

## **Hartford Planning Board**

**Meeting Minutes: November 3, 2014** (Located as A 0/5 - 0/5 on digital recorder)

Present: Jim Driscoll (Chairman), Deb Harris, (Vice Chair), Laurie Babineau (Secretary), Peggy Matthews (Member), Morrill Nason (Alternate), Arthur Harvey (Member)

Attending: Kirk Niedner

Meeting Convened: 7:00pm

Meeting Minutes of October, 2014 approved by voting members with amendment (noted on Page 2 of meeting minutes).

### **Old Business: Item One:**

Kirk Niedner (U13-012-001) 103 Beach St., new construction of a 24' x 26' garage.

**Discussion:** Site visit report from Morrill Nason. Suggesting the removal of three trees as apposed to eight trees as first requested. High water mark to the garage is 100' not 105'. Additional discussion on streams and brooks, defining indicators and designation for shore land zoning and following appropriate distance for new construction.

**Outcome:** Board approved Mr. Niedner's permit with the removal of three trees. Completion of Permit and Findings of Facts Form. Planning Board to research clear understanding of what constitutes a streams or brook that would influence the Planning Boards decisions on approving permits within Shore Land Zones. Setting straight the zoning and amendments to our ordinance if needed.

**Item Two:** Procedures Submitted to town office have been approved by the town clerk as follows:

- 1) Resident /Applicant submits Shore land Zoning application to the Town Clerk and pays the associated fee.
- 2) Town Clerk makes 7 copies of the application and attachments and emails to planning board.
- 3) The original and 6 Copies go in the planning board mail box. The town keeps a copy for their records
- 4) A copy of the Approved/Denied permit will be given to the Town Clerk
- 5) The planning board will file the original application and supporting documents and facts of findings in the Planning Board File Room
- 6) Town Clerk will make a 2 copies of the approved/denied permit; 1 mail to the resident and 1 to be filed in town office with application
- 7) Town Clerk will mail applicant the permit.

### **New Business: Item One:** (Time Stamp 49:12)

**Discussion:** Site Visits. Questioning if those who are doing a site visit are more or less knowledgeable to do certain site visits.

The discussion is in response to difference in opinions concerning the number of trees allowed to be removed from a past application. A board alternate had taken it upon themselves to review a site with a forester present. The visit was done without land owner's knowledge and stated that they were not representing the Hartford Planning Board. (TS 59:17)

**Outcome:** Ensuring the visits be done by those with the most knowledge for the circumstance. Board members and alternates are welcome to speak up if they feel someone other than the volunteers or appointed members would be better suited to conduct a visit.

**Item Two:** Chairman, Jim Driscoll submitted and read to the board a letter addressing gratitude for all who volunteer to be part of the planning board and what are mission is. He addresses the site visits (as discussed in Item One). Also a reminder of respecting each other and keeping the meetings productive and to follow the agenda. (See Attachment)

**Meeting Adjourned:** 8:10pm