

Town of Andover
Planning and Zoning Commission
Regular Meeting Minutes
Tuesday, March 19th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: Jed Larson, Steve Nelson, Kevin Arnesen, Anne Cremè, Annmarie Daigle, Leigh Ann Hutchinson

Members Excused: Scott Person

Town Planner: John Guskowski

Zoning Agent: Jim Hallisey

Town Attorney: Dennis O'Brien

Board Clerk: Marina Pandolfi

Public Present: Katherine Hutchinson

1. Call to Order – Jed Larson called the meeting to order at 7:00pm.

2. Roll Call/Seating of Alternates – roll call performed; Annmarie Daigle seated as alternate.

3. Additions/Changes to the Agenda – none

4. Public Comment – Exclusive of items on the agenda – none

5. New Business

a. Discussion – Town Ordinance enabling the Zoning Enforcement Officer the authority to access fines for Zoning violations (Dennis O'Brien, Town Attorney) – Dennis O'Brien provided background information about draft ordinance and enforcement fines, provided draft to Zoning Agent. Hearing Officer appointed, trained by Dennis O'Brien. Look to impose a \$30 per day fine as an alternative to legal action. Once approved by Planning & Zoning Commission, will then go to Board of Selectmen, and Town meeting for approval. Dennis O'Brien reviewed legal process of ordinance if compliance is not met. Jim Hallisey sent to Commission members – and provided comments and feedback. There are about 3-4 cases where this ordinance would fall under, if/when approved there will not be any retroactive fines.

Jed Larson MOTIONED for the Planning and Zoning Commission to endorse the draft ordinance on zoning violations, and forward on to the Board of Selectmen for further action. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

b. Appointment to the Capital Region Council of Governments Regional Planning Committee – Jim Hallisey provided information about committee – meet 4 times per year to review issues in region and bring back to local commissions. John Guskowski to be primary member, Jed Larson to be alternate member.

6. Old Business

a. UPDATE – Status of Gravel Pit @ 517 Route 6 – Jim Hallisey met with Alan Curto from Halloran & Sage and Jed Larson to review previous information, documents and meetings. Alan Curto recommended not proceeding with legal action and feels applicant is in accordance with approved restoration plan. Anything done on property in the future will require a special permit. Katherine Hutchinson voiced concerns about conclusion reached – would like Commission to give further consideration regarding water flow. Will review drawing and compliance at next meeting. Discussed erosion on property – Jim Hallisey can follow up and access erosion from the Hutchinson property and a potential site walk by the Commission. Leigh Ann Hutchinson – questions regarding attorney visiting property, concerns about time put into this matter

b. UPDATE – Connectivity Grant (trails) - John Guskowski provided update; Public Information session held regarding Connectivity Project for bicycle and pedestrian trails – two different routes presented, both routes preferred for different reasons – one route would have a path on the side of Route 316 to Cider Mill Road to the Rail Trail, other route would be through woods. Received input from property owners, looking to fast track design process – grant submitted to LOTCIP for construction, Rec Trails grant application submitted as well. Commission discussion on timeline, when funding would be received – hope for announcement on grant award in the next month or so, could get into contract over the Summer, begin permit process and begin construction in Summer 2025.

c. DISCUSSION – Update of the Plan of Conservation & Development, Status of Survey & Demographics- John Guskowski shared screen – reviewed demographic overview from 2020 Census including ethnicity demographics, population trends, age distribution demographics, house and household size, income and employment. Preliminary results of survey – have received 181 responses so far. Commission reviewed responses to questions including economic development priorities, housing options, types of housing, community resilience and sustainability, Open Space, natural resources, long range planning topics, Town services, concern of issues for Andover’s future, open ended questions, hopeful prospects for Andover, items of worry, and demographic questions. Commission questions and discussions – will send survey to all Board and Commission members to complete, community blast, and could send home with students through AES.

7. Approval of Minutes

a. Regular Meeting of January 16th, 2024 – Jed Larson MOTIONED to approve the January 16th, 2024 Regular Meeting Minutes with the following amendments: adding Annmarie Daigle in attendance, and striking “ 10.4i of Plan of Conservation and Development, would give Town ownership of property – Town would give up land in return that is in flood plain” from agenda item 6-a-2 regarding the Burnap Brook Property. Leigh Ann Hutchinson SECONDED. MOTION CARRIED 5:0:0

8. Administrative Reports

a. Zoning Agent; - Jim Hallisey provided update – uptick in seasonal activity for applications, new single-family home on Shoddy Mill Road, working on matrix of cost breakout. Enforcements – 131 Route 6 will be filling out application, Mountain of Worship on Shoddy Mill Road – reached out to bring into compliance, Ben Franklin to address site conditions. Anne Cremè brought up 114 Hendee Road, Building Official has reviewed.

b. Town Planner; John Guskowski working on trails grant, hopefully anticipate work to begin in the Fall for playground and pickleball courts. Working with Fitch Family Farm regarding potential sale of property on Route 5 (15.5~ acres) with road frontage.

c. Inland Wetlands & Watercourse Liaison – no meeting in prior month due to no applications

9. Commission Discussion – discussion on thoughts for in-person meetings for the summer months, hybrid and virtual accommodations, acoustics in Community Room. Jed Larson will send email to Commission members for input.

10. Miscellaneous – none

11. Public Comment – Exclusive of items on the agenda - none

12. Date of next Regular meeting – April 16th, 2024 – 7:00pm

13. Adjournment – Jed Larson MOTIONED to adjourn the meeting at 8:50pm. Steve Nelson SECONDED. MOTION CARRIED 5:0:0