

**Town of Hartford  
Planning Board Meeting  
June 2, 2025  
Approved Minutes**

**Present:** Margaret Matthews, Dan Larochelle, Lennie Eichman and Don Perrone

**Attending:** Mr. David Bowen

**The meeting convened at 7:05 PM and the minutes for the May meeting were read and accepted with an amendment.**

**CEO Report:** The board briefly discussed the CEO report.

**Subdivision Application of Mr. David Bowen Map R12 Lot 019-001:** Mr. Bowen filed an application for a 6 lot subdivision to be named Clover Ridge. After discussion, the board scheduled a site visit for June 19 at around 10:00 AM.

The abutters to be notified of the application and visit are:

- Marjorie A Kraske 184 Green Acres Road
- Michael Larg and Melissa Boness 41 Green Acres Road

Additionally, the CEO, Fire Warden, Road Commissioner and the Selectboard need to be notified.

The site visit should be publicized at least 2 weeks prior as well.

The Board reviewed all the requirements listed in the Subdivision Ordinance as Section C 1 thru 23 to find that the initial meeting, termed as per the Subdivision Ordinance, a Sketch Plan meeting, did actually also meet all the requirements of what the Ordinance terms a Preliminary Plan meeting in addition to items Section 5.3 A-D for a Sketch Plan meeting. According to the Ordinance, for a Preliminary Plan meeting, the Board reviewed the following items and determined they are not to be required for this applicant:

1. A high-intensity soil survey by a registered soil scientist.

Reasoning:

The Chair presented the soil information from Oxford County Soil Survey and the application is for three acre house lots with road frontage as per the Building Lots Ordinance, so no reason to follow other than standards for a regular house lot.

2. Contour lines at the interval specified by the Planning Board, showing elevations in relation to mean sea level.

Reasoning:

The Board reviewed an engineered site plan that shows two foot intervals.

### 3. Hydrogeologic assessment.

Reasoning:

Application is for 3 acre lots and each will be developed on a town road with frontage as per the building lots ordinance in a manner not materially different from any other dwelling built in the town.

t4. An estimate of the amount and type of vehicular traffic to be generated on a daily basis and at peak hours.

Reasoning:

It was briefly discussed that a typical residence generates 10 trips a day, single lot dwellings on town roads are not viewed as causing a local traffic issue.

5. Traffic Impact Analysis. For subdivisions involving 28 or more parking spaces or projected to generate more than 140 vehicle trips per day.

Reasoning:

Not applicable for six lots for single family homes.

Dave Bowen was informed during the initial meeting of June 2, 2025 that his application and information obtained during discussions at that meeting that it appears he has already met all the requirements of both the Sketch Plan and Preliminary Plan meetings.

A formal notification that his application is complete will be issued at the next meeting and under Section 6.1 H. he will also be given written notice that his Preliminary Plan has been accepted.

Barring any major dissent from the public at the time of the site visit, the Board sees no reason to hold a public meeting.

Due to the nature of the subdivision consisting of 6 typical 3 acre minimum house lots, the Board sees no reason to require a performance guarantee. Mr. Bowen did offer to submit a letter he obtained from his bank which will be included in his file.

Clarification from the Town Office will be sought to determine if the next meeting, after the site visit is done and the notifications are sent out, and no public hearing is determined to be necessary, if the applicant must pay \$150 per lot, which is a requirement prior to a Preliminary Plan meeting as per the subdivision ordinance, plus the \$200 total for a Final Plan meeting.

For the next meeting to be considered the Final Plan meeting, a paper copy of the Site Plan for the Planning Board records must be submitted along with a copy to be submitted to the Registry of Deeds.

As no material difference is anticipated between the subdivision application form provided to the applicant by the Town Office and the requirements of a Final Plan application, items in Section 7.2 items A-P will be reviewed using material and information available at the July Planning Board meeting. At that meeting the Board will determine if the items in Section 7.3 A-C may be waived.

**The Meeting adjourned at 8:50 PM.**