

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

Members Present:

Roger Sample, Vice-Chairman
Russ Wilder, Clerk
Dave Collier, Member
Tom Hoopes, Member
Scott Williams, Member

Others Present:

Nic Strong, Town Planner
Jessica A. Call, Recording Secretary

CALL TO ORDER

Roger Sample called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

Roger Sample asked if there had been any changes to the agenda. Nic Strong noted that a draft letter dated September 20, 2017, to Board of Selectmen from the Planning Board, re: Lakes Region Planning Commission Dues, was added to the agenda after it was posted.

**Scott Williams moved to accept the agenda as amended.
Russ Wilder seconded the motion, and it PASSED unanimously.**

Completeness Review of Application and Public Hearing if Application is Accepted as Complete

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| Case # P17-17 William J. Lionetta, Jr. & Tracy A. Chrisenton a/k/a Tracy A. Lionetta | Map 43 Lots 8 & 48 | Lot Line Adjustment Lakeshore Residential (LR) 268 & 270 Trask Side Road |
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Present were William J. Lionetta, Jr. and Tracy A. Chrisenton a/k/a Tracy A. Lionetta, owners.

Russ Wilder stated that the Board had received a letter dated September 12, 2017, that stated there were no wetland soils on either lot, no steep slopes, and referred to a soils map that was also provided. Nic Strong reminded the Board they needed to accept the application as complete before they discussed the waivers.

**Scott Williams moved to accept application # P17-17 as complete.
Tom Hoopes seconded the motion, and it PASSED unanimously.**

Nic Strong stated that there was a letter submitted to the Board, dated September 12, 2017, which explained the reasons why the applicants did not want to show the waiver items on the plan. Tom Hoopes mentioned that since there was only one access, he wanted to make sure that it was dry ground. Scott Williams noted that the access was very dry and it was paved.

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

Scott Williams moved to grant waivers to Sections VII, F.7., g., h., and i., for jurisdictional wetlands as defined by the zoning ordinance, steep slopes in excess of 25%, and the minimum contiguous upland area.

Russ Wilder seconded the motion, and it PASSED unanimously.

Tracy Lionetta stated that they wanted to adjust their property lines, which would allow access to their back lot. Each lot would end up being 30,000 s.f. or greater, where currently, one was less than that. Russ Wilder confirmed with Tracy Lionetta that one of the lots had a garage and the other lot did not have any structures on it, she agreed. Scott Williams asked if there was any other access via the woods road, because at one point there was going to be a subdivision built, and he wanted to know if Lot 48 had an easement. Tracy Lionetta stated yes, that the land had an easement through the Conservation Trust property. William Lionetta shared that there could be an additional ingress and egress, but they would have to travel through the conservation property.

William Lionetta stated that Lot 48 was a wood lot, and with the lot line adjustment, access to that back lot would be possible. Tom Hoopes noted that where the garage was located was also where the driveway was. Tracy Lionetta stated that the bottom of the driveway was shared. Tom Hoopes thought that if two lots were used in common, they usually became joined. Tracy Lionetta stated that their lots had different names associated with them. Scott Williams did not think that was how the Town of Alton handled such a situation. Tracy Lionetta stated that currently they did not have any easements in regards to having any access to their garage or driveway on Lot 8, from their house on Lot 9. Dave Collier stated that if one of their lots were sold, that they should put in the conditions that an easement should be provided for the joint driveway.

Roger Sample opened public input. No public input. Roger Sample closed public input.

Nic Strong noted that the Plan Review items should be taken care of on the final plan submittal. She shared with the Board that the property owners wanted to know if they could sign the new certification on the application form that had to do with rights-of-way and easements, because the surveyor did not sign for that. Russ Wilder stated they had the authority to sign it. Tom Hoopes suggested to have them talk to Tom Sargent, Town Assessor, before they signed off on the certification, just to clarify the comment he made earlier about joining lots. Tom Hoopes reminded the applicants that they were the ones that needed to record the new deeds. Tom Hoopes asked if anything was in current use; Tracy Lionetta stated, no.

Roger Sample asked the Board if they had any further discussion. No further discussion.

After due hearing, Tom Hoopes moved to approve Case #P17-17 for William J. Lionetta, Jr. & Tracy A. Chrisenton A.K.A. Tracy A. Lionetta for the above cited Lot Line Adjustment of Map 43 Lots 8 and 48, Trask Side Road, with the following conditions:

CONDITIONS PRECEDENT:

The following conditions precedent must be satisfied prior to the Planning Board Chair signing the plans:

- 1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections, any corrections as noted at this hearing and any waivers granted.**

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

2. Addition of a note to the lot line adjustment plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.
3. Addition of a note to the lot line adjustment plan prior to plan signing "This subdivision plan is subject to the Conditions of Approval itemized in the September 19, 2017, Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department."
4. Monuments shall be set on the final plat.

SUBSEQUENT CONDITIONS:

The following conditions subsequent shall be met during construction and on an on-going basis:

1. The applicants shall comply with all of the Town of Alton's Subdivision Regulations.
2. Approval of the lot line adjustment by the Planning Board constitutes recognition that the lot configurations are in conformance with local land use regulations. To complete the lot line adjustment, deeds must be transferred and recorded and this is the applicant's responsibility.
3. The Planning Board acknowledges that Map 43 Lot 8 is currently occupied by a garage and driveway that benefit abutting lot Map 43 Lot 9. At such time as either of these individual lots is sold, legal access shall be provided to both lots.
4. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.
5. A lot line adjustment which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions precedent that are required prior to signing and recording the subdivision plat. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board under Section IX, A. 2. of the Town of Alton Subdivision Regulations.

Dave Collier seconded the motion, and it PASSED unanimously.

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

Tracy Lionetta questioned having to note the Best Management Practice requirements on the plan. Scott Williams stated that if they were not doing any work to the property, they did not need to worry.

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| <p>Case # P17-18 Randolph R. Tetreault, LLS, Agent for The Light-Harrington Family Trust, David N. Light & Joan C. Harrington, Trustees and Linda Horton</p> | <p>Map 75 Lot 56 & 55</p> | <p>Lot Line Adjustment Lakeshore Residential (LR) 10 & 22 Rattlesnake Island</p> |
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Present were Steve Oles, LLS, on behalf of Randolph R. Tetreault, LLS, as agent, and David N. Light, owner.

**Scott Williams moved to accept application # P17-18 as complete.
Dave Collier seconded the motion, and it PASSED unanimously.**

Steve Oles, LLS, stated that David N. Light wanted to relocate roughly 4,000 s.f., 200' x 20', from Lot 55 to Lot 56. Russ Wilder asked how the frontage was measured and was it in conformance with the shoreland regulations; Steve Oles, LLS, stated it was measured in a straight line, which would make the 137' of frontage a bit longer if it were an exact measurement. He stated that this exchange would increase David N. Light's lot to roughly 137' of frontage, which made it less non-conforming, and Linda Horton's frontage would go down to 152', but would stay conforming. Tom Hoopes noted that there was a rock jetty, a dock, and a boathouse, and he wondered what lot they were situated on; Steve Oles, LLS, stated that they were in between David N. Light's lot and the Rattlesnake Island Association's lot. Steve Oles, LLS, stated that David N. Light and the Association were working on an agreement to have the applicants purchase the portion of land that the dock and boathouse were located on. Russ Wilder asked where the occupation line was; Steve Oles, LLS, stated that the occupation line was where David N. Light thought they owned to, which included the portion of land the boathouse and dock were situated on. Russ Wilder then asked how the occupation line was determined; Steve Oles, LLS, stated that was where David N. Light was mowing the grass to, and he was also maintaining and keeping clean that portion of land.

Russ Wilder noted that when David N. Light was done with the Lot Line Adjustment and acquiring the portion of land from the Association, he would be left with approximately 150' of frontage. Russ Wilder asked if the applicants had an agreement from Linda Horton stating she was selling them a portion of her land. David N. Light stated that Linda Horton signed the application, and there was an agreement via email. David N. Light shared that he spoke to Mr. Horton, and Mr. Horton stated that they really did not need any document stating that the Horton's agreed to sell a portion of their land to the applicants. Tom Hoopes asked Nic Strong if there were any regulations that required the seller to produce a Purchase and Sales Agreement; she stated that there were not any. Russ Wilder wondered if Linda Horton knew exactly what was transpiring. Steve Oles, LLS, stated that Linda Horton had a chance to see the plans and read over the application, and she had received a notice in the mail regarding this meeting.

Roger Sample opened public input. No public input. Roger Sample closed public input.

After due hearing, Tom Hoopes moved to approve Case #P17-18 for The Light-Harrington Family Trust, David N. Light and Joan C. Harrington, Trustees and Linda Horton for the above cited Lot Line Adjustment of Map 75 Lots 55 and 56, Rattlesnake Island, with the following conditions:

CONDITIONS PRECEDENT:

The following conditions precedent must be satisfied prior to the Planning Board Chair signing the plans:

1. Submission of revised plans in the number required by the Subdivision Regulations and that include all of the checklist corrections, and any corrections as noted at this hearing.
2. Addition of a note to the lot line adjustment plan prior to plan signing "This subdivision plan is subject to the Conditions of Approval itemized in the September 19, 2017, Notice of Decision recorded in the Belknap County Registry of Deeds and on file at the Town of Alton Planning Department."
3. Monuments shall be set on the final plat.
4. Submission of some form of notification from the mortgage holder(s) that they are aware of the lot line adjustment application.

SUBSEQUENT CONDITIONS:

The following conditions subsequent shall be met during construction and on an on-going basis:

1. The applicants shall comply with all of the Town of Alton's Subdivision Regulations.
2. Approval of the lot line adjustment by the Planning Board constitutes recognition that the lot configurations are in conformance with local land use regulations. To complete the lot line adjustment, deeds must be transferred and recorded and this is the applicant's responsibility.
3. The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions, or changes to the plans are not authorized and require additional Planning Board approval.
4. A lot line adjustment which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions precedent that are required prior to signing and recording the subdivision plat. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board under Section IX, A. 2. of the Town of Alton Subdivision Regulations.

Scott Williams seconded the motion.

Nic Strong stated this application had a mortgage on one of the properties and there was a condition as part of the regulations that stated “the written consent of each mortgage lienholder to any transfer of property shall be required as a condition of approval of the Lot Line Adjustment and shall be recorded with the plat.” Nic Strong stated that should be added as a condition. She stated that the Board had not seen an application for a Lot Line Adjustment since they updated their Regulations, which now required a document from each mortgage lienholder. Steve Oles, LLS, stated that the land that was being acquired did not have a mortgage; it was the landowner that was acquiring the land who had a mortgage.

Tom Hoopes amended his motion to include having David N. Light send a copy of the Notice of Decision to their mortgage company.

Roger Sample asked the Board to vote on the motion; it PASSED unanimously.

Other Business:

1. **Old Business:** None.
2. **New Business:** None.
3. **Approval of Minutes:** August 15, 2017, Planning Board Meeting

Russ Wilder moved to approve the minutes of August 15, 2017, as presented.

Dave Collier seconded the motion, and it PASSED with Scott Williams and Tom Hoopes abstaining.

4. **Correspondence for the Board's review/discussion/action:**
 - a. Letter dated August 16, 2017, from the Alton Bay Christian Conference Center (ABCCC) requesting a one (1) year extension on the Beacon Site Plan.
 - b. Letter dated August 16, 2017, from the Alton Bay Christian Conference Center (ABCCC) re: the removal of the June Maserian cottage, Case #P15-03.

Russ Wilder stated that after reading the two letters, both dated August 16, 2017, he noted that the ABCCC requested a one-year extension on the Beacon Site Plan. Nic Strong stated that one letter was a request for an extension for the Beacon Site Plan, and the other letter was regarding the removal of the Maserian cottage from that site plan. She suggested for the ABCCC to come to the next meeting with a formal request and a proposed plan and explain to the Board why they requested the extension. Scott Williams was perplexed because he thought the Maserian property did not want to be part of the Beacon Site Plan, then they did want to be part of it, and now they did not want to be part of it again. He stated that the building was affected by a fire, so that should be part of the project. Roger Sample thought they were not part of the Beacon Site Plan, Scott Williams stated they were. Tom Hoopes thought the ABCCC wanted to get rid of the remains of the cottage so they could reissue it to

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

someone else. Scott Williams wanted Nic Strong to look in the file to see what was going on with the cottage. Nic Strong stated that the ABCCC needed to come to the next meeting as a noticed meeting. Russ Wilder noted that the purple cottage, which was damaged, had been demolished. Tom Hoopes noted that the house used to belong to the Maserian's was now gone, but the land was still owned by ABCCC. Scott Williams stated at first, Maserian's purple building was not deemed total loss. Mr. Maserian then went to the Fire Department and the Building Inspector and asked them to deem it a total loss. Scott Williams stated that the Fire Department, the Building Inspector, and the Town Attorney, surveyed the building and they deemed it a total loss; therefore, it was affected by the fire and should be part of the site plan. Russ Wilder agreed with Nic Strong that they should come in and discuss everything with the Board.

- c. Received an application dated September 7, 2017, from Robert B. Regan, who was interested in sitting on the CIP Committee. Tom Hoopes suggested having him attend a Planning Board meeting so they would get the opportunity to meet him. Nic Strong stated that under normal circumstances that would be ideal, but the Committee was on a tight time constraint.

Scott Williams moved to appoint Robert B. Regan's as a citizen member on the CIP Committee.

Dave Collier seconded the motion, and it PASSED unanimously.

- d. Letter dated August 16, 2017, from Pat Torriero to Peter Bolster, re: Chestnut Cove Subdivision/Ridge Road.
- e. Draft letter dated September 20, 2017, to Ken Chase from the Planning Board, re: Chestnut Cove Subdivision/Ridge Road.

Pat Torriero came to the table to speak to the Board. Scott Williams stated that the Board had spoken to the residents of Ridge Road before. Pat Torriero stated that at the June 21, 2016, meeting, the residents had questions about whether Ridge Road and Evans Hill Road had to be considered together in terms of the number of dwellings that have to be built in order to have a road accepted by the Town; after a lengthy discussion, it was determined that they would be considered separate. She stated that there was one more house to be built to be at a 50% occupancy rate on Ridge Road, then they could petition the Town to get the road accepted as a town road.

Pat Torriero noted that Nic Strong had sent a letter to Ken Chase, owner/developer, back on February 2, 2016, explaining to him that the Town needed an additional \$31,000 to be placed into the security escrow account for finishing the road, because costs had gone up significantly since he placed the original security deposit. She also stated that the day after the June 21, 2016, Planning Board meeting, Nic Strong sent another letter to Ken Chase to inform him that the Board decided that the road would be split, and that the Town was still waiting for the additional funds that were requested back in February. Pat Torriero stated that about a month after the June 21, 2016, meeting, Ken Chase sold four (4) lots to Kearney Klein. She had a problem with that and asked why there was no lien put on those four (4) properties to make sure the Town would get their \$31,000, and to ensure the paving was completed on the road. Scott Williams stated that the Town never put liens on property and

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

it was not the Town's responsibility; it was up to the developer. Scott Williams thought it was a civil matter and that their property would be devalued because the Town did not accept the road yet. Tom Hoopes stated that a realtor was required to inform a purchaser of all debts and liens and that Ken Chase was still liable to pay the \$31,000. He wondered if Ken Chase told Mr. Klein there was money still owed to the town. Pat Torriero thought that since Ken Chase sold the four (4) lots that he was not responsible anymore for paying the Town. Scott Williams stated that it did not matter if Ken Chase sold the lots, he was still liable to pay the Town. Tom Hoopes thought that Pat Torriero and her neighbors should take Ken Chase to court to make him pay the Town.

Nic Strong stated that the Town, since Ken McWilliams, previous Town Planner, was here, had been trying to get the security increased to what Peter Julia, P.E., Town Engineer, had said would be required to complete both Ridge Road and Evans Hill Road. She noted that the Planning Board had agreed to grant a waiver of sorts, after the fact, to allow those two (2) roads to be considered separately and the Town had been trying to get the funds into the security so the Town was assured that there was money to do what was left. Nic Strong mentioned that the most recent correspondence was a check for the \$31,000 showing up in the office, which came from a title company and it was not clear by whom it had been submitted. After figuring out that it came from an escrow account from Ken Chase, there was an agreement that Jim Sessler, Esq., Town Counsel, had drawn up that said the security would be used for securing the completion of the road and the terms on how it would be returned, once the work was completed and approved. Nic Strong further explained that the previous Town Administrator had signed off on paying bills to the contractor directly from the security account, and Ken Chase had assumed that was the procedure, and it was going to be in effect going forward. Therefore, Ken Chase was under the impression that he had submitted the \$31,000, it would go into the escrow account, and then he would have the work done and the contractor would be paid out of that, but that was not how things worked. She stated that when Ken Chase was informed of the procedure, he said he was not going to sign the agreement and he did not want the money to be deposited, so it was sent back. In the end, the Town was still left with inadequate security. Ken Chase's attorney talked to Jim Sessler, Esq., Town Counsel, and what was discussed was the possibility of completing the road, having it signed off, and then get the building permit restriction released; Jim Sessler, Esq., informed Ken Chase's attorney that the Town had always had that as an option to build first, therefore the \$31,000 did not have to be submitted. Nic Strong stated that she had been trying to get a schedule set up and an idea when they were going to do the work since May 2017. Since this happened, she had a chance to speak to Jim Sessler, Esq., Town Counsel, and drafted a letter to send to Ken Chase, which stated that the Town was going to take the money that was in the escrow account, which should be enough to finish Ridge Road, and complete the paving. She stated that since so much time had passed, the property owners had been in limbo and their properties were being devalued, and they had no other recourse.

Russ Wilder noted that the current escrow held \$55,000 and the last estimate from Peter Julia, P.E., Town Engineer, for completing the job was \$54,700, but it did not include Evans Hill Road. Nic Strong stated that Evans Hill Road was still owned by Atlas Mortgage, which was Ken Chase, would remain with the restriction that there would be no building permits

until such time as the security was determined at the time they were ready to get started, was submitted, or they complete the work and get the road approved.

Dave Collier moved to send the proposed letter dated September 20, 2017, to Ken Chase stating that the Board was going to use his security to complete the paving on Ridge Road only, and that the restrictions would remain in effect on Evans Hill Road.

Roger Sample seconded the motion.

DISCUSSION:

Pat Torriero confirmed with the Board that the Town was going to complete the paving of Ridge Road with the funds that were on deposit in the escrow account. She stated that after the road was paved, the Town would release the building restrictions that were put on Ridge Road. Russ Wilder stated that the completion of the road would free up the subdivision to be completed. Dave Collier clarified that the letter should state that the Town had been trying to collect the \$31,000 since 2015 and that they were now going to take action on it.

Roger Sample made note that originally, the \$55,000 would have taken care of both Ridge Road and Evans Hill Road, but now it would only cover Ridge Road. Scott Williams asked if Ken Roberts performed a survey of the road to make sure what might need to be done to bring the road up to the Town's specifications; Nic Strong stated, no, that the last inspection was from Peter Julia, P.E. Scott Williams thought that Ken Roberts should look at the road and wanted to know if an as-built was submitted. Nic Strong stated as-built plans were still outstanding. Tom Hoopes asked Pat Torriero what the issues were with the road and if there were any potholes, she stated that there were a few cracks. Scott Williams wondered if the road was in the right place because the Town never received an as-built.

Pat Torriero asked if the property owners were in charge of maintaining the culverts, Scott Williams stated, yes, that until Ridge Road became a town road, they would be responsible for cleaning it out. He thought that having Ken Roberts, Highway Manager, check the functionality of the road to make sure it was in proper working order before it got paved was important. Pat Torriero stated that even though the road did not have any potholes, it did have a few cracks along the sides and because of the way the culverts were situated, the snowplows would have a hard time plowing the snow off the street. She stated that the first lot was extremely overgrown and had been in bankruptcy because they had not paid their taxes since 2009 and wanted to know what she could do about it. Scott Williams stated that if the taxes did not end up being paid, that the Town would most likely seize the property.

The Board agreed to not send out the letter until Ken Roberts had a chance to look at the road.

Dave Collier rescinded his motion until Ken Roberts had a chance to inspect the pavement on Ridge Road, then at the next meeting on October 17, 2017, the outcome could be addressed. Scott Williams thought that Ken Roberts should join in on the discussion, if possible.

This matter was continued to the next meeting on October 17, 2017. Scott Williams suggested having Ken Roberts get an estimate on the paving job so he could show if the project could be completed with the funds that the Town was in possession of.

- f. Draft letter dated September 20, 2017, to Board of Selectmen from the Planning Board, re: Lakes Region Planning Commission Dues.**

Nic Strong explained that the Board had already sent a letter to the Board of Selectmen informing them that the Board would like to remain as a member of the Lakes Region Planning Commission. The Selectmen determined that they were not interested in being a member, but said that if the Board wanted to request funds to be allocated in next year's budget, that they should request it.

Tom Hoopes moved to send the letter to the Board of Selectmen informing them that the Planning Board would like to be a member of the Lakes Region Planning Commission, and to place funds in their budget for next year to pay for the Lakes Region Planning Commission dues. Scott Williams seconded the motion.

DISCUSSION:

Roger Sample asked Nic Strong if the email that she sent out to the Board notifying them that there was a budget meeting with the Board of Selectmen was for either the Planning Department or for the assistance from UNH on the Master Plan (if that gets voted in). Nic Strong stated that the budget meeting had to do with the Planning Department/Board budget. Russ Wilder stated that the Planning Commission dues was separate from the Planning Department/Board budget.

Roger Sample asked the Board to vote on the motion; it PASSED unanimously.

5. Correspondence for the Board's information:

- a. Drainage Review dated March 31, 2017, from Michael S. Vignale, P.E., KV Partners, LLC, re: True Harvest Site Plan (Map 26, Lot 8).**

Nic Strong stated that the plans had already been revised with Michael S. Vignale, P.E.'s recommendations and his sign-off had been received.

- b. Resignation letter dated August 21, 2017, from Peter N. Julia, P.E., Farmhouse Land Development, PLLC.**

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
SEPTEMBER 19, 2017**

APPROVED

Nic Strong suggested sending out a letter to Peter Julia, P.E., thanking him for his years of service. Tom Hoopes asked whom the Board had left for town engineers; Nic Strong stated Michael S. Vignale, P.E., and George Fredette, but there was an RFP currently in progress, so things could change. Scott Williams stated that he had always appreciated Peter Julia, P.E.'s, straightforward and sincere service to the Town.

6. Any Other Business that may come before the Board:

Nic Strong mentioned that Tom Hoopes needed to fill out the oath form as a full member because he was sitting in Bill Curtin's seat until the next town vote. Nic Strong mentioned that at the upcoming election, since Tom Hoopes took over Bill Curtin's seat, there would be a two (2) year seat available, and there would be two (2) regular three (3) year seats up for re-election, which were Dave Collier and Scott Williams' seats. Scott Williams mentioned that he would be running again next year, but Dave Collier informed the Board that he would **not** be running again next year.

Public Input on Non-Case Specific Local Planning Issues

Roger Sample opened public input. No public input. Roger Sample closed public input.

ADJOURNMENT

**At 7:15 p.m., Scott Williams moved to adjourn.
Russ Wilder seconded the motion, and it PASSED unanimously.**

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Jessica A. Call
Recording Secretary

Minutes approved as presented: October 17, 2017