



Mason Planning Board

December 30, 2020

Approved

16 Darling Hill Road, Mason, NH 03048

Location: Zoom Video Meeting

Meeting called by: The meeting was called to order at 7:00 PM by Chair Dane Rota

Attendees: Dane Rota (Chair), Dotsie Millbrandt (Vice Chair), Charlie Moser (Ex-O), Kate Batcheller, John Suiter (Alternate), Cassie Mullen (NRPC)

Absent Members: None

Attending Public: Liz Fletcher, Garth Fletcher

Voting Members: Dane Rota, Dotsie Millbrandt, Charlie Moser, Kate Batcheller

Next Regular Meeting: January 27, 2021 at 7:00 PM ET

Regular/Old Business

Agenda item: Unapproved Minutes

Discussion:

The Board read the minutes of November 18, 2020 and approved the minutes as submitted.

Vote:

All in favor.

Agenda item: Correspondence **Presenter:** Dane Rota (Chair)

Discussion:

- MAS 20-04: Powers and Smith approved plat received and signed by Dane. Signed plat has been dropped off at the Hillsborough Registry of Deeds.
- Overview of 2019 New Hampshire Housing Supply Report Webinar on January 8, 2021. There is no fee for this webinar event. If any Planning Board member is interested, they should contact Ken Gallager, Principal Planner, NH Office of Strategic Initiatives.

Conclusions:

No action needed.

New/Hearing Business

Agenda item: None

Other Business

Topic: Master Plan Update/Wetlands Buffer Research **Presenter:** Dane Rota/Liz /Fletcher
Present: Liz Fletcher, Garth Fletcher

Discussion:

Liz Fletcher presented her wetlands buffer research summary. The overall purpose of the wetland buffer is to protect the quality of the water in the wetlands.

Most towns in NH, to included surrounding towns adjacent to Mason, have adopted wetlands and surface water buffers ranging around 50 feet, except for New Ipswich (25 feet). If we propose to adopt a 50 feet wetlands buffer, Mason would be in alignment with our neighboring towns.

Cassie Mullen (NRPC) also attached in today's agenda a timeline/checklist, to adopt a wetlands ordinance with the goal of presenting a zoning warrant article on the 2022 town election ballot.

Conclusions:

Overall, the board supports additional efforts in a proposed document to establish a 50 feet buffer around wetlands. A draft proposal has been developed by Liz Fletcher, Cassie Mullen (NRPC) and Dotsie Millbrandt (Vice Chair). Next step, Cassie Mullen (NRPC) will map out the process to move forward to create an article for the town to vote and circulate the draft version of the proposed wetlands buffer document to all members of the Planning Board. It will also be necessary to update the maps outing the streams/brooks and remove non-existing streams/brooks, to be including in the draft of the proposed wetlands buffer document. The Planning Board will review the proposed draft document once all the necessary language/updates are made to both the draft and maps before moving forward in the process to present to the public. If we are including streams/brooks, the maps will need to be updated by Bob Dillberger for accuracy (remove stream from Pratt Pond heading towards Starch Mill Rd/Abbott Hill Rd).

Agenda item: 2021 Town of Mason Planning Board Calendar **Presenter:** Dane Rota (Chair)

Discussion:

Proposed change to the 2021 Town of Mason Planning Board Meeting scheduled on November 24, 2021 to November 17, 2021. Also, it was noted the Meeting Date column 'Last Wednesday of Month' should be 7:00 PM not 7:30 PM for consistency.

Vote:

All in favor.

Agenda item: Capital Improvements Plan (CIP) **Presenter:** Dane Rota/Charlie Moser

Discussion:

The Board of Selectman are in favor of the Planning Board moving forward with the Capital Improvement Plan and support these efforts. Cassie Mullen (NRPC) has submitted a proposal for these efforts to be included in the 2021 Planning Board Budget. Board of Selectman will point a liaison to work with the Planning Board during this process. One issue is how we will define the value of a capital asset i.e., anything above \$25,000. Cassie Mullen (NRPC) would be the lead for the Planning Board in the development for the CIP documents and project sheets for the department heads. It is also recommended in having a smaller group for creating a preliminary draft such as one voting representative of the Planning Board member working with Cassie and the Select Board representative.

Conclusions:

Any member of the Planning Board interested in being a part of the small working group for creating the basic CIP should notify Dane directly.

Agenda item: **Review Planning Board Rules of Procedures** **Presenter:** Dane Rota

Discussion:

Dane would like to have all members to review the Planning Board Rules of Procedures. The action item to update the Rules of Procedures is scheduled to begin after the Town Meeting (March 2021).

Conclusions:

Dane is requesting any Planning Board member to send suggestion/edits directly to Cassie by next month (Jan 2021).

Agenda item: **Members/Alternates (New/Existing/Recruiting)** **Presenter:** Kate Batcheller/Dane Rota

Discussion:

- John Suiter, alternate member, discussed interest in becoming a full member. Dane recommended moving forward to vote on John Suiter becoming a full member.
- It was also recommended to have John Suiter finish out Scott MacGarvey’s term to ensure we keep a staggering of terms on the Planning Board.
- Continue to encourage residents to become members of the Planning Board.

Vote:

All in favor to appoint John Suiter as a full Planning Board member.

Action Items

Keep a running checklist of changes the board should make to the full subdivision regulations and application checklist at some future time:

Action items	Person responsible
✓ The HCRD block is no longer required by Registry of Deeds	NRPC/Mason PB
✓ Hillsborough County Conservation Service no longer certifies soils on survey plats	NRPC/Mason PB
✓ Update Payments chart	NRPC/Mason PB
✓ Cul-de-sac instead of hammerhead turnaround	NRPC/Mason PB
✓ Ordinance Update/Review Planning Ordinance with respect to non-conforming uses, (land/structure) update Wind Tower Ordinance / Solar Farm Ordinance, review	NRPC/Mason PB

Adjourn

Dane made a motion to adjourn. Kate seconded. Motion carried unanimously. Meeting adjourned at 8:06 PM.