

**Town of Richmond**  
**Planning Board Public Meeting**  
**Taylor-Van Brocklin Building**

July 16, 2024, 7:00 PM

**Final**

Member Present	Member Absent
Brad Grinstead	Lloyd Condon (Alternate)
Doug Bersaw (Selectman Rep)	William Daniels (Alt Selectman Rep)
Doug Smith (Chairman)	Joe Norman
Greg Butko (Alternate)	
Jed Butterfield	
Kim DeMasco (Vice Chairman)	
Lisa Traeger (Secretary)	
Nick Viselle (Alternate)	

Public Meeting called to order 7:00PM by Doug Smith (Chair)  
 Alternate Greg Butko seated for Joe Norman.  
 Public; Charles Lawrence for Lutz Subdivision:

1 New Business.

- a. Subdivision Application Review for Sprague Road, Map 411 Lot 39. Planning Board reviewed packet for completeness.
  - i.) Packet was reviewed by LUA Lisa LaCLair and presented as complete.
  - ii.) Charles Lawrence presented the application as the representative of the Lutz Subdivision to the board and presented several waivers. The stated purpose of the subdivision is to create 4 building lots ranging in size from 5.01 acres to 6.41 acres from Map 411 Lot 39 originally a total of 21.43 acres.
  - iii.) Motion made by Doug Bersaw to accept the application as complete, seconded by Greg Butko. All in favor. Application accepted as complete.
  - iv.) Waivers requested are as follows;
    - a. 501.4 Plans of proposed subdivision, including 4 copies of the plat and construction plans conforming to 504.2, grading plans Conforming to 504.3.: no new construction or roads. Motion made by Butterfield to accept waiver, seconded by Bersaw, all in favor. Waiver request accepted as presented,
    - b. 501.11 Construction Plans if any new roads are proposed; no new roads proposed. Motion made by Butterfield to accept waiver, seconded by DeMasco, all in favor. Waiver request accepted.
    - c. 501.13 Required National, State and local laws conforming to Article 6 section 601. No new roads. Motion made by Butterfield to accept waiver, seconded by DeMasco, all in favor. Waiver request accepted as presented,
    - d. 501.14 K Identify Town Boundaries. No other town borders involved. Motion made by DeMasco to accept waiver, seconded by Butko, all in favor. Waiver request accepted as presented,
    - e. 501.14 U Location of percolation tests and results, 4000 square foot septic area, and location of the protected well radius on the subdivision and abutters lots. All lots are more than 5 acres and not required. Motion made by Bersaw to accept waiver, seconded by DeMasco, all in favor. Waiver request accepted as presented,

- f. 501.6 Subdivision approval from NHWS&PC (Septic). Lots are greater than 5 acres. Motion made by Butterfield to accept waiver, seconded by Bersaw, all in favor. Waiver request accepted as presented.
- v.) Driveway permit was approved by Road Agent but not yet submitted.
- vi.) The Hearing is scheduled for the next meeting Aug 6 with a site walk; tentatively set for the first Saturday following the hearing.

## 2 Mail

- a. SWRPC Newsletter Complete Streets.

## 3 Old Business:

### a. Minutes

#### i. Minutes of 07.09.24 Public Meeting Draft:

- a. Motion to approve as revised by DeMasco, seconded by Smith; all in favor, motion carries, final will be posted once revised.

### b. Master Plan Subcommittee

i. Doug Smith informed the Board; that all members of the Revision Subcommittee must be sworn in prior to meeting or may not participate/vote until done so. The set term is for 1 year but will expire when subcommittee is dissolved.

ii. Doug Smith announced Mary Taylor requested to be on the Revision Subcommittee.

- a. Motion made by Doug Bersaw to add Mary Taylor to the Revision Subcommittee, seconded by Kim DeMasco. All in favor, Mary Taylor added to the new Subcommittee.

### c. Survey / Masterplan discussion:

i. A general and brief discussion of surveys around Richmond was held.

a. The 2004 Master Plan process, survey and notes are missing; it was suggested the old Rooster Editor, J. Boccalini may have a copy as it was sent out as an attachment or to go to the Town Clerk, A comparison of any old surveys and the potentially new Survey would be beneficial.

b. Comparison of tax increase vs. services available would be beneficial (Sample will be provided at the next meeting by Traeger.

ii. Discussion held on ensuring one survey/person. Bottom line, we trust our town's folks to do the right thing.

iii. Smith expressed desire to keep Richmond a Farm Friendly Town as part of our Vision and had strong support for this idea.

- d. Site Plan Forms review (Checklist) was postponed.

## 3. Other

Motion to adjourn the meeting by Butterfield, seconded by Bersaw, all in favor, motion carried.

Meeting adjourned 8:20 pm

Respectfully Submitted,

Lisa Traeger