Planning Board

December 10, 2020

7:30pm

Members present: Barry Hantman, Chip Current, Richard Atkins

Members present via Zoom: Jennifer Heywood, Chris Smith, Roger Whitehouse,

Others present via Zoom: Steve Pascoe, Charles Underhill

Others present: Gail Turilli, Karl Dubay, Chester Sullivan

Barry noted this meeting was being held in conjunction with emergency ordinances passed by the State, allowing committees to conduct meetings remotely and constituting a quorum.

The Selectmen’s meeting on Monday, December 7, 2020 which contained a public hearing for the removal of a Planning Board member who has not attended any meetings since election. Based on the Public Hearing, the Selectmen voted to remove Mr. Rosati from the Planning Board. There is one opening for a permanent member which will be open until the election in March. Barry recommended to appoint a current member. Chip **made** and Roger 2nd a **motion to appoint** Richard Atkins as a full member of the board until the election in March. Richard accepted the nomination. All in favor, **motion carries.** Richard will need to be sworn in as a full member to the Planning Board and the position will be on the ballot in March. Richard was designated a voting member for tonight’s meeting. Alternate positions are available as currently there are no Planning Board Alternates.

Barry stated Charles Underhill is a resident who expressed interest in becoming a Planning Board Member and invited him to join the meeting tonight. Mr. Underhill is present via Zoom.

The meeting minutes from 11/12/2020 were reviewed. Minor correction to the minutes as the date of 11/5/2020 is incorrect. Roger **made** and Richard 2nd a **motion to accept.**  All in favor, **motion carries.** 11/12/2020 meeting minutes are accepted as amended.

Sapphire Woods Site Walk minutes from 11/21/2020 were also reviewed. Chip **made** and Richard 2nd a **motion to accept.** All in favor with Roger, Chris and Jennifer abstaining, **motion carries.** 11/21/2020 Site Walk minutes are accepted as written.

**C.M.S. Sullivan Subdivision Tax Map 3 Lot 340:**

Chester Sullivan explained he comes before the Planning Board for road acceptance. Chip stated there is an engineer’s report and road bond worksheet from Dennis Quintal which shows 100% completion. Barry stated that based on the engineer’s report, the Planning Board recommends that the Selectmen proceed with acceptance of the road. Chip **made** and Roger 2nd a **motion** to recommend the Selectmen proceed with the acceptance of Brendan’s and Meghan’s way as roads to the town. All in favor, **motion carries.**

**Continuance for Subdivision review of Sapphire Woods Tax Map 4 Lot 46:**

There was a brief review of Dennis Quintal’s comments to the subdivision plans. Karl Dubay explained that minor updates to the plans have been added, but the town engineer has not yet seen them. Steve Pascoe stated that town council has reviewed the plans as well as the condo documents and will send out an email to confirm. The following items will need to be addressed prior to granting conditional approval:

1. Letter from Conservation Commission with comments
2. Letter from the Road Agent in regards to placement of the road
3. Letter from the Fire Wards in regards to cistern and sprinkler system for last house
4. Letter from the Postmaster in regards to mailboxes
5. Letter from the town engineer with the 25 comments addressed
6. Letter from the Selectmen regarding trash collection

Barry stated that once conditional approval is granted, changes cannot be made. Continuance for this project will take place at the next Planning Board meeting on January, 14, 2021.

**Public Hearing**

**Warrant Articles:**

1. To see if the Town of Danville will vote to amend the Danville Zoning Ordinance to correct dates associated with the Danville Cemetery contained in the Historic District description and section of the Ordinance. Specifically, this would

• Modify the description of lot 2-74 in Article III.E (Historic District) to read “Contains the Old Meetinghouse Cemetery; burial sites of early families and their descendants, town dignitaries and officials dating to the early 1800’s.”

• Modify the last sentence of the fourth paragraph of Article XIII, Preface to read “A second burial ground was established adjacent to the meeting house, with burials dating back to the early 1800’s.”

Barry opened the public hearing, no comments. Chip **made** and Roger 2nd a **motion to close the public hearing.** All in favor, **motion carries.** Chip **made** and Roger 2nd a **a motion to put forward to the 2021 Town Warrant** as recommended by the Planning Board. All in favor, **motion carries.**

1. To see if the Town of Danville will vote to amend the Danville Zoning Ordinance to clarify the requirements for installation of a driveway. Specifically, this would add a new paragraph to Article VII.I (Driveway Permits) as follows:

 5. Driveways within wetlands setback buffers may require a Conditional

 Permit per Article VIII.F.

Barry opened the public hearing stating no changes to this warrant article, simply pointing to another section. No comments from the public. Chip **made** and Roger 2nd a **motion to close the Public Hearing.** All in favor, **motion carries.** Chip **made** and Jennifer 2nd a **motion to put forward to the 2021 Town Warrant** as recommended by the Planning Board. All in favor, **motion carries.**

**C.I.P. Update to the Master Plan:**

Chip stated the only feedback he has received was from Chief Parsons who will more than likely purchase a new cruiser in 2025. There is no impact with the Salt Shed being built. $50,000 has been added to the Fire Vehicle fund. Will need to contact the Trustee of the Trust Fund for the Capital Reserve Fund balances as of the end of November to complete the C.I.P.

Barry opened the Public Hearing, no comments from the public. Chip **made** and Roger 2nd a **motion to close the public hearing.** All in favor, **motion carries.** Roger **made** and Richard 2nd a **motion to approve C.I.P.**  update with addition of balances. All in favor, **motion carries to approve Master Plan Update.**

Barry introduced Charles Underhill who briefly gave a background summary and his expressed interest in becoming a Panning Board member. Chip **made** and Richard 2nd a **motion to appoint** Mr. Underhill as a Planning Board Alternate. All in favor, **motion carries.** Barry stated that Mr. Underhill will need to see the Town clerk to be sworn in as an alternate member of the Planning Board.

Barry **made** and Chip 2nd a **motion to adjourn**. All in favor, **motion carries.** Meeting adjourned at 8:40pm

**Agenda for next meeting:**

1. Continuance of Sapphire Woods
2. Stagecoach Estates Subdivision/Road Construction
3. 87 Sandown Road Senior Housing Project
4. Review of Planning Board Annual Report

Respectfully,

Gail L Turilli

