

**Pembroke Planning Board
Minutes of Meeting
(Adopted)
April 26, 2016**

MEMBERS PRESENT: Alan Topliff, Chairman; Brian Seaworth, Vice Chairman; Larry Young, Sr.; Fred Kline, Selectmen's Rep.; Robert Bourque; Brent Edmonds

ALTERNATES PRESENT: Richard Bean

EXCUSED: Kathy Cruson

STAFF PRESENT: Stephanie Verdile, Town Planner; David Jodoin, Town Administrator; Jocelyn Carlucci, Recording Secretary

Chairman Topliff called the meeting to order at 7:00 p.m. and noted Member Young would be arriving late. Alternate Member Bean agreed to vote in place of Member Young.

Chairman Topliff welcomed the public to the hearing and said when the Board gets to the public hearing portion of the meeting, the Board would welcome their input. He said until such time, the Board will not entertain any exchanges from the public or the applicant.

He also said the Board's practice is to read and consider all applications concurrently when they pertain to the same applicant.

New Business –

1. **Minor Subdivision Application #16-02, Robert MacCormack for Pembroke Golf, LLC on Tax Map 634, Lots 1 & 2, located at 44 Whittemore Rd., in the Medium density Residential (R1) and the Aquifer Conservation (AC) District.** The applicant and owner Robert MacCormack for Pembroke Golf, LLC, proposes a Lot Line Adjustment between lots 1 and 2 with the resulting lots ranging in size from approximately 90.9 acres to 156.8 acres.
2. **Special Use Permit Application SUP-AC #16-303, Robert MacCormack for Pembroke Golf, LLC on Tax Map 634, Lots 1 & 2, located at 44 Whittemore Rd., in the Medium density Residential (R1) and the Aquifer Conservation (AC) District.**

The applicant and owner Robert MacCormack for Pembroke Golf, LLC, requests a Special Use Permit from Article 143-68.E, Aquifer Conservation District, which is required for any activity taking place within the District. This permit is associated with the Major Site Plan Application Site #16-103.

3. **Major Site Plan Application #16-103, Robert MacCormack for Pembroke Golf, LLC on Tax Map 634, Lots 1 & 2, located at 44 Whittemore Rd., in the Medium density Residential (R1) and the Aquifer Conservation (AC) District.** The applicant and owner Robert MacCormack for Pembroke Golf, LLC, proposes to reconfigure two golf holes on the Pembroke Pines Country Club golf course.

Present: Tim Peloquin, Promised Land Surveying, LLC; Robert MacCormack; and Steven Cummings, Civil Engineer

Chairman Topliff said since it was a matter of concern at the Zoning Board of Adjustment (ZBA) meeting for this applicant, he asked if any member of the Board felt uncomfortable in any way participating in the deliberations for Pembroke Golf LLC. There were no responses.

Ms. Verdile said the first application was a lot line adjustment which is considered a minor subdivision. There are several waiver requests which the Board should consider. If the waiver requests are granted, the application could be accepted as complete. The Board, at that time would open the public hearing and allow the applicant to present the application. If the Board does not grant the waiver requests, then the application could not be accepted as complete and the application would not continue to be heard.

Member Bourque said the April 14, 2016 application review lists H and I as part of the Waiver Requests but not the draft motion. He asked Ms. Verdile for clarification.

After a review, Ms. Verdile said the waiver request motion should include K, L, M, N, O, S, V, and W.

MOTION: Member Bourque moved to accept the waiver requests for: Part A, Items K, L, M, N, O, S, V, W of the Minor Subdivision Plan Review Checklist for Application #16-02. Seconded by Vice Chairman Seaworth.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO ACCEPT THE WAIVER REQUESTS FOR: PART A, ITEMS K, L, M, N, O, S, V, W OF THE MINOR SUBDIVISION PLAN REVIEW CHECKLIST FOR APPLICATION #16-02 PASSED ON A 6-0 VOTE.

MOTION: Member Bourque moved to accept Application #16-02 as complete. Seconded by Selectmen's Rep. Kline.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO ACCEPT APPLICATION #16-02 AS COMPLETE PASSED ON A 6-0 VOTE.

Chairman Topliff opened the public hearing for the minor subdivision application at 7:15 p.m.

Mr. Peloquin of Promised Lane Survey LLC said the applicant is proposing the transfer of 5.10 acres from Lot 1 (a/k/a the Dodge Lot) to Lot 2. As a result, Lot 1 would retain approximately 89 acres.

He said they also surveyed the Dodge lot and most of the golf course lot. The easements that run across the Dodge lot do not affect the lot line adjustment.

Laurie Watts, 47 Whittemore Road said the original deed would have guidelines as to how the property could be used and wondered if the lot line adjustment would change anything on the existing deed.

Chairman Topliff said the mere fact of a lot line adjustment only moves the lot line and makes one lot smaller and the other lot larger by 5.10 acres. An attorney would have to look at the deed and research to see if there were any

restrictions on it and see if there were any conflicts with those deed restrictions. In terms of the use of the land, the applicant is not proposing any uses. He is only shifting the lot line. When the Board reviews the Major Site Plan Application which pertains to the reconstruction of the golf course area, if there are deed restrictions, the Board would consider them at that time. He told Ms. Watts if she was aware of any deed restrictions, she may wish to bring it up.

He then asked the applicant if they were aware of any deed restrictions.

Mr. Peloquin said they did not come across anything major in the deed or chain of title other than the easements indicated on the plan.

Chairman Topliff asked if there was anything about the transfer that created nonconformities. Ms. Verdile said no.

Member Young joined the Board at 7:23 p.m.

Ms. Verdile read the conditions of approval aloud.

There being no further questions from the public or the Board, Chairman Topliff closed the public hearing at 7:20 p.m. on Agenda 1. He said if Application #16-02 was not concluded, the Board would continued it to a future meeting and that abutters would not be renoticed and, therefore, advised them to monitor the Planning Board agendas on line or call the Planning Department for further information.

MOTION: Vice Chairman Seaworth moved to approve the Minor Subdivision Plan Application, Case #16-02, with the following conditions to be completed prior to the final plan being signed:

1. Provide the original signatures of all property owners and professionals on the final plan.
2. Monuments are to be set in all required locations.
3. Checklist waivers that were granted are to be listed completely on the plan with the date they were granted.
4. Contact Town Planner to go over Administrative Zoning information that needs to be added to the final plan.

Seconded by Selectmen's Rep. Kline.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO APPROVE THE MINOR SUBDIVISION PLAN APPLICATION, CASE #16-02, WITH THE FOLLOWING CONDITIONS TO BE COMPLETED PRIOR TO THE FINAL PLAN BEING SIGNED:

- 1. PROVIDE THE ORIGINAL SIGNATURES OF ALL PROPERTY OWNERS AND PROFESSIONALS ON THE FINAL PLAN.**
- 2. MONUMENTS ARE TO BE SET IN ALL REQUIRED LOCATIONS.**
- 3. CHECKLIST WAIVERS THAT WERE GRANTED ARE TO BE LISTED COMPLETELY ON THE PLAN WITH THE DATE THEY WERE GRANTED.**
- 4. CONTACT TOWN PLANNER TO GO OVER ADMINISTRATIVE ZONING INFORMATION THAT NEEDS TO BE ADDED TO THE FINAL PLAN.**

PASSED ON A 6-0 VOTE.

Chairman Topliff announced that the Board would now hear the Special Use Permit (SUP) and the Major Site Plan Applications.

Ms. Verdile said the parcels are located in the Aquifer Conservation District therefore, required to submit a SUP Application. The proposal is for the reconfiguration and improvement of two holes at the golf course which is considered a Major Site Plan Application. She said there were waiver requests to consider as part of the Major Site Plan Application but there were no waiver requests with the SUP Application.

Ms. Verdile read aloud the Waiver Requests.

- D. Vehicle usage of area - state the daily total for 7 days:
- (1) Passenger vehicles
 - (2) Commercial vehicles – delivery trucks, buses
 - (3) Heavy trucking – longer than twenty-five (25) feet or a weight greater than 10,000#
 - (4) Vehicle storage (parking area, fenced areas, inside areas)

- (5) Traffic flow pattern and volumes for the area, including intersection with public way.
- E. Location and plan of driveway entrances and exits;
- F. Total square foot area of each building and of each floor of any building;
- G. Exterior height of each building;
- H. On site or other type of burglar and fire alarm system;
- I. Storage locations within the site plan for any flammable or hazardous type liquid gases, solid materials;
- J. Provisions for trash and refuse storage and removal;
- K. Protective measures of potential hazards such as high voltage, water holes, machinery, materials, etc., that could be placed on the area in accordance with RSA147-A, Hazardous Waste Management;
- L. Multifamily housing;
- (1) Estimate number of dwelling units for the elderly;
 - (2) Facilities provided for the handicapped; and
 - (3) Estimate the number of children school aged (6-17) for the development.
- M. Outdoor lighting of the area;
- O. That the applicant has or will review building plans with the Fire Chief of the Town of Pembroke; and
- (1) The applicant shall be responsible for securing a statement from the Fire Chief concerning fire safety of the proposed site plan, if requested; and
 - (2) Provision shall be made for access to water for fire protection on the premises, if needed.
- P. That the applicant has or will review utility needs such as water, sewer, gas, electricity, etc., with the responsible agency. If requested, the

applicant shall secure a statement from one or more agencies servicing the area. Whenever permits such as Water Supply & Pollution Control, driveway, etc., are needed, the applicant shall be responsible for submitting the applications.

- Q. List each chemical, provide an MSDS for each chemical, and provide a notification letter with a brief synopsis of how each chemical is intended to be used, stored and disposed of for all chemicals stored in aggregate of one gallon or more or if the yearly use is five gallons or more. This requirement shall exclude operable motor vehicles, as defined by RSA 236:111 and RSA 236:112, parked on site. This list shall be submitted to the Pembroke Water Works for review and opinion prior to site plan approval.

PART B – SITE PLAN INFORMATION

B. Features.

- (6) The locations, dimensions, and footing area of all proposed buildings.
- (7) The locations, dimensions and area of all property proposed to be set aside for park or playground use, open space, or other public or private reservation, with designation of the purpose thereof, and conditions, in any of the dedication or reservation.
- (11) Names of all new proposed streets subject to approval by the Board of Selectmen.
- (21) Locations, sizes, elevations and slopes of all existing sewer, water, and drainage pipes within the site plan area.

PART C – CONSTRUCTION PLAN SUBMITTAL INFORMATION

Construction plans shall be prepared for all required improvements whether private or public improvements. Map sheets shall be no larger than 22" x 34". The following shall be shown:

- B. Profiles – Profiles of all proposed roadways, showing existing and proposed elevations along the center lines of all proposed roads, and all structures, piping, and other materials. Profiles shall be drawn at a scale of one (1) inch equals fifty (50) feet horizontal scale and one (1) inch equals five (5) feet vertical scale.
- C. Cross-Sections – Cross-sections of all proposed roadways at one

(100) foot stations and at all catch basins or culverts showing the roadway and all areas to be disturbed for the construction of all proposed roadways, existing grades, proposed sub-grades, proposed final grades, and all utilities and other structures. Cross-sections shall be drawn to a convenient scale of not more than one (1) inch equals ten (10) feet, both the horizontal and vertical scales shall be the same.

Chairman Topliff noted the applicant would be using chemicals and fertilizers on the golf course yet is asking for a waiver from providing information on the products.

Member Bourque asked how much pesticides and fertilizers would be used.

Chairman Topliff said the applicant provided a list of what they presently use. Since the applicant has asked for a waiver from providing an MSDS sheet on the chemicals, if the waivers are granted, the Board cannot ask them to submit a new list.

MOTION: Vice Chairman Seaworth moved to grant the waiver requests as proposed. Seconded by Selectmen's Rep. Kline.

Member Bourque said the letter dated April 3, 2016 from George Sargent indicated that David Bouldry, Superintendent of Pembroke Pines Country Club holds a supervisory level pesticide license for the property. In Member Bourque's opinion, the State has regulations pertaining to the storage and use of pesticides, and since Mr. Bouldry is licensed and well aware of the regulations and the site is already using the chemicals, the MSDS sheets should not be required.

Selectmen's Rep. Kline asked if Mr. Bouldry was licensed because it was a State requirement.

Member Bourque read from the Sargent letter that "the state will and has required inspections for safety, storage, reporting, and use throughout [sic] any given year. Dave is required to attend continuous education classes to provide certified credits for his license to be valid."

Selectmen's Rep. Kline said if the State requires licensing, then it would not have to be included in the conditions. If the State does not require licensing, then the Board may consider requiring the MSDS sheets.

Ms. Verdile said she was confident that licensing was a State requirement and in order to handle certain applications, the person must be licensed.

No other comments were made.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO GRANT THE WAIVER REQUESTS AS PROPOSED PASSED ON A 6-0 VOTE.

MOTION: Member Bourque moved to accept the application as complete. Seconded by Vice Chairman Seaworth.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 6-0 VOTE.

Chairman Topliff opened the public hearing at 7:38 p.m. on Agenda 2 and 3 (SUP and Major Site Plan Application) for changes to the golf course.

Bob MacCormack owner of Pembroke Pines said a survey was done last year on the viability of the golf course. He hired George Sargent to do a survey on the property. Mr. Sargent's biggest concern was the deficiencies found in the 18th hole.

The major thing the applicant would like to do is adjust the 18th hole. In order to accomplish this, they have to move the tees on the 10th hole.

Mr. MacCormack said the current green on the 18th hole will be removed which will move the golf course further away from the neighboring homes.

The cart path from the 18th hole to the clubhouse presently runs through a portion of the neighborhood. That path would be removed when the 18th hole is reconstructed. It will route the carts in a different direction. The 18th hole will run parallel to the maintenance building in a southerly direction down to where the current 10th tees are located. They will be removing the 10th tee and placing the greens further away from adjoining homes.

The cart path runs from the clubhouse to the 10th tee along a neighbor's property line will be eliminated. A new cart path will be rerouted to the easement area where the electrical lines are located in order to keep it away from the residential area and create a more direct route from the 18th hole to the clubhouse.

Mr. MacCormack said he feels the changes are necessary to the sustainability of the course. He said the front 9 was built in the 1960s and is outdated. They will be mostly installing Tees on the front 9. The back side of the course was built in the late 1980s. He said the changes are crucial to the future of the course.

The 10th hole will be a dogleg left. When hitting onto the fairway, golfers will be hitting away from the neighborhood. The green will also be placed on an area that is further away from the neighborhood.

Mr. MacCormack said he would like the Board to approve the 18th hole reconstruction and to be able to install the 10th hole. He said they are adding 5 acres to the golf course which is being taken from the usable land for density from the Dodge Road lot. He said if financing was necessary, it would be important to have the golf course on one lot.

With regard to the fertilizers, Mr. MacCormack said all of his golf courses have a licensed person that sprays the applications. If that person leaves, the State does not allow the applicant to purchase the material unless they have a valid license. He also said he uses state-of-the-art equipment which sprays approximately 10"-12" over the leaf. It is applied directly on the leaf and is highly regulated. It is only allowed to be applied when there is no rain or wind in order to ensure that it is only absorbed into the plant.

Laurie Watts of 47 Whittemore Road said Mr. MacCormack reached out to the members of the neighborhood and showed them his plan. She walked the course with him and agreed with his ideas of bettering the course. Ms. Watts asked why the waivers for a golf course would include street names, light pollution, etc.

Chairman Topliff said the documents that the Planning Department has, which allows people to make applications to the Planning Board, fall into 2 categories: Minor Site Plan or Major Site Plan. They were originally designed to satisfy requirements of someone wishing to do development on a piece of property that involved buildings. It is a document intended to encompass all and to be able to be used with almost any application. The checklist items are things that the Board requires the applicant to submit if applicable to the application. The majority of those are not applicable. Chairman Topliff said in this case, it would be impractical and unfair for the applicant to submit information pertaining to roads, schools, etc. because no residential or commercial building is being proposed. The applicant can ask the Board to waive those requested items which are called Waiver Requests.

Member Bourque asked if the hash-marks on the print were the edge of the construction site.

Mr. MacCormack said that the hash-marks show Phase 1 and 2. They are presently only interested in Phase 1. The hash-marked area is approximately 20 acres which has been put aside for Phase 2 which would consist of a driving range and practice facility.

Member Bourque asked what the current shoreline protection setback was.

Ms. Verdile said 250 ft.

Mr. MacCormack said the NH Heritage Board told them this is a vulnerable time for the eagles because this is the time that they lay their eggs. They ask that no one go anywhere near the nests or disturb them in any way from April to the end of June.

Chairman Topliff said there is a State requirement that if anyone wants to disturb more than 100,000 sq. ft. of land, an Alteration of Terrain Permit is

needed from the Department of Environmental Services. Part of the process of receiving the permit is the review of sensitive areas from the prospective of wildlife. The two maps provided by Ms. Verdile shows the proposed construction is a long way away from these areas which were identified by the state as important to the wildlife.

In clarification of Selectmen's Rep. Kline's question, Ms. Verdile said the Conservation Commission was aware of the entire project including the timber cutting and new holes. She said she would e-mail the Chairman of the Conservation Commission in order to verify.

Chairman Topliff said one of the Board's requirements under the Aquifer Protection District is to consider whether the proposed uses would jeopardize the aquifer. The Pembroke Water Works noted all of Pembroke's wells were upstream from the site. He said the Board has a larger obligation to the downstream neighbors that might be drawing water from the aquifer. He asked if there was an evaluation done to determine if relocating the fairways would, in any way, increase the likelihood that runoff of pesticides or chemicals would get into the waterways.

Mr. Cummings said he studied the drainage and runoff and introduced four retention basins. (Sheet 5 on the plan). The water will be collected, treated in four bays, some of the solids will settle and eventually filter into the ground. The runoff leaving the site will be reduced slightly in the final post development stage. So as far as chemicals, Mr. Cummings said they would not be going downstream and would remain on site. Most of the chemicals that the golf course will be using are environmentally friendly.

Mr. Peloquin said anytime they have choices, they use organic-type fertilizers and pesticides. In the last 5 years, the golf course has increased their use of organic chemicals. He said they still use some chemicals that are not organic -- namely two applications of weed control that are used during the season. He also said that the proposed 2 holes are the farthest holes from the Soucook and Merrimack Rivers on the back 9.

Chairman Topliff asked what the approximate distance would be from the retention basins to the waterways. Mr. Cummings said down toward the Merrimack River would be 1700 ft.

Vice Chairman Seaworth said an email from the Pembroke Water Works said where the golf course draws its water for their facility is downstream from their pesticide application and that they should be able to see in their water if they are creating an issue. He asked if that had been followed through from the Pembroke Water Work's perspective or if it was an open question.

Chairman Topliff said the golf course water source does not come under the purview of the Pembroke Water Works.

Vice Chairman Seaworth said the Environmental Protection Agency requires them to test their own wells. The Pembroke Water Works said they do not see them testing for SOCs. Vice Chairman Seaworth said his understanding is that if they did, it would prove that there was no issues from existing pesticides.

Mr. MacCormack said he spoke with Ms. Verdile about this. In all the years of the golf course, when water samples were taken there were no issues. Mr. MacCormack said the Pembroke Water Works said that they did not feel that it was necessary at this time.

Ms. Verdile said the applicant submitted revised plans for the administrative issues and are in the process of getting plans to Mike Vignale.

Ms. Verdile said that all KV Partner's concerns can be handled administratively through the Planning Office as opposed to coming before the board. They have frequently done that with other applicants when engineering revisions to the plan need to be completed.

Chris Ryerson, 51 Whittemore Road, asked if the SUP was just for 5 acres of land or for the remaining 89 acres.

Chairman Topliff said the SUP would cover any activity that they are proposing within the construction area including the lot line adjustment area and the area disturbed through the construction area. It only pertains to the area that the applicant has shown on the plan.

Mr. MacCormack said the only thing outside the five acres is the cart path that exits at the 18th hole that goes through the easement to the club house.

Ms. Verdile read aloud the conditions of approval for the Major Site Plan.

There being no further questions or comments from the public or board, Chairman Topliff closed the public hearing on Agenda Items 2 and 3 at 8:10 pm. He said if the application is not concluded, it would be continued to a future meeting and abutters would not be noticed. Anyone interested must monitor the Town's website for future Planning Board agendas or call the Planning Department for upcoming meetings.

MOTION: Member Bourque moved to approve the Special Use Permit Case #16-303-SUP-AC with the following conditions to be included as notes on the final site plan:

1. Special Use Permit, SUP-AC #16-303, for activity within the Aquifer Conservation District is granted conditionally until the related, Major Site Plan Application #16-103, Robert MacCormack for Pembroke Golf, LLC, has received final approval, at such time this Special Use Permit becomes final and will remain final for as long as Case #16-103, is approved. If at any time the related case is revoked or final approval is not received, this Special Use Permit becomes invalid.
2. A Special Use Permit for activity within the Aquifer Conservation District was granted on April 26, 2016 by the Planning Board. The approval is contingent upon all provisions of the Town of Pembroke Zoning Chapter 143, Article 143-68.E, Aquifer Conservation District, being followed.

Seconded by Vice Chairman Seaworth.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO APPROVE THE SPECIAL USE PERMIT CASE #16-303-SUP-AC WITH THE FOLLOWING CONDITIONS TO BE INCLUDED AS NOTES ON THE FINAL SITE PLAN:

- 1. SPECIAL USE PERMIT, SUP-AC #16-303, FOR ACTIVITY WITHIN THE AQUIFER CONSERVATION DISTRICT IS GRANTED CONDITIONALLY UNTIL THE RELATED, MAJOR SITE PLAN**

APPLICATION #16-103, ROBERT MACCORMACK FOR PEMBROKE GOLF, LLC, HAS RECEIVED FINAL APPROVAL, AT SUCH TIME THIS SPECIAL USE PERMIT BECOMES FINAL AND WILL REMAIN FINAL FOR AS LONG AS CASE #16-103, IS APPROVED. IF AT ANY TIME THE RELATED CASE IS REVOKED OR FINAL APPROVAL IS NOT RECEIVED, THIS SPECIAL USE PERMIT BECOMES INVALID.

- 2. A SPECIAL USE PERMIT FOR ACTIVITY WITHIN THE AQUIFER CONSERVATION DISTRICT WAS GRANTED ON APRIL 26, 2016 BY THE PLANNING BOARD. THE APPROVAL IS CONTINGENT UPON ALL PROVISIONS OF THE TOWN OF PEMBROKE ZONING CHAPTER 143, ARTICLE 143-68.E, AQUIFER CONSERVATION DISTRICT, BEING FOLLOWED.**

PASSED ON A 6-0 VOTE.

MOTION: Vice Chairman Seaworth moved to approve the Major Site Plan Application #16-103 with the following conditions. Applicable conditions shall be listed as notes on the final plan:

1. Provide the signatures of all property owners on the final plat.
2. The Checklist waivers shall be listed completely as notes on the final plan with the date granted by the Planning Board.
3. Applicant, Town Planner, Town Engineer, and Code Enforcement Officer shall meet for an on-site inspection after final plan signature and prior to the issuance of any town permits and/or site work.
4. All applicable comments from KV Partners letter dated April 14, 2016 shall be addressed to Mr. Vignale's satisfaction prior to final plan signature.
5. Applicant shall submit funds in the amount determined by the Town Engineer for site restoration and site inspection costs prior to final plan signature.
6. Applicant is notified through this notice that no site work and/or building demolition or remodeling shall begin and that town demolition and building permits will not be issued until the final plan is signed, engineering inspection and escrow funds have

been submitted to the Town, and the Notice of Decision is recorded.

7. Applicant shall notify the Town Engineer at least 48 hours in advance for all inspections.
8. The site plan will not be considered as receiving final approval until all applicable conditions of approval are met, the final plan is signed, and the Notice of Decision is recorded.
9. Prior to the final release of engineering site restoration and/or engineering inspection escrow, and/or prior to the issuance of any Certificate of Occupancy the applicant shall submit an As- built revised site plan for Planning Board signature that shows any approved administrative changes that have been made to the site including but not limited to: drainage features, landscaping, or buildings, etc. that have taken place during construction.

Seconded by Member Bourque.

VOTE: A. Topliff – Y B. Seaworth – Y F. Kline – Y
 B. Edmonds – Y B. Bourque – Y R. Bean – Y

MOTION TO APPROVE THE MAJOR SITE PLAN APPLICATION #16-103 WITH THE FOLLOWING CONDITIONS. APPLICABLE CONDITIONS SHALL BE LISTED AS NOTES ON THE FINAL PLAN:

1. **PROVIDE THE SIGNATURES OF ALL PROPERTY OWNERS ON THE FINAL PLAT.**
2. **THE CHECKLIST WAIVERS SHALL BE LISTED COMPLETELY AS NOTES ON THE FINAL PLAN WITH THE DATE GRANTED BY THE PLANNING BOARD.**
3. **APPLICANT, TOWN PLANNER, TOWN ENGINEER, AND CODE ENFORCEMENT OFFICER SHALL MEET FOR AN ON-SITE INSPECTION AFTER FINAL PLAN SIGNATURE AND PRIOR TO THE ISSUANCE OF ANY TOWN PERMITS AND/OR SITE WORK.**
4. **ALL APPLICABLE COMMENTS FROM KV PARTNERS LETTER DATED APRIL 14, 2016 SHALL BE ADDRESSED TO MR. VIGNALE’S SATISFACTION PRIOR TO FINAL PLAN SIGNATURE.**

5. **APPLICANT SHALL SUBMIT FUNDS IN THE AMOUNT DETERMINED BY THE TOWN ENGINEER FOR SITE RESTORATION AND SITE INSPECTION COSTS PRIOR TO FINAL PLAN SIGNATURE.**
6. **APPLICANT IS NOTIFIED THROUGH THIS NOTICE THAT NO SITE WORK AND/OR BUILDING DEMOLITION OR REMODELING SHALL BEGIN AND THAT TOWN DEMOLITION AND BUILDING PERMITS WILL NOT BE ISSUED UNTIL THE FINAL PLAN IS SIGNED, ENGINEERING INSPECTION AND ESCROW FUNDS HAVE BEEN SUBMITTED TO THE TOWN, AND THE NOTICE OF DECISION IS RECORDED.**
7. **APPLICANT SHALL NOTIFY THE TOWN ENGINEER AT LEAST 48 HOURS IN ADVANCE FOR ALL INSPECTIONS.**
8. **THE SITE PLAN WILL NOT BE CONSIDERED AS RECEIVING FINAL APPROVAL UNTIL ALL APPLICABLE CONDITIONS OF APPROVAL ARE MET, THE FINAL PLAN IS SIGNED, AND THE NOTICE OF DECISION IS RECORDED.**
9. **PRIOR TO THE FINAL RELEASE OF ENGINEERING SITE RESTORATION AND/OR ENGINEERING INSPECTION ESCROW, AND/OR PRIOR TO THE ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY THE APPLICANT SHALL SUBMIT AN AS- BUILT REVISED SITE PLAN FOR PLANNING BOARD SIGNATURE THAT SHOWS ANY APPROVED ADMINISTRATIVE CHANGES THAT HAVE BEEN MADE TO THE SITE INCLUDING BUT NOT LIMITED TO: DRAINAGE FEATURES, LANDSCAPING, OR BUILDINGS, ETC. THAT HAVE TAKEN PLACE DURING CONSTRUCTION.**

PASSED ON A 6-0 VOTE.

The meeting was recessed at 8:16 p.m.

Chairman Topliff reconvened the meeting at 8:25 p.m.

Minutes- April 12, 2016

MOTION: Vice Chairman Seaworth moved to approve the April 12, 2016 Minutes of Meeting as amended. Seconded by Member Edmonds.

Approved with two abstentions -- Member Bourque and Alternate Member Bean.

Miscellaneous

1. Committee Reports-

Technical Review Committee (TRC): Member Young said Pembroke Pines was discussed at their last meeting. No one had any real concerns. Member Young's only concern was regarding access to 4 lots in that area. He was told that the right-of-way would remain the same as it was.

Tax Increment Finance District (TIF): Selectmen's Rep. Kline said that they received the bids for the Loop Road. They ranged between \$3.2-\$4.0 million. The next meeting, scheduled for May 2nd will review the bids and make recommendations.

Board of Selectmen: Selectmen's Rep. Kline said that when Village Lane was surveyed, a few buildings were on town property, therefore, the Town will be making changes to the property lines in order to stop the Town from owning someone's building. They will also be doing additional lot line adjustments including some of the mill buildings and a shed location.

Mr. Jodoin said that the lot line adjustment for the Safety Center and Village Lane will have to come before the Planning Board.

Selectmen's Rep. Kline also said that the Town purchased land from the school for \$1 in order to expand the South side of the Safety Center for a buffer for the snow coming off the roofs.

With regard to Perley Street roads and sidewalks, the Town received the requested grant which included a school sign. The plan for the sidewalk would not come up the main driveway to the Three Rivers School. It would come up the fire lane on the right side of the driveway. Selectmen's Rep. Kline did not agree with the sidewalk location.

2. Other Business—

Member Young said that Rymes Oil intends to purchase the former Honda motorcycle building on Route 106.

3. Board Member Items-

Ms. Verdile said the Planning Board deadline for the May 24 meeting was April 26 and Pembroke Meadows did not submit an application to the Planning Department.

Chairman Topliff said the Planning Board can require that any development access roads come out at a signalized intersection.

MOTION: Alternate Member Bean moved to adjourn the meeting. Seconded Selectmen's Rep. Kline. Unanimously approved.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary