

**Present:** Patty Chaffee – Chair; Gabe Bailey – Vice Chair; Jeremy Wood; Dick Lincourt; Alissa Bascom; Alan Putnam; Doug Neill

**Alternates:** Sharon Francis; Keith Weed

**Staff:** Liz Emerson

**Public:** Keith & Mary Desmarais; David Streeter; Wayne McCutcheon, Phil Turner

Patty Chaffee called the meeting to order at 7:00pm.

**Approval of minutes of 11/02/2021:** Motion by Dick Lincourt to accept the minutes as amended, seconded by Gabe Bailey.

**Corrections:** Line 32: change Alicia's name to that of the building owners.

Line 118: Change "Rrail" to "Trail."

Line 122: Change to "mental and physical healthcare."

Line 29: Note that the businesses proposed hours of operation include times by appointment, adding to the overall length of being open during the week.

Note that Alissa Bascom was not present at the meeting.

Motion by Dick Lincourt, Gabe 2<sup>nd</sup>; 6-0-1, Alissa Bascom abstained; motion approved.

**Agenda Review:** none

**Applications:**

**2021-ANFP-002: Keith & Mary Jane Desmarais (Owners):** request final review of a 1.48-acre annexation from the property identified as Map 205 Lot 023 to Map 205 Lot 022 and is located at 954 River Road and 968 River Road in the Mixed-Use (E) Zoning District.

Keith and Mary Jane Desmarais presented the project and Wayne McCutcheon as agent to the Board. Wayne McCutcheon explained the Desmarais family lives on Map 205 Lot 023 and would like to downsize into the property located at Map 205 Lot 022, which was previously owned by Ms. Desmarais' parents. The Desmarais family would like to maintain the land on Lot 023 and are thus proposing to adjust the two lots. Lot 023 is currently 2.03 acres, and will have approximately 1.6 acres removed from it, leaving it as a 0.5-acre lot. Both lots meet the requirements for area and setbacks, and the lots are on Town water. The lots are located in Zone E, mixed use.

Motion by Doug Neill and seconded by Dick Lincourt to accept the application as complete.

All in favor 7-0, motion approved.

Motion by Dick Lincourt and seconded by Doug Neill to approve the minor subdivision and site plan application of Keith & Mary Jane Desmarais as presented.

All in favor 7-0, motion approved.

**2021-SDFP-001: Phil Turner Properties LLC (Owner):** request final review of a 2-lot subdivision. The property is identified as Map 118 Lot 084 and is located at 188 Main Street in the Business (B) Zoning District.

*Jeremy Wood recused himself because he is the general contractor for this project.*

Wayne McCutcheon, and Phil Turner presented the project to the Board. This subdivision proposal looks to separate the carriage house and church on the property onto its own lot, separate from the existing barn and house. The proposed carriage house lot is 15,595 s.f. and the house/barn lot will be 5,829 s.f. Existing parking spaces on site need to be owned by the Church property, and so will be retained by the church/carriage house lot. Both lots meet the area requirements.

Board members expressed concern regarding there being enough parking on site for tenants. It was noted that there are two handicap parking spaces available next to the Church, and that there are six spaces available for the three-unit multi-family house proposed. Each lot will have its own driveway. It was noted that the Post Office next door has plenty of parking spaces and is closed on Sundays. Doug Neill stated the parking requirement questions should be saved for the Site Plan aspect of this project.

There is a snow storage area proposed on the house/barn lot. A proposed easement will allow for both lots to use this area.

In response to a concern raised from Ms. Bascom, it was stated that the proposed driveway's access to Main Street is safe and practical.

Motion by Alan Putnam and seconded by Dick Lincourt to accept the minor subdivision plan for Phil Turner Properties LLC as complete.

All in favor 6-0, motion approved.

Motion by Gabe Bailey and seconded by Dick Lincourt to approve the minor subdivision application as final.

All in favor 6-0, motion approved.

**2021-SPFP-004: Phil Turner Properties LLC (Owner):** request final site plan review for 3-units multi-family housing; the property identified as Map 118 Lot 084 and is located at 188 Main Street in the Business (B) Zoning District.

There is currently no water or sewer access to the church property. The proposal looks to bring in a water line from the east side of Main Street. There will be a 6" sewer line run from the house to a nearby manhole. Power will also be brought underground to the property from a pole on the north side of Church Street. Both proposed lots will have water, sewer, power, and communications easements, to allow for servicing of these utilities if necessary. Any drainage on site takes care of itself, due to an existing catch basin. Mr. Turner noted that the Church building has not had sewer or water since 1863.

Motion by Doug Neill and seconded by Gabe Bailey to accept the site plan application for Phil Turner Properties LLC as complete.

All in favor 6-0, motion approved.

In response to a question from Ms. Francis, it was noted that the parking spaces will be gravel and not delineated.

In response to a question from Ms. Chaffee, Mr. Turner noted that the proposed common area will have maintenance costs split between the two lots. He currently owns both lots so the agreement will be between the Town and Phil Turner Properties LLC. Ms. Chaffee and Ms. Emerson stated that this is not an

agreement for the Planning Board to sign, but would go to the Selectboard. The Select Board will be reviewing the agreement at a future date.

It was noted that the sewer line will come off Church Street and run in a “Y” shape out to the units. There will not be a sewer line running between the buildings.

Motion by Ms. Chaffee and seconded by Mr. Lincourt to table this application to December 7, 2021, to allow for Select Board review of the proposed agreement and for Wayne McCutcheon to revise the drawings.

All in favor 6-0, motion approved.

**2021-SIGN-006: Carod Properties LLC (Owner) Jeremy Wood (Applicant):** request review of permanent signs for a florist shop; the property identified as Map 118 Lot 091 and is located at 122 Main Street in the Business (B) Zoning District.

*Jeremy Wood recused himself as the applicant for this hearing.*

Motion by Gabe Bailey and seconded by Alissa Bascom to approve the sign application for Carod Properties and Jeremy Wood, as presented.

Discussion:

Mr. Wood explained that the current sign on Main Street is a metal post with a vinyl sticker on it. He is proposing to replace the vinyl sticker in the same size.

All in favor 6-0, motion approved.

*Jeremy Wood rejoined the Board.*

**Continued Business:**

Ms. Chaffee stated that the Master Plan will be presented to the Select Board tomorrow night. A public hearing for the Master Plan will occur on December 7, 2021, pending approval by the Select Board.

In response to a question from Ms. Francis, Ms. Emerson stated that the language for the proposed 5-year age limit for mobile homes in Zone E remains in the Master Plan, but the language regarding double-wide mobile homes was removed.

**New Business:**

Ms. Emerson stated that she is currently working on a grant for fire radios. The Board will receive a timeline for the public hearings for proposed zoning amendments in the next meeting packet.

**Administration:** none

**Communications:**

The Board had a brief discussion with, David Streeter, a member of CEDA. It was noted that CEDA would be welcome to join a future Board meeting to hear about projects.

Motion by Dick Lincourt to adjourn at 8:17pm, seconded by Gabe Bailey.

All in favor. Meeting adjourned.

Respectfully submitted,

Kristan Patenaude  
Recording Secretary