

PLANNING BOARD MEETING  
TUESDAY, APRIL 28, 2026  
6PM TOWN HALL CONFERENCE ROOM

Board members in attendance: Jake Gilman, John Mishcon, Roland Carter, Les Fenton, John Koron, Karen Brule, Donna Duclos.

Others in Attendance: Land use Coordinator Jessica Rand & Christine Vigenault, Marc Cowdrey, Tim & Linda Wunderlich, Dan Higginson (Higginson Land Services), Amanda Shute,

**6:00 PM- Quorum Established, Mishcon called the meeting to order.**

- New Business
  - Completeness review- subdivision of 419 flaghole rd, Tax Map 12 Lot 564-28
    - Rand provided the board with the application for a minor subdivision of 419 Flaghole Rd. as well as maps and a project narrative.
    - Dan Higginson from Higginson Land services, reviewed the general overview of the plan with the board. Higginson noted that he did acquire the wetland stamp as requested.
    - The Board was informed that land abutters had not yet been notified of the public hearing. The Board reviewed the processes and determined that, since this meeting was to determine if the application was complete, abutters would be notified after, for the public hearing.
    - The board discussed whether the subdivided lot, containing the wetlands, met the required criteria to build. Higginson noted that the wetlands were not deducted from the lot size but that lot design took into account the wetlands and meets state requirements.
    - The Board discussed whether the subdivided lot contained enough buildable land based on the criteria in the Zoning Ordinance.
    - Fenton asked if the proximity of the leechfield met the required 10' boundary. Higginson noted that it was adjusted but was not yet indicated on the map, The maps will be updated for the Public Hearing. Higginson also noted that the house design is simply an example of what could be placed on the lot.
    - The Board reviewed the waiver requests noted by Higginson in the application.
    - Carter made a motion to accept the application as complete with the waiver, Gilman seconded, all in favor, motion passed.
    - The Board requested Higginson bring a final plat to the public hearing to be signed, should the plan be approved.
  - Non-binding consultation- Subdivision for 100 Putney Rd.
    - Vigenault provided the property record of 100 Putney Rd. to the board.
    - Amanda Shute provided a map of the property, which is 158 acres, to the Board and explained that she was seeking advice on how she might

subdivide a small portion of the lot for a home and maintain the remaining acreage as some sort of conservation property.

- Mishcon asked how many lots Shute would like to subdivide, to determine if it would be a major or minor subdivision. Shute responded that she is not looking to heavily develop the lot and is looking at dividing it into 2 properties.
  - The Board reviewed the requirement for 250' road frontage per lot, which would not be an issue. Shute noted the lots would be side by side along the road.
  - Duclos noted that an option could be a conservation subdivision. The Board reviewed the conservation subdivision requirements.
  - Shute noted that her family would like to know what the Town might like to see for the property. Board members noted that there was potential for conservation, possibly as a town forest, or other form that would allow the public to enjoy the property and maintain its rural character. The Board reiterated that considering a Conservation Subdivision could help provide more housing for the town while maintaining rural character.
  - The Board recommended that Shute get in touch with a land developer and have them lay out some options for the property and review the Conservation Subdivision guidelines with the developer.
- Old Business
    - Review Open Building Permits
      - The Land Use Coordinators reviewed 6 new permits issued.
      - Brule inquired on the Vertex Permits, The Land Use Office is waiting on the approved, reconstructed, minutes from the Zoning Board which will be discussed at their next meeting.
      - Fenton inquired on two projects observed on Flaghole Rd. and if the Land Use office had permits for them. The Land Use office did not appear to have permits and will look into the properties.
      - The Board discussed how to address construction that was occurring without permits and what steps need to be done to enforce building ordinances.
      - The Board noted that RSA changes approved in 2025 need to be updated within the Andover Ordinances and worked into the Master Plan.
      - The Land Use Office noted that the new Building Permit Fees are now in enforcement.
    - Fenton made a Motion that all discussions should have one individual speaking at a time and the individual should be addressed by the Chair. Carter seconded, all in favor, none opposed, motion passed.
  - Review/approve minutes
    - The Board discussed the following amendments to the April 14, 2026 minutes.
      - Mishcon noted that the vote for Chair was 4 to 3 not 5 to 2

- Gilman asked if the Board had, indeed, made a motion to approve a conditional permit for the driveway application, The Board determined the motion was accurate.
- Gilman noted that the Wunderluch application discussion was not a non-binding consultation, but an administrative review of the application requested by the Land Use Office.
- Motion to accept the minutes as amended made by Carter, seconded by Gilman, all in favor, motion passed.

**8:21 PM- Motion made by Duclos to adjourn the meeting, Carter seconded, all in favor, meeting adjourned.**

***Minutes Respectfully Submitted by:  
Miranda Dawalga***