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Planning Board Meeting Minutes
September 30, 2019
Cranberry House

Attendance:

Joanne Thormann, Chair, Planning Board
Laurie Dobson, Planning Board
Philippe Donald, Planning Board
Bill Dowling, Planning Board
Rebecca Powell, Planning Board

Dennis Dever, LPI & CEO
Ben Sumner, Deputy Clerk
Brandon Stubbs
Matt Worthen, Eaton Peabody (by phone)

- I. Call to Order:** 10:28am by Chairman Joanne Thormann
Five Planning Board members are present at today's meeting, which represents a quorum.

- II. Review Previous Meeting Minutes: July 25, 2019**
Laurie Dobson moves to approve the minutes as written. Bill Dowling seconds the motion. **Motion approved 5-0.**

- III. Pre-Application Review (Map 2, Lot 1: Rice Point, LLC)**
Chairman Joanne Thormann states the requirements of the Subdivision Ordinance for a Pre-Application drawing and reviews the property walkthrough this morning for the benefit of the Applicant's attorney, Matt Worthen. She asks Matt Worthen to confirm that Map 1, Lot 1 and Map 1, Lot 4 were not subdivided from the applicant property. Matt Worthen verifies that these lots were not created from from Rice Point, LLC and that no properties have been subdivided from Map 2, Lot 1 in the last five years.

Laurie Dobson asks about access to Map 1, Lot 1 and Map 1, Lot 4. Branden Stubbs, representative for the applicant, reports that the newly constructed road on Map 2, Lot 1 will serve as a right of way access for Map 1, Lot 1 and Map 1, Lot 4.

Matt Worthen reports that the surveyor's plan has become dated due to current construction and that a new set of plans reflecting changes can be drawn up. Matt Worthen also acknowledges that the right-of way is considered a paper right-of-way at this time and does not reflect the actual location of the road.

Joanne Thormann reports that this is the first known instance of application of the Subdivision Ordinance in recent memory and the Planning Board seeks to be very deliberate in following the Ordinance requirements properly. Laurie Dobson recommends the Board acquire expertise from outside sources to address questions about precedents and other issues. General discussion of items that should be included on the pre-application map and whether a resubmission of the map should be requested before moving forward through the pre-application process. Bill Dowling moves to direct the applicant to resubmit a map or drawing showing the current conditions on the property that fully reflects the requirements of Section III of the Subdivision Ordinance, at which time a Pre-Authorization review can commence. Laurie Dobson seconds the motion.

Motion approved 5-0.

IV. Other Business

None.

V. Adjournment

Phillippe Donald moves to adjourn the meeting. Rebecca Powell seconds the motion.

Motion approved 5-0.

Meeting adjourned at 11:23am.