

TOWN OF CENTER HARBOR  
PLANNING BOARD

Tuesday, November 2, 2021  
Meeting @ 6 p.m.

Chair Charles Hanson calls the meeting to order at 6 p.m. Present Vice Chair Peter Loudon, Selectmen's Rep Bill Ricciardi, Secretary Rachel Xavier, Members Kelli Kemery, Mark Hildebrand, David Nelson, Alternate Member Alan Rilla and Clerk Aimee Manfredi-Sanschagrin. Alternate Steven Brown was absent with notice.

**Voting Members: Charles Hanson, Peter Loudon, Bill Ricciardi, Kelli Kemery, Mark Hildebrand, Rachel Xavier and David Nelson. (Chair speaking inaudible due to crackling of candy bag by Selectmen's Rep Bill Ricciardi).** Chair asks that the minutes be noted that the Selectmen's Representative has been out of line and has been reprimanded.

**I. MINUTES:**

Chair asks for a motion on the October 5, 2021 minutes. Peter Loudon motions to pass the minutes as read. Seconded by David Nelson. All were in favor of approving the minutes.

**II. PERMITS:**

Board reviews the permits question by Kelli Kemery regarding Moynihan Demo whether the demolition will pertain to all buildings on the parcel. Clerk will check with Code Enforcement and report back to Board.

**III. OTHER:**

**Ordinance Changes Section 5:1 Additional Modifications:** Per the request of Code Enforcement Officer Bill Doucette, back in August, the Board discussed removing the value/dollar amount requirement from this section in addition to the changes requested for permit renewals. Bill Doucette requests the Board remove the \$1,500.00 value from the ordinance. Clerk had checked with surrounding towns on what triggers the requirement for a building permit, no other towns use a dollar amount.

Chair, based on the polling of what other towns do and the recommendation of Code Enforcement we thought it made sense to remove the dollar amount but we never voted on it. Does that make sense to everyone? Board states yes. Chair states in order to make that change we need to vote on this updated version which removes the dollar amount. Chair asks for a motion. Mark Hildebrand motions to accept the changes. Seconded by Rachel Xavier. Bill Ricciardi states he would like to request a change and defers to the Clerk for the notes. Clerk stated Bill would like to make an adjustment in the wording of the first sentence **"A Construction Permit shall be obtained by the owner or the owner's agent from the Selectmen for all**

**construction or any construction or reconstruction of a septic system” and to modify wording to something such as A Construction Permit shall be obtained by the owner or the owner’s agent from the Selectmen for all construction which includes construction or reconstruction of a septic system”.**

Bill states the reason he is making that suggestion is based on the original wording has a comma which separates the idea. The new proposal seems like there are two words that don’t belong so if we remove those and reword it using something like “which includes” I think it will make it less confusing. Alan Rilla states he thought it was confusing as well.

After some discussion the Board decides to modify the wording to:

**A Construction Permit shall be obtained by the owner or the owner’s agent from the Selectmen for all construction including construction or reconstruction of a septic system”.**

**Peter Loudon Motions to accept the newly modified version “A Construction Permit shall be obtained by the owner or the owner’s agent from the Selectmen for all construction including construction or reconstruction of a septic system”. Seconded by Bill Ricciardi. All were in favor to take the change to Town Meeting.**

Alan Rilla asks a question on whether or not there is anything documented that states no work shall be started until a permit is issued. Chair states the second part of our discussion tonight delves into that.

Board moves on to discuss wording of the introduction to the Town Ordinance. Clerk will provide a draft copy to Board Member’s to review and discuss at their next meeting. The introduction does not require town meeting approval.

Rachel Xavier asks a question regarding a discussion the Board had with Bill Doucette regarding permitting and an example of someone stating they were only replacing shingles but ended up ripping off the entire roof so the way this section is currently written, do we want to add something that talks about renovations as well?

Clerk states in conversations with Bill Doucette and trying to come up with some ideas on how to handle situations such as what you mention, his position was that as long as we can prompt people to call the office and ask questions that is ultimately what we want. When it comes to renovations or PBN’s, we are really trying to figure out the best way to deal with those. Would it be a separate form they have to fill out describing the job and if it doesn’t meet any of the building permit requirements that would just be logged as a PBN and have them sign off or the work is rather extensive and what they are looking to do would be a formal building permit application.

Chair explains the purpose of a PBN is something that people don't have to pay a fee for, essentially a PBN would be to maintain your property. If you decide to rip the roof off and change the sheathing that's ok but if you decide to "add" dormers, that's a completely different thing and requires a standard building permit.

Board has some additional conversations about permitting and requests that Bill Doucette be in attendance for their next meeting. Clerk will request Code Enforcement be attendance December 7<sup>th</sup>.

**IV. ADJOURNMENT:**

Chair adjourns the meeting at 6:29 Next meeting scheduled for December 7, 2021 p.m.