

**Town of Richmond**  
**Planning Board Public Meeting**  
**February 21, 2023      7:00 PM      Veterans Hall**

Members Present:  
Stacie Maillet (Chairman)  
Duda  
Lloyd Condon (Vice Chairman)  
Doug Smith (Secretary)  
Jed Butterfield  
Kathryn McWhirk

Members Absent  
Eric  
Karen O'Brien (Alternate)  
Doug Bersaw (Selectman's Rep)

Public: Bob Kelly, Richard Drew, Charles Lawrence (Lawrence Septic Design), Jim Doremus (Interim Executive Director, Takodah YMCA), Bill Parkman, (Takodah YMCA Board).

Meeting call to order at 7:01 PM.

**1. Public:**

No one from the public to address the board.

**2. Mail:**

No Mail.

**3. Proposed Subdivision Map 405- 24-1:**

Public hearing was opened and continued for Map 405-24-1 at 7:01 PM. This is a two-lot subdivision located at 320 Bullock Road, Richmond, NH.

Vice Condon asked for the floor and presented the Site Walk held on February 12, 2023, on site at 8:00 AM. Hearing called to order at 8:01 AM.

All pins are in place and a rough idea of where the still born child was buried. It is believed by the Board members that the location is close enough to the stone wall on the lot that no harm will come to it.

There is no documentation or markers to prove where the burial site is located.

Smith concurred with all the same information as Vice Condon presented.

Chairman Maillet suggested doing waivers as a group and the board agreed.

**504.1 Construction and Grading plans:** Waiver requested as there will be no new construction on the property.

**501.6 Subdivision Approval from NHDES:** Waiver requested at this time the application for NHDES has been submitted. NHDES subdivision approval is pending, and documentation will be presented before the final DES approval.

**501.7 Driveway Permit:** Waiver requested as proposed Map 405 Lot 24-2 and the eastern portion of Map 405 Lot 24-1 currently have existing driveways.

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**501.11 Construction Plans:** Waiver requested as the proposed does not involve or require the construction of roads.

**501.13 National, State and Local Laws:** Waiver requested as this subdivision does not involve any new subdivision roadway construction or easements that would need to meet Article 6 Section 601.

**14 K Town Boundaries:** Waiver requested as the proposed subdivision does not involve any town boundaries.

Motion made by Vice Condon to approve the waivers as presented. Seconded by Butterfield. No discussion. All in favor. None opposed. Motion carries.

Motion made by Vice Condon to approve the subdivision for Map 405-24-1 with the condition that it is not signed or filed until documentation from NHDES is approved.

Seconded by Chairman Maillet.

Discussion: Lawrence will attend a Planning Board meeting with final plans and mylar for the board to sign once documentation from NHDES is complete.

All in favor. None opposed. Motion carries.

**4. Consultation Camp Takodah:**

Jim Doremus (Interim Executive Director, Takodah YMCA), Bill Parkman, (Takodah YMCA Board member) attended the meeting to discuss some plans with the board and what procedure they should take.

Discussion to install lights on the field used by the North Camp Campus. Lights would be used from 8:00 – 10:00 PM for safety while using the field. They were sent the Site Plan Regulations giving them what is required by the Town of Rihcmnd for minimal impact on night skies. They would be focusing for a 2024 installation. Site Plan Review would take place.

Discussion of Change of Use for Map 201 Lot 11 known as the Dickinson House to the Camp, and Map 201 Lot 20 known as the Alumni House. Presently both houses are being used to house staff. The Alumni house presently is used for two nurses and one secretary. The Dickinson house is presently used to house four cooks. Both homes have 3 bedrooms and neither exceed the limit of the present septic or well. It was suggested that the Fire Department Chief might want to look the buildings over for fire safety since the residents are employees of the Camp Takodah. It seems that at present both lots would fall under the heading of residential and until they become office space or are used otherwise a change of use does not have to happen.

This will be put on the agenda for March 7, 2023, and the Fire Chief will be notified. Research will be done to assure that board there are no State guidelines that need to be followed.

Both men thanked the board for their time and will be sure to give the board some additional Master Plans for the Camp.

**5. Lot Merger Map 409 Lot 3 and Map 410 Lot 8:**

Jed Butterfield stepped away from the table at 8:00 PM.

This is a simple lot merger for Map 409 Lot 3 and Map 410 Lot 8. Both lots are owned by James and Kathryn Butterfield Revocable Trust located at 60 Colony Hill Road, Richmond, NH. Map 409 Lot 3 consists of 7.2 acres,

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Map 410 Lot 8 is located at 64 Colony Hill Road and consists of 7.1 acres. The Butterfields would like to merge the two lots to create one lot consisting of roughly 14.3 acres.

The Voluntary Lot Merger Form was given to the Planning Board, and all was in place. There are no liens on the property and both parcels are owned by both James and Kathryn Butterfield.

Chairman Maillet signed the form, and it will be recorded at the Cheshire County Registry of Deeds and a copy will be given to the Town Hall.

**6. Minutes February 7, 2023:**

**Page 2, first paragraph, beginning of first full sentence:** Strike the line: New culvert on Bullock Road was installed by the Town of Richmond paid for by David Kelly per an agreement.

Second paragraph change the word unborn to still. Sentence should read: Concern of a grave site of a **still born** child.

Motion made by Vice Condon to accept the minutes as amended. Seconded by Smith. 4 in favor. None opposed. One abstention.

**Minutes February 12, 2023:**

**Heading at top of page:** change the date from February 7, 2023, to **February 12, 2023.**

Second section down at end of sentence add: **to Bob Kelly.**

Nest section down change the word become to **became.**

Motion by Vice Condon to accept the minutes as amended, Seconded by Smith.

Four in favor. None opposed. One abstention. Motion carries.

**7. Other:**

With no further discussion.

Motion made by Vice Condon to adjourn. Seconded by Chairman Maillet. All in favor. None opposed. Motion carries.

Meeting adjourned at 8:33 PM.

Respectfully Submitted,

Kandace Mattson