

**BRISTOL PLANNING BOARD  
MEETING MINUTES  
SEPTEMBER 27, 2023**

**APPROVED:**     **October 11, 2023**

**AGENDA:**       **REQUEST TO CONTINUE to Oct 25th: 23SUB01 – MONIZ - #218-011 – Peaked Hill Rd.  
REQUEST TO CONTINUE to Oct 11th: 23SUP07 - BARNARD/LIBBY - #110-036 - Holiday Hills  
23SUB03 - Moniz- #218-007 – Peaked Hill Road**

**ATTENDING:**    David Shirley (Vice Chair), Scott Sanschagrin (Select Board Representative), Elizabeth Seeler, Donald Milbrand and Steve Carten (Alternate)  
Applicants, Agents and Public - Ms. Darcy Duarte, MBL Land Development (via Zoom), Mr. Dunn, MBL Land Development (via Zoom) and Garrett Gilpatric

**ABSENT:**        John Miller (Chair)

**OTHER:**         Joanne Bailey (Land Use Manager), Donna Sullivan (Land Use Administrative Assistant), Christina Goodwin (Town Administrator) via Zoom

Mr. Shirley (Acting Chair) called the meeting to order at 7:00pm with a quorum present in person. Mr. Carten was seated as voting member in the absence of Mr. Miller.

**NEW BUSINESS:**

**CASES:**

*REQUEST FOR CONTINUANCE – MONIZ – 23SUB01 - #218-001 – Peaked Hill Road*

Ms. Sullivan read a continuance request from Mr. Moniz into the record. The request was to continue their subdivision review to October 25, 2023, due to unforeseen issues and time needed to address these.

Mr. Milbrand motioned to continue case #23SUB01 to October 25, 2023, at the applicant’s request. Ms. Seeler seconded. The motion carried 5-0-0.

*REQUEST FOR CONTINUANCE – BARNARD/LIBBY – 23SUB07 - #110-036 – Holiday Hills Road*

Ms. Sullivan read a continuance request from Mr. Barnard into the record. The request was to continue subdivision review to October 11, 2023, to allow applicant time to address issues noted.

Mr. Milbrand motioned to continue case #23SUB07 to October 11, 2023, at the applicant’s request. Ms. Seeler seconded. The motion carried 5-0-0.

*MONIZ - 23SUB03 - #218-007 – Peaked Hill Road*

Mr. Shirley introduced this case as a continuance from the last meeting for a subdivision from one lot to 5 lots on Peaked Hill Road. He opened the case and asked MBL Land Development (MBL) to address the application. Ms. Darcy Duarte spoke for MBL. She addressed questions from the previous meeting about the steep slopes on the lots and percentage of slopes in areas of development for septic designs and conceptual driveways and potential building locations. She spoke of the driveways and permits, utilities

MONIZ - 23SUB03 - #218-007 – Peaked Hill Road – continued

access and compliance with subdivision regulations, Bristol Zoning, and setbacks. She asked for approval of the subdivision as presented.

Mr. Shirley asked the Board if they had any questions. Mr. Milbrand asked about the driveway access and steepness of grade. Ms. Duarte stated the driveway is to be graded to a 2 to 1 slope at 10%.

Mr. Dunn from MBL spoke to answer all previous comments and questions.

Hearing no other questions from the Board, Mr. Shirley asked if there were any abutters or members of the public who wished to speak in favor of the application. Hearing no one, he then asked if anyone wished to speak against the subdivision. With no comments or questions from the public or further questions from the Board, Mr. Shirley closed the public session of the hearing.

Mr. Sanschagrín motioned to approve subdivision #23SUB07 as presented by MLB because the applicant has answered and addressed all questions and issues completely. Ms. Seeler seconded. The motion carried 5-0-0.

Ms. Sullivan asked for submission to the Grafton County Registry of Deeds of required Mylars and other documentation including the lot line adjustment.

**OLD BUSINESS:**

Mr. Sanschagrín stated that after the last meeting when the owner's of DUNKIN' came in, he noticed how fast the remodel happened and that signs were up. There was discussion about the signage and Ms. Bailey indicated they filed for their Conditional Use Permit. More discussion followed about the activity and that the owners were advised at the PCC meeting that if they started before getting the permit it would be at their own risk.

**MINUTES:**

The minutes of the September 13, 2023, meeting were reviewed. Mr. Shirley and others suggested some grammatical corrections and a name correction. Ms. Seeler motioned to approve the minutes as corrected. Mr. Sanschagrín seconded. The motion carried 4-0-1 with Mr. Milbrand abstaining due to absence from this meeting.

**COMMUNICATIONS: NONE**

**REPORTS:**

Historic District Commission (HDC): Ms. Sullivan stated that the HDC have no other meetings through 2023 unless cases come up.

Capital Improvements Program Committee (CIP): Mr. Milbrand updated the Board about the next meeting to finalize the 2024 CIP Worksheet and Narrative for presentation to the Planning Board and Select Board.

Conservation Commission: Ms. Sullivan updated the Board about the Holiday Hills case that came before the Conservation Commission and that the Commission questioned information on record that would indicate it was an unbuildable lot. The plan presented showed that a homesite and state approved septic design would impact as well as be within the setbacks of a wetland on the lot. They recommended that the Planning Board consider all information about the lot, setbacks and prior determinations of it being unbuildable when they review this application.

Land Use: Ms. Bailey and Chairman Miller met with Resilience Planning about a contract to work on the Land Use Chapter of the Master Plan and once that is complete, they may begin on the Economic Development Chapter. Ms. Goodwin signed the contract and the necessary funds have been added to the 2024 Budget for final review & approval. Ms. Bailey also updated the Board on the executed contract to upgrade the existing AutoCAD mapping system to a full GIS platform.

Select Board: Mr. Sanschagrin updated the Board on Select Board activities. He stated that Newfound School District Superintendent Nilhas came before the Board to discuss House Bill 349 which is about the school district changing from seven (7) towns down to four (4) with Groton, Hebron and Bridgewater setting up its own district K-8. There was discussion about school district trust funds and other issues this change may impact.

He also stated that Ms. Bailey presented information about the mapping upgrade/conversion, a property owner wanted to know more information from the Select Board on potentially taking over a private road, Re-Valuation contracts and Town signage updates were shared.

Ms. Bailey stated that the ZBA would be meeting twice in October due to an overload of cases.

**ADJOURNMENT:**

With no other business before the Board, Ms. Seeler motioned to adjourn. Mr. Milbrand seconded. The motion carried 5-0-0. The meeting adjourned at 7:35 PM.

Respectfully submitted,

Janet Cote  
Land Use Associate