

**TOWN OF NORTHUMBERLAND**  
**PLANNING BOARD MEETING & PUBLIC HEARING MINUTES**  
**Weds., July 5, 2017**  
**Groveton PD/Ambulance Bldg. - Meeting Room**  
**10 Station Square**  
**Groveton, NH**  
**7:00 P.M.**  
**(Following Public Hearings)**

Board Members present: Al Rossetto, Addy Hall, Gloria Brisson, Jeffrey St. Cyr, Jesse Hern,  
Others: Elaine Gray, Rebecca St. Cyr – Recorder

G. Brisson opened the meeting 7:00 PM

**1. MINUTES of June 7, 2017 Meeting**

G. Brisson noted the following corrections for the June 7<sup>th</sup> minutes:

Page 2 – should read - J. Weagle and the Board

Nan Merrow paragraph – should be - If they start cutting trees

Motion to approve as amended by: A. Rossetto

2<sup>nd</sup> by: A. Hall, All in Favor 5-0

**2. Discussion of Municipal Law Updates Affecting Planning Board:**

G. Brisson opened the first Public Hearing at 7:03 pm.

**The Northumberland Planning Board proposes to amend the town's Site Plan Review Regulations per the 2016 Municipal Law Update – HB 1202 Chapter Law 0081.**

**CURRENT WORDING:**

The completed application for site plan review, together with the documentation required in these regulations shall be submitted to the Planning Board at least fifteen (15) days prior to a scheduled public meeting of the Board.

**PROPOSED AMENDMENT:**

The completed application for site plan review, together with the documentation required in these regulations shall be submitted to the Planning Board at least twenty one (21) days prior to a scheduled public meeting of the Board.

Site Plan Review and Subdivision Regulations Amendments to filing date. The current wording is 15 days. The proposed amendment increases it to 21 days prior to a

scheduled public meeting of the Board. The regulation still requires a 10-day notice for the public hearing to be posted in the papers and a 10-day notice to the abutters.

No public comment.

G. Brisson adjourned the first Public Hearing at 7:07 pm.

Motion to approve the wording increasing to 21 days on the  
Site Plan Review Reg. by: A. Rossetto  
2<sup>nd</sup> by: A. Hall, All in Favor 5-0

G. Brisson opened the second Public Hearing at 7:08 pm.

**The Northumberland Planning Board proposes to  
amend the town's Subdivision/Lot Line Adjustment  
Regulations per the 2016 Municipal Law Update –  
HB 1202 Chapter Law 0081**

**CURRENT WORDING:**

A completed application sufficient to invoke jurisdiction of the Board shall be filed with the Board's designee at least fifteen (15) days prior to the public meeting of the Board at which it is to be submitted.

**PROPOSED AMENDMENT:**

A completed application sufficient to invoke jurisdiction of the Board shall be filed with the Board's designee at least twenty-one (21) days prior to the public meeting of the Board at which it is to be submitted.

The Board reviewed the current wording and the proposed amendment changing the filing days from 15 days to 21 days prior to the public hearing for Subdivision/Lot Line Adjustment Reg.

No public comment.

G. Brisson adjourned the second Public Hearing at 7:10 pm.

Motion to approve change to 21 days by: A. Rossetto  
2<sup>nd</sup> by: A. Hall, All in Favor 5-0

G. Brisson opened the third Public Hearing at 7:11 pm

The Northumberland Planning Board is holding a Public Hearing in order to meet the municipal law update by inserting the following proposed definition in the Subdivision Regulations for Northumberland:



**3.01a Accessory Dwelling Unit (ADU):** Shall mean an additional dwelling unit **within or attached** to a single-family dwelling. Only one ADU is allowed per single family dwelling.

G. Brisson reviewed the 3.01a Definition

Comments:

A. Rossetto agrees that additional restrictions on additional dwelling units should be put into the Reg for the Town of Northumberland. Rossetto further reviewed the new law on accessory dwelling units pointing out the important items:

- Owner occupied in either original unit or ADU
- ADU must provide independent living for eating, sleeping, cooking, sanitation.
- Minimum of 2 off street parking spaces

E. Gray said the four elements listed in the 2<sup>nd</sup> bullet item are already in our reg., under Dwelling Unit definition. She reminded the Board this public hearing is on the Subdivision Reg.; any Zoning Reg changes must be approved by vote at Town Meeting.

A. Rossetto was not concerned with square footage. He feels the parking should be required and the W/S limitations need to be addressed.

Addy Hall asked about the water/sewer limitations with some areas already maxed out. Rossetto said Christine Fillmore (town attorney) said to just deny it. E. Gray suggested having it say "Town" Water/Sewer regs.

The Board further reviewed and discussed the accessory dwelling units – new laws.

G. Brisson closed the third Public Hearing at 7:30 pm

Into the Regular Planning Board meeting at 7:30 pm

The Board agreed with the revisions - 1.) Must be owner occupied; 2.) must meet the Town W/S/ standards; 3.) the ADU must provide independent living for eating, sleeping, cooking, sanitation; 4.) Requires a minimum of 2 off-street parking spaces.

The Board will add the 4 bullets to the Subdivision Reg.

Motion to approve 3.01a Reg as modified by: A. Rossetto  
2<sup>nd</sup> by: J. Hern, All in Favor 4-0

### **3. Zoning Ordinance - Proposed Amendments & Procedure**

E. Gray reviewed the Reg for adoption or amendment in Towns Operating under Town Meeting Form of Government. Changes must be on the Town Warrant and voted on at Town Meeting

Building Permits – Brian Hurlburt would like "Debris and notification of transfer station costs to any contractors is the responsibility of the applicant" added to the Building Permit. He has contractors coming in with debris from renovation work, that didn't include the cost in their bid. Debris for residents is charged at so much per yard. The contractor didn't have a dump sticker,

which is a \$100.00 fee. A. Rossetto said we are the only town in the district that's doing this. The Board can work on this in the fall.

#### **4. Response from DOT Regarding Driveway Permits Issued to Ayer**

E. Gray said in reading the response from DOT, she doesn't think Mr. Ayer marked the right of ways correctly on his sketch. Elaine reviewed where the right of way to the Town cemetery is. G. Brisson commented the driveway to the cemetery belongs to the Town. The Town needs to give Ayer the right to cross that right of way; Ayer's right of way is in the ditch next to the Rich property. There would not be 400' between the right of way and Rich's. Not sure what the Board can do about it. We don't know why he wants the extra driveways. If he chooses to develop the property, further permits would be required from the State. DOT recommends that *the Town addresses the matter directly with Mr. Ayer.*

The old fort is at the back of the property, there is something in the deed that references access to that section of the property, A. Hall thought there was a conservation easement and asked E. Gray to research.

#### **5. Any Other Business to Come Before the Board**

E. Gray reviewed a revision made on the "Application for Lot Line Adjustment" - added Landowners are responsible for notifying any mortgagees of acreage changes. On the "Application and notice of voluntary merger" form - added: Written Consent from the mortgage holder is required prior to merger of lots approval.

G. Brisson reviewed the banks' requirement for a lot line adjustment. If they add acreage, the bank wants to know that it's been approved by the Planning Board. Any changes need to be recorded with the Registry of Deeds also.

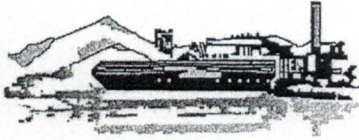
No further business was discussed.

Motion to adjourn by: A. Hall

2<sup>nd</sup> by: A. Rossetto, All in Favor 5-0

Meeting adjourned at 7:54 pm





***Town of Northumberland***  
**Northumberland Planning Board**  
**19 Main St.**  
**Groveton, New Hampshire 03582**

February 13, 2017

Mr. Philip Beaulieu, District Engineer  
NH Dept. of Transportation  
District 1 Office  
641 Main St.  
Lancaster, NH 03584

Dear Mr. Beaulieu:

On 12/27/16, the Town of Northumberland was in receipt of Driveway Permit # 01-347-5370-P issued from your office for Jacqueline Ayer on Map 227 Lot 26, and the Northumberland Planning Board reviewed it at their 1/4/17 meeting. Where the Ayers already have a driveway to their residence on Lancaster Rd. and this indicates two more driveways for the one parcel, Dan Ayer was contacted by our clerk after the meeting and he confirmed the locations of the 2 new drives (see attached where he marked in pink highlighter on the sketch).

The Northumberland Planning Board further discussed this at their 2/01/17 meeting, and we would like to express our concern as to why this one property is allowed three driveways, less than 1/10 mi. apart from each other. In the past, the Board has been approached by property owners whom have been denied by your office from getting a 2<sup>nd</sup> driveway, let alone two additional. Also, there is concern from the Town's cemetery trustees that "Drive 2" would indicate a 2<sup>nd</sup> ingress from US Route 3 to the cemetery that could cause unlawful entry by the public during hours of closure.

Therefore, the Board would please like an explanation of why this parcel is any different from others when it comes to more than one driveway, and why the Town was not notified before approval, where it's an access to the Town's cemetery. As more economic development comes into Groveton/Northumberland, we anticipate potential businesses applying for NHDOT driveway permits, and would like to provide them with some type of uniform criteria you use when it comes to obtaining more than one state driveway permit into one parcel. We would appreciate any information you can provide.

Sincerely,

*James Weagle* vice-chairman

James Weagle  
Acting Chairman for the  
Northumberland Planning Board

CC: Northumberland Board of Selectmen, Northumberland Cemetery Trustees





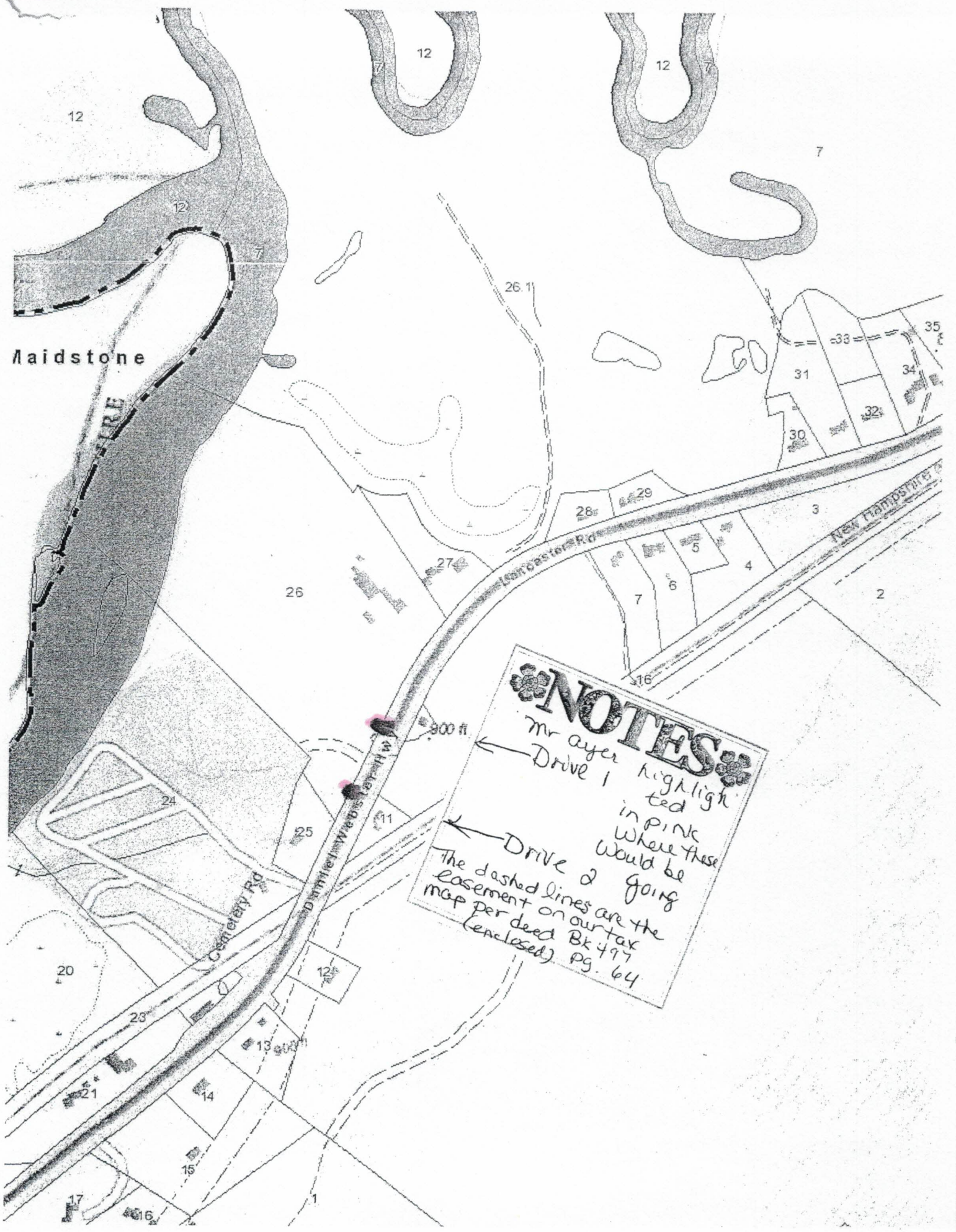


Maidstone

# NOTES

Mr. Ayer highlighted  
Drive 1 in pink where these  
would be going

Drive 2  
The dashed lines are the  
easement on our tax  
map per deed Bk 497  
(enclosed) pg. 64





64

The proceeds of any such sale shall be charged with the expenses thereof,  
including attorney's reasonable fees.

Witness my hand and seal this 31st day of May 1966.

WITNESS:

Raymond D. Hurlbutt

Clara LeClaire L.S.

to both

May 31 1966

STATE OF NEW HAMPSHIRE Coos ss.

Clara LeClaire Personally appeared and acknowledged the foregoing  
instrument to be her voluntary act and deed. Before me,

Raymond D. Hurlbutt  
Notary Public  
(N.F. Seal)

Received June 3, 2-PM 1966  
Examined ATTEST:-

*Robert H. Thayer* Register

Warranty  
Alton A. Potter  
To  
Town of Northumberland

(U.S. Stamps \$6.00)

KNOW ALL MEN BY THESE PRESENTS

THAT, Alton A. Potter of Northumberland, County of Coos State of New  
Hampshire, for consideration paid, grant to Town of Northumberland, a municipal  
corporation of said, County of Coos, State of New Hampshire, with warranty covenants  
to the said Town of Northumberland.

A certain piece or parcel of land situate on the northwesterly side of the  
old Daniel Webster Highway (U.S. Route #3) leading from Groveton Village to the  
Village of Northumberland, in said Town of Northumberland, and more particularly  
bounded and described as follows:

Starting at a point on the northwesterly side of said highway, said point  
being the northeasterly corner of the present Northumberland Cemetery; thence running  
northerly along said highway a distance of twenty-six (26) rods to an iron post;  
thence in a westerly direction in a line parallel with the cemetery fence line a  
distance of fifty (50) rods, more or less, to an iron pin on the bank of the  
Connecticut River; thence in a southwesterly line along the bank of the Connecticut  
River to the point where the cemetery fence and the grantor's land meet; thence  
easterly along the cemetery fence line a distance of fifty (50) rods, more or less,  
to the point of beginning. Meaning and intending to describe and convey a tract of  
land fronting on the old U.S. #3 Highway a distance of twenty-six (26) rods and  
bordered on the south by the present cemetery fence, on the west by the Connecticut  
River and on the north by land of the grantor; said parcel to be rectangular in shape  
and containing seven (7) acres, more or less.

Meaning and intending to describe and convey all and the same premises  
conveyed to Alton A. Potter by Warranty Deed of W. E. Damon dated July 6, 1942,  
and recorded in the Coos County Registry of Deeds, Volume 322, Page 271, and a  
part of those premises deeded to the said Alton Potter by Warranty Deed of the  
Federal Land Bank of Springfield dated May 1, 1941, and recorded in the Coos County  
Registry of Deeds, Volume 315, Page 229.

1 Rod = 16 1/2 ft



VA 497 65

It is an express condition of this deed, and the grantee in accepting this deed agrees to the following conditions and reservations:

1. The three rifle pits which are part of the remains of Fort Wentworth located on the above-described premises are to remain as the same now are. The said grantee, in accepting this deed, agrees to insert an article in the Town Warrant to see if funds shall be appropriated for the purchase and erection of stone markers to identify these pits. Said article shall be inserted in the Town Meeting next following this conveyance and shall include a provision that if said article is voted in the affirmative the said markers shall be selected by the Historical Committee of Northumberland.
2. The grantor reserves the right to receive to his own account the Federal Soil Bank payments for the years 1966, 1967 and 1968.
3. The grantor reserves the right to cut and remove a certain pine tree which is presently marked with a metal tag. This right shall continue for a period not to exceed two (2) years from the date hereof.

Also conveying herewith to said grantee a right-of-way across the land of the grantor from the new U.S. Route #8 to the northeast corner of the above described parcel. Said right-of-way shall be forty feet (40') in width and shall be built and maintained by said grantee. Said right-of-way shall be located and built along the southerly most edge of the present field along the top of the bank and extending northerly on the flat or level land along said bank no more than forty (40) feet.

And I, Natalie M. Potter, wife of said grantor, release to said grantee all rights of dower and homestead and other interests therein.

Witness our hands and seals this 19th day of May, 1966.

WITNESS:

Arnold P. Hanson

"to Both"

State of New Hampshire Coos, ss.

Alton A. Potter L.S.

Natalie M. Potter L.S.

May 19, 1966.

Alton A. Potter and Natalie M. Potter personally appeared and acknowledged the foregoing instrument to be their voluntary act and deed. Before me,

Arnold P. Hanson  
Justice of the Peace

Received June 3, 2 PM 1966  
Examined ATTEST:-

*Arthur J. Thompson* Register  
(No stamps)

KNOW ALL MEN BY THESE PRESENTS

THAT I, Francis Sias, of Milan, County of Coos State of New Hampshire, for consideration paid, grant to Harland E. Wentworth, of Milan, County of Coos, State of New Hampshire, with warranty covenants to the said Harland E. Wentworth,

A certain spring of water with right to maintain a pipeline situate in that part of Milan known as West Milan, and bounded and described as follows:

A certain spring of water on land conveyed to Francis Sias by John Hart recorded Volume 436, Page 396, situated about four hundred feet (400') northeasterly

Warranty  
Francis Sias  
To  
Harland E. Wentworth





Victoria F. Sheehan  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



William Cass, P.E.  
Assistant Commissioner

June 28, 2017

Town of Northumberland – Planning Board  
Attn: James Weagle  
19 Main Street  
Groveton, NH 03582

**RE: US-3 Undeveloped land driveway – Ayer – Permit #01-347-5370**

Dear Mr. Weagle:

I am writing in response to your February 13, 2017 letter in which you questioned our office permitting two access points on US-3 to the Ayer property in Northumberland. Please accept the following explanation as a response to your correspondence.

With regards to permitting access points onto State highways, the Department of Transportation follows the procedures and requirements set forth in our "Policy for the Permitting of Driveways and other Accesses to the State Highway System". A copy of which is enclosed with this letter. Section 8 (c) on page 17 of the policy states; "...when frontage on a single parcel of land or lot of record does exceed 152 meters, or 500 feet, no more than 3 driveways or accesses shall be permitted." However, one caveat to this is that if more than one driveway is permitted, then all driveways must have a minimum of 400 feet of all season safe sight distance in both directions along the highway.

At this location along US-3, the existing and proposed driveway locations all have sight distances in excess of the minimum 400 feet and the parcel of record has a frontage in excess of the minimum 500 feet, therefore making it possible to permit up to three driveways. However, the permit holder was made aware that the two additional access points have been issued to undeveloped land, and if they wish to develop the site and change the use of the access points, further permitting and review by our office will be required.

Also, one of the permitted driveways is located at the right-of-way to the existing cemetery. The intention of this common driveway was to ensure that the secondary access point to the cemetery was protected if the Town desired to develop it at some later date. By no means was the issuance of this permit meant to impose the secondary access point to the cemetery. I would suggest discussing this matter directly with the Ayers to ensure that the cemetery trustees concerns are addressed.

If you have additional questions, please do not hesitate to contact me at 788-4641

Sincerely,

Philip L. Beaulieu, P.E.  
District 1 Engineer

cc: Dan & Jacqueline Ayer, 100 McKore Lane, Dover, NH 03820





Victoria F. Sheehan  
Commissioner

**COPY**  
**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**

District 1 Office, 641 Main Street, Lancaster, NH 03584 (603) 788-4641



William Cass, P.E.  
Assistant Commissioner

**DRIVEWAY PERMIT**

To: Jacqueline Ayer  
100 McKore Lane  
Dover, NH 03820

City/Town: Northumberland  
Route/Road: US-3 (U0000003)  
Patrol Section: 104  
Tax Map: 227  
Lot: 26  
Development: Undeveloped Land

Permit #: 01-347-5370-P  
District: 01  
Permit Date 12/9/2016

Permission is hereby granted to construct (alter) a driveway, entrance, exit or approach adjoining US-3 (U0000003), pursuant to the location and specifications as described below. Failure to adhere to the standards and engineering drawings previously approved shall render this instrument null and void. Failure to start or complete construction of said facility within one calendar year of the date of this permit shall require application for permit extension or renewal in accordance with the Driveway Access Rules. Facilities constructed in violation of the permit specifications or the rules, shall be corrected immediately upon notification by a Department representative. Any cost by the State to correct deficiencies shall be fully borne by the landowner. The landowner shall defend, indemnify and hold harmless the Department and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.

**Drive 1**

Location: Approximately 1.33 miles south of the junction of NH-110 (INV. # 4) on the west side of US-3 (U0000003).

GPS: 44.58289 N 71.53227 W.

Specifications: This permit authorizes a gravel access to be used as a undeveloped land drive. Any change in use, increase in use or reconstruction of the driveway requires reapplication.

The right-of-way line is located 50 feet from and parallel to the centerline of the highway.  
The driveway shall not exceed 24 feet in width. The entrance of the drive may be flared; typically the flare radius is one half the driveway width.

This drive is located 25 feet south of utility pole # PSNH 31B/40X, NET&T 198 1/2.

**Drive 2**

Location: Approximately 1.4 miles south of the junction of NH-110 (INV. # 4) on the west side of US-3 (U0000003).

GPS: 44.58208 N 71.53273 W.

Specifications: This permit authorizes a gravel access to be used as a undeveloped land and cemetery drive. Any change in use, increase in use or reconstruction of the driveway requires reapplication.

The right-of-way line is located 50 feet from and parallel to the centerline of the highway.  
The driveway shall not exceed 24 feet in width. The entrance of the drive may be flared; typically the flare radius is one half the driveway width.

This drive is located 125 feet south of utility pole # PSNH 198, NET&T 41.

**Other Conditions:**

No structures, including buildings, permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over or under the Highway Right of Way.

No parking, catering or servicing shall be conducted within the Highway Right of Way.

The applicant shall comply with all applicable ordinances and regulations of the municipality or other State Agencies.



The Department has relied on the title and subdivision information provided by the landowner. The Department has not performed additional title research and makes no warranty or representation concerning landowner's legal right to access. In the event of a dispute about the landowner's legal right to the access provided herein, the landowner will defend and indemnify the Department.

The two drives in this permit, and the existing single family residential drive located approximately 350 feet north of drive 1 are the only points of access allowed along the parcel's frontage or within the frontage of the original lot of record. All other access is to be prevented.

Drive 1 is for access to undeveloped land known as Lot A on the plan entitled "Minor Subdivision Potter Farm Tax Map 227, Parcel 26 and Boundary Line Adjustment Between Properties of Michael J. & Risa P. Gagnon and Daegan & Marlene Styles Tax Map 227, Parcels 9 & 7, US Route 3, Northumberland, New Hampshire", prepared by York Land Service, LLC, dated July 7, 2010, sealed by Arthur M. York, LLS. # 450, and recorded in the Coos County Registry of Deeds as plan # 3425.

Drive 2 is a common drive to undeveloped land of the applicant as well as a right-of-way to access the Town of Northumberland Cemetery as stated in the deed recorded as Book 497 Page 64 in the Coos County Registry of Deeds.

Issuance of this permit does not abrogate the rights of abutting property owners on this drive.

This permit requires that drives 1 & 2 be graded such that the drive surfaces will slope from the edge of the shoulder to a line 20 feet in distance from the shoulder and 10 inches below the shoulder then continue with the slope beyond the 20 foot platform not to exceed 15%.


A culvert is required to maintain existing highway drainage at both drive 1 and drive 2. The minimum pipe diameter shall be 15 inches and of HDPE or approved alternate. Installation and minimum depth of cover is to be per manufacturer's specifications. Flared end sections are required and shall be offset from the edge of pavement a minimum of 8 feet. The landowner shall maintain the culvert.

The existing ditch line shall be reshaped and graded to accommodate the installation of the new culvert and adequately convey the existing highway drainage.

The landowner will be responsible for mitigation should the future use of this driveway unfavorably impact the highway (US-3, INV. # 8).

Any future development or change of use will require re-application.

Approved



District Engineer  
For Director of Administration

Copies: District, Town, Patrolman





Becky Craggy &lt;b.craggy@northumberlandnh.org&gt;

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**Perras Invoice**

2 messages

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**Becky Craggy** <b.craggy@northumberlandnh.org>

Tue, Jul 18, 2017 at 9:54 AM

To: Kerry Pelletier &lt;kerrypelletier@gmail.com&gt;

I emailed before I went on vaca to see if you had a copy of an invoice that is open on the Perras account. It is for a purchase of \$34.04 from 6/20 invoice #239924, do you happen to have a copy? Thanks

--

Becky Craggy, Administrative Assistant to the  
Northumberland Board of Selectmen  
Northumberland Housing Authority Board Member  
Notary Public

Office Hours: Mon-Wed & Fri 8:00-4:00 and Thurs. 8:00-Noon

19 Main St., Village of Groveton, Town of Northumberland, NH 03582 TEL (603) 636-7395 FAX (603) 636-6098 This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited and may be subject to criminal prosecution.

***"Leadership has little to do with title or where in the organization a position or individual fits. It has much to do with the tone and example you set for others. Remember, you must follow a supervisor but you want to follow a leader. Things are managed; people are led."***

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**Kerry Pelletier** <kerrypelletier@gmail.com>

Tue, Jul 18, 2017 at 10:15 AM

To: Becky Craggy &lt;b.craggy@northumberlandnh.org&gt;

I can't find this invoice. I do remember going on that date. Sorry

Sent from my iPhone

[Quoted text hidden]





Becky Craggy &lt;b.craggy@northumberlandnh.org&gt;

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**Kathleen Hart property**

1 message

**Elaine Gray** <northumbdeptctc@yahoo.com>

Tue, Jul 18, 2017 at 10:28 AM

Reply-To: Elaine Gray &lt;northumbdeptctc@yahoo.com&gt;

To: Becky Craggy &lt;b.craggy@northumberlandnh.org&gt;, Melinda Kennett &lt;northumberlandtownclerk@yahoo.com&gt;

I have a note here from way back last spring from Dan Ayer. If the Town ends up taking the Hart property on Lancaster Rd., he is an abutter, of course, and would like to know, please. His cell number is [603-343-3609](tel:603-343-3609), address is 100 McKone Lane, Dover, NH 03820, if you want to add him to your list, Becky of notifications if it goes out for bid.

Thank you.

Elaine Gray

Assessing Clerk/Deputy TC &amp; TX/PB &amp; ZBA Clerk

Town of Northumberland

[northumbdeptctc@yahoo.com](mailto:northumbdeptctc@yahoo.com)[603\) 636-1450](tel:603-636-1450) Ext. 3