

**Town of Greenwood
Planning Board Meeting Minutes
Greenwood Town Office – 5:30pm
July 21, 2025**

Item 1: Call Meeting to Order - Chair Mitchell called the meeting to order at 5:31pm.

Roll Call:

Matt Mitchell, Chair

John Kwoka, Vice Chair

Andrew Baker, Secretary

David Newcomb

Sarah Wood

Kim Sparks, Recording Secretary

Absent :

Anne Kwoka, Code Enforcement Officer

Chair Mitchell stated that Member Kwoka asked if at the beginning of each meeting the members stated if they have any relation to any of the applicants on the agenda. Member Kwoka stated that it was just good business practice to do so.

Chair Mitchell asked the Members if any of them had any relation to the applicant on tonight's agenda. Everyone answered no.

Item 2: Consider minutes of July 7, 2025 – tabled until next meeting.

Member Newcomb motioned and Member Kwoka seconded to table the Minutes of July 7, 2025, until their next meeting. Vote: 5-0. Minutes are tabled.

Item 3: Old Business

A. Tabled – Erica Bufkins is unable to attend meeting.

Review/comments regarding proposed amendment to the Shoreland Zoning Ordinance to include a Special Exemption to allow for single-family dwelling in the Resource Protection Zone.

Erica Bufkins from AVCOG will attend meeting to answer questions.

Item 4: New Business

A. Greenwood Subdivision – Preliminary Review
7 Lot proposed subdivision
Corner of Martin Road and Greenwood Road
Map R08-12.2, 9.5 acres.

Chair Mitchell asked everyone who was present here for this discussion. Everyone answered yes.

Those present:

Mr. Kniaz, property owner/applicant

Maureen McGlone, PE, Senior Project Manager, Fuss & O'Neill
representing Mr. Kniaz

Jim St. Germain, abutter
Suzanne Fose, abutter
James Federer, abutter
Ronald Bissonette and guest, abutter
Walker Shattenburg, neighbor beyond 500'

Chair Mitchell stated that the board did receive a packet of information but didn't have the time to review it and they don't have the time tonight to review it as the applicant might expect. Chair Mitchell stated that it would be helpful to the Board if they could give them a run through of the project. Chair Mitchell stated that the Board needs to make sure that all of the items per the Ordinance have been addressed. Chair Mitchell stated that per the Ordinance there is a window of 30 days from when the application is submitted for the Board to make this review. Chair Mitchell explained that they do not want to delay anything and just want to be thorough. Member Kwoka asked if they would be taking questions or comments from the audience after the applicant's presentation. Chair Mitchell answered no that this is not a public hearing. Chair Mitchell stated that in time the Board will schedule a public hearing, which has to be publicized, abutters notified by certified mail, and public comment will be allowed. Engineer McGlone asked if this meeting was a public hearing. Chair Mitchell stated that it was not. Applicant Kniaz stated that he thought it was a public hearing as well. Chair Mitchell apologized and stated that he wasn't sure what made them think it was.

Abutter Bisonette stated that he hasn't been notified of anything, and Mr. Kniaz is dumping tons of stuff within a couple hundred feet of his well head. Chair Mitchell stated that he appreciated that and if anyone has those types of issues, they need to contact Kim at the Town Office. Mr. Bisonette stated that he did contact Kim today. Chair Mitchell stated that a property owner can do things at their property that don't require permits but if it is tied to this project they can't do anything in conjunction with this project until they have approval per the Ordinance. Chair Mitchell stated that he wasn't going to weigh in on this at tonight's meeting. Mr. Bisonette stated that he is concerned about his drinking water and wants to see the scientific study of what is in this pile. Mr. Bisonette stated that he was done here and left the meeting.

Engineer McGlone began the presentation to the Board. Member Kwoka asked if she was a licensed engineer and if her stamp was on the documents. Engineer McGlone stated that her stamp is on the stormwater plan and the roadway design. She explained that the Subdivision Plan was done by a licensed surveyor who is also a licensed site evaluator. Engineer McGlone stated that the seven proposed lots meet all of the Ordinance requirements and that they identified wetland areas.

Engineer McGlone stated that the roadway will bisect the seven lots and connect Greenwood Road with Martin Road. She stated that Martin Road is gravel, and Greenwood Road is paved, and they are intending for this roadway to be gravel and not be paved. Member Kwoka asked if this was going to be a private road. Engineer McGlone stated that the

ordinance states that this could be a public road with Selectmen approval. Chair Mitchell asked if it was their intent to turn it over to the Town. Applicant Kniaz stated that the intent is to turn it over to the Town as a gravel road and if not then there would be an Association.

Chair Mitchell asked if Kim had something to add. Kim just wanted to let them know that no private road has been accepted by the Town in over 30 years. Chair Mitchell asked if there had been any application for this. Kim stated that there have been requests but they were all denied. Mr. Kniaz stated that they can do an Association and just want to get along with the Town.

Engineer McGlone stated in terms of ground water runoff, from up the hill head down towards Greenwood Road and are going to continue that same drainage pattern. She explained that they are proposing a 25' roadway, swales on either side, the swales are 3 to 1 side slopes with a two foot channel, and in the area of St. Germain's property there will be some 2 to 1 side slopes so they don't have any grading beyond that property line. Chair Mitchell asked if the road width met the Ordinance requirement. Engineer McGlone stated that the ordinance requires a 50' right of way with a 20' roadway with the ordinance allowing 16' of traveled way and 2' shoulder on either side. She stated that they will have drainage channels on either side with rip rap lining on the downhill side in preparation for a large storm event. Chair Mitchell asked if it was going to be up to the property owners who purchase a lot to put in their driveway culverts. Chair Mitchell stated that he was concerned if property owners put in their own culverts and make them smaller than what this plan shows or is there some stipulation as to what size culverts are required so that they don't fail over time. Engineer McGlone stated that it was a good thought, and they could certainly provide calculations of the size of the culverts needed for each individual lot. Engineer McGlone stated that they have provided two detention ponds to contain the stormwater runoff. She explained that there is a culvert under the road between both ponds so that the water can equilibrate. She explained the theory behind that, is that we don't want the water to run off the site and off of the property at a rate that is greater than what it currently does today. She stated that right now based on their Hydrocad calculations for a 25-year storm event we are looking at 18.8 cfs. Chair Mitchell stated that it is currently a wooded site so how do you determine that. Engineer McGlone stated that they use a software program, Hydrocad that completes these models for them. She explained that the program looks at the ground cover, soil profile, and determines if there are A, B, C, and D soil types. She stated that this site has A, B, and D soil types and explained that these are based on how the soil will infiltrate. Chair Mitchell stated that the analysis is done as the site exists now. Engineer McGlone answered yes. Chair Mitchell asked what has been done on the flip side as the property is going to look a lot different once it is developed. Engineer McGlone explained that they look at the pre-existing condition modeling first and then they look at the post condition. She explained that they modeled it with a roadway, modeled it with grass side slopes, and with the assumption that the property would be developed.

Chair Mitchell asked if there was going to be a road association. Engineer McGlone stated that as of 20 minutes ago she was under the assumption that it would be a Town road. Chair Mitchell stated that they don't have to have that answer now but the question could come up again in the future.

Member Kwoka stated that he reviewed the pre-stormwater calculations and post-stormwater calculations and questioned if all of the lots were being clear cut. Engineer McGlone explained that they ran two models with the first model with limited disturbance being the roadway and the second model that they ran was a generic 3500 square feet on each individual lot and it was strictly based on making sure that the retention ponds were sized appropriately so that in a 25-year storm event you are not exceeding that flow rate that goes off of the site.

Member Newcomb asked what the diameter of the culvert was. Engineer McGlone answered that it was 24" culvert that connects the two at a zero slope so that the water can equilibrate in between. Member Newcomb asked in the worst-case scenario you calculate how far that might travel and what impact it would be in that direction. She explained that they have looked at the 25-year storm event and that isn't getting up high enough to go over, and they could model higher to know when it could happen. Chair Mitchell stated that with the weather being as crazy as it is, it might be helpful to those who will be living in that area as to what that level is and what would happen. Engineer McGlone asked if the Board wants to know what would happen beyond a 25-year event that is in the Ordinance. Chair Mitchell stated that he is trying to be helpful to what questions might come in. Member Kwoka stated that they can only hold them to the 25 year. Chair Mitchell stated that he understood that. Member Kwoka stated that if we are asking them for a 50-year storm that is money that he has to spend that the Ordinance does not require him to do. Chair Mitchell stated that was fair enough.

Mr. Kniaz stated that regarding the Association, please understand that this is news to him that the Town of Greenwood hasn't accepted a road in 30 years, that he wasn't aware that they have that kind of a hurdle, so he thought that there was a good chance that the Town would accept the road. Mr. Kniaz stated that in the event that this is a private road, there will be an Association, and he wouldn't do it any other way.

Member Baker asked what the two numbers for the initial plans for runoff versus the new plans were. Engineer McGlone stated that it is in the HydroCad Stormwater report, page 4., so predevelopment the 2-year storm is 2.6 cfs and post is .7 cfs. Member Baker stated that's quite significant. Mr. Kniaz stated that was an improvement. Engineer McGlone stated that the 10-year event is 10.7 and post is 6.9, and the 25-year event is 18.8 and post 13.6. Chair Mitchell stated that it was good information. Mr. Kniaz explained that the 3500 is a big number because people build such big houses around 2500 square feet and then they include the driveway, and they are approaching 3500 square feet. Engineer McGlone stated that the 3500 assumes it is an impervious surface.

Engineer McGlone started to review the road plan with the Board. She explained that the steepest slope is coming off of Martin Road with the

first 100' on Martin at 1%, then it comes down the hill at a 10.17%, transitioning to 4.7%, then as you approach Greenwood Road you are back at 1.6%. She explained that the road plans show a cross-section and roadway profile. She explained that they will be putting down 3" type A modified aggregate – modified as no stone greater than 2" and 15" type D aggregate which is per your standards.

Member Kwoka asked if they would make recommendations as to what maintenance should be done so that the HOA is aware of that – like suggested maintenance. Engineer McGlone stated that it sounds like there will be an HOA and then we would need to have a road maintenance agreement. Chair Mitchell stated that the biggest concern for the Town is that it can be accessed by emergency vehicles. Engineer McGlone stated that both the Fire Chief and Road Commissioner received copies of the plan, and they haven't heard any comments back from them but are willing to work with them. Member Kwoka asked if they are involved with the construction Q&A – you have great plans and now it is up to the Contractor to who will make sure the plans are followed – is that up to Mr. Kniaz. Engineer McGlone stated that she doesn't have any contract for overseeing construction.

Chair Mitchell asked if there was a sign up at the site and explained that the Ordinance requires it. Mr. Kniaz stated that he wasn't aware of that and would certainly get a sign up.

Member Wood read from the Subdivision Ordinance:

Upon submission of the preliminary plan the applicant shall install in a conspicuous location a 4' X 4' a sign that is legible and has professional quality on the parcel to be subdivided. The sign shall have a white background with contrasting lettering. The minimum lettering size shall be four (4) inches in height. The sign shall contain the following information. Land Proposed to be Subdivided Number of Lots Name and Address of Subdivider For Application Information Contact- Town of Greenwood 875-2773

Chair Mitchell asked if this was going to be an open space or traditional subdivision as the Ordinance states. Chair Mitchell stated that he doesn't think that they have had that discussion. Engineer McGlone stated that it was correct and that they have submitted a traditional subdivision. Mr. Kniaz asked what the difference was. Chair Mitchell stated that one may require more green space and give more consideration to the impact of the development. Mr. Kniaz stated that it is their intent to clear as little as possible, just enough for the building envelope, and construction of the well and septic.

Member Newcomb stated that the Ordinance requires that plans for both types of subdivisions be submitted and the Board would decide which one to approve. Engineer McGlone stated that it would have been done at the pre-application meeting. Member Newcomb stated that the intent is to not change the Town, which is a rural wooded area, not all lawns and houses. Chair Mitchell stated that as a Town Board we want

to do our diligence to protect the area as best as we can. Mr. Kniaz stated that he understands that.

Member Kwoka stated that there is going to be one road installed from Greenwood Road to Martin Road, and you are selling seven lots, it's up to whomever purchases the lots to build in accordance with the Town Ordinances. Mr. Kniaz stated that he will also have protective covenants on the lots with a minimum size of 1500 square feet, no single or double wide, so everyone who buys in that subdivision has a certain expectation of the neighborhood.

Chair Mitchell stated that now that the Board has everything there is a 30-day window for the Board to get back to them and within that time we will take steps to schedule the Public Hearing. Chair Mitchell asked the Board to review all of the documents and get back to him if there is further information needed so that we can let the applicant know before the next meeting.

Mr. Kniaz stated that apparently, he upset his neighbors without meaning to hurt anyone. Mr. Kniaz stated that all of the material that he is storing there is perfectly good road bed material, all coming from the Coleman Plant, whatever concrete is in there is from the Coleman Plant, it is road bed material that he was able to get, and there is more coming. Mr. Kniaz asked if it would be the Board's preference that no more material be delivered for the time being? Mr. Kniaz asked if they care if he stores this material on his property. Member Newcomb stated that he doesn't have approval yet, so the applicant is being proactive, bringing in material on something that you expect to be approved. Mr. Kniaz stated that he understands that. Chair Mitchell stated that he thinks the Ordinance is clear that nothing is to be done in conjunction with the project prior to approval. Mr. Kniaz stated that he didn't think that storing perfectly healthy material on his property would mean that he started his project. Chair Mitchell asked if it was for the project. Mr. Kniaz stated that it was, but he also has other lots in other areas that he could use this material for. Mr. Kniaz stated that his intent is to use that material for the road in the subdivision. Member Kwoka stated that he thinks the Board needs to let Mr. Kniaz know by the end of the week if he can leave the pile of material there. Chair Mitchell stated that the Ordinance clearly states that anything associated with the project can't commence until there is approval. Mr. Kniaz apologized. Mr. Kniaz stated that it bothered him that people jumped to the conclusion that it is harmful material, and it is perfectly suitable roadbed material.

Member Newcomb read from the Subdivision Ordinance, page 2 section 4:

Construction Prohibited Utility installations, ditching, grading or construction of roads, grading of land or lots, or construction of buildings shall not be started on any part of the proposed subdivision until the Final Plan has been approved and recorded in the Oxford County Registry of Deeds.

Mr. Kniaz stated that he didn't construe that by simply storing the product on his property would mean he started construction.

Mr. Kniaz stated that if the Board tells him that by storing this material on his land means he has started his project, then he will stop.

Member Newcomb asked if lot # 3 driveway would go to the new road instead of going to Greenwood Road. Mr. Kniaz stated that it would go on the new road and that there is only one lot with a curb cut and that would go to the Martin Road.

Member Baker stated that his interpretation of pre-construction is that no construction can happen. Mr. Kniaz stated that is how he interpreted that. Member Baker asked the Board if they interpreted that as no storing of materials. Member Kwoka stated that he was in agreement with Andy. Member Baker stated that it says there is no construction, and you can't grade the land. Chair Mitchell stated that they would like to work with Mr. Kniaz within the confines that they can. Chair Mitchell stated that the Board is attempting to balance the impact on the neighbors and the applicant. Member Kwoka stated that the applicant is putting material on his property and not starting any construction.

Chair Mitchell stated that if neighbors are concerned about what is being piled up on the property, they need to contact the Town Office, and the Codes Officer would visit the site. Mr. Kniaz stated that he would be happy to put up a silt fence around the pile of material. Chair Mitchell stated that determining if the pile of material is safe is not the Board's responsibility.

Chair Mitchell stated how the Board will determine if the application is complete. Chair Mitchell asked if the Board wants to review this on their own and then discuss it at their next meeting. Chair Mitchell asked if the checklist was included. Engineer McGlone stated that she didn't include the checklist but included the application and noted any waivers and noted if something wasn't applicable. Chair Mitchell answered greatly that it was included in the application. Chair Mitchell asked if they could include the checklist. Engineer McGlone stated that she could. Chair Mitchell explained that the Board needs to make sure that all the information that is required has been submitted and the Board doesn't have to review it for accurate etc. just needs to make sure it has been submitted so we can deem the application complete.

Member Baker stated that the Board needs to review all these documents and come prepared to the next meeting to determine if the application is complete. Chair Mitchell stated that would be great. Member Baker stated that if he has any questions he will send out a group email.

Item 5: Admin Issues

A. Next meeting, Monday, Aug. 4th

Item 6: Adjourn - having no further business, Member Newcomb motioned, and Member Wood seconded to adjourn the meeting at 6:48pm. Vote: 5-0.