explained that in 2018, the town approved a Petition Warrant Article to allow detached accessory dwelling units. Per advice from town council, the complete text of the adopted Petition Warrant Article must be added to the existing Section 3.2.3 (e.g. as part 4.k.). However, the Board must recognize that by incorporating the adopted text amendment several discrepancies now exist in the ordinance including requirements for a common wall, attachment to the primary dwelling, and elements of the septic system requirements in section 4.g. Julie distributed a draft of proposed edits to the existing Section 3.2.3 to eliminate these discrepancies and ensure proper incorporation of the Petition Warrant Article text into the ordinance. These ordinance amendments may be taken forward as a warrant article for 2019, and the Board has the opportunity to make any further adjustments as part of this amendment. She asked that the Board review the proposed text amendments and provide any additional edits and comments for discussion before their September meeting.

Motion to approve minutes from the June 19, 2018 meeting by Bob Wadleigh; seconded by Mary Smith; all in favor.

Bob Wadleigh made a motion to adjourn at 9:02 pm; seconded by Mary Smith; all in favor.

Respectfully submitted,

Julie LaBranche
RPC Circuit Rider Planner