

PLANNING BOARD WORKSHOP MINUTES  
FEBRUARY 2, 2022, 7:00 PM AT TOWN OFFICE MEETING ROOM

The chair confirmed with the secretary that this meeting was posted on the Town's website and bulletin boards as required.

**Attendance**

Alternate Ron Slocum, Alison Vallieres, Vice Chair George Holt, Chair Chuck Frost, Secretary Ken Swayze, Brian Pike. Alternate Ex-Officio Mike Kaminski attended via Zoom. Ron Slocum was appointed as a voting member in the absence of Jeff Crosby.

Application 2021-PB-004 – Michael Guiney – The chair announced that the board would be hearing and discussing only technical aspects of the application at this workshop. There will be no discussion of costs of improvements or proportioning of those costs.

The applicant's agent, Ed Rogers of Rogers Engineering Solutions, was present via Zoom. A couple of days prior to the meeting, Mr. Rogers submitted a revised plan sheet #4 with changes to the grading of the proposed turnaround for the Board's review. He explained that the initial design at 9% grade was over the Town's standard of 8% and at the last meeting had told the Board that he would see if he could adjust the grade rather than request a waiver. He said he was able to adjust the grade without further grading toward the wetland being necessary. Mr. Rogers asked if there would be room on the next agenda to continue this application. The chair said it is on the published agenda for the February 16<sup>th</sup> meeting. Mr. Rogers asked if they would get updated numbers from Jeff Crosby for that meeting. Mr. Frost said Mr. Crosby is working on updating the cost estimate for the road with respect to this subdivision. He explained that the Board will be holding a public hearing to take testimony from Town officials such as the road agent, fire chief, and police chief on the need for improvement of Kelsea Road. He said the Board is investigating how to break up the costs of improvements as they relate to the Town and subdivision. Donna explained that a public hearing will be scheduled for March 2<sup>nd</sup> on the exaction fee process. At that hearing, the Board will hear the testimony of experts, outline the process being followed to determine the need for improvement, nexus between the need and the development, costs, and proportionality. She said she is not sure they will be ready to discuss costs at the February 16<sup>th</sup> meeting and may only be discussing plan revisions.

**Brian Pike moved to hold a public hearing at 7:00pm on March 2, 2022 to hear testimony from Town officials, abutters, and the public on the need for improvement of Kelsea Road based on the proposed subdivision; abutter notification will be done at the expense of the Town. Motion seconded by Ron Slocum.** George Holt asked about the timing of the public hearing and why it could not be done at the next regular board meeting. The chair explained that the board needs to do its due diligence, noting that the applicant has brought up several points to be considered. He said time is needed for Town officials to respond and to give proper abutter notification. Donna explained that there is a lot to do for the hearing. She said an outline has to be created, consideration given to the four points mentioned earlier, and that there is not sufficient time to notify abutters at this point. She said the February 16<sup>th</sup> agenda is already very full with four applications to be heard. Donna said it would be best to take a little time, keep it clean and clear, letting everyone have time to process the procedure and information. She also has to create something to go out to Town officials for their part in the process. Mr. Holt asked if the March 2<sup>nd</sup> hearing would be the first time to hear the information. The chair said the matter could continue to the March meeting. Mr. Holt said he was advocating for the applicant in that it seems like a lot of time. Donna will ask about distributing the testimonies, costs, etc. ahead of time or if it is to be submitted as testimony at the public hearing. Mr. Frost said they have to be sure to get all the information needed, and he does not want to rush things because the applicant has presented a lot of information already. Brian Pike said the information could be distributed ahead of time, with any additional information presented at the public hearing. Donna said status reports are sent out ahead of time, and she would think it will be ok to prepare and release submitted information prior to the hearing. She explained that this is a new plan that was just discussed the night before, therefore,

there are some things to be ironed out. Donna said she will have the road agent's estimates and information from others; this would all be discussed at the public hearing, following the criteria outlined earlier.

Ed Rogers said he would like to keep the applicant's costs to a minimum and asked if it is necessary to notify abutters again, as he thought it would be a continuation of this hearing. Donna explained that the Town will cover the cost of abutter notification. Mike Kaminski asked when a decision will be made regarding exaction fees. The chair said he would anticipate a decision being made at the March 16th meeting. Ed Rogers asked if it would be safe to continue tonight's hearing to February 16th, just in case the Board or applicant feel that something needs to be addressed; if they don't, they can request a continuance. It was agreed that could be done.

A roll vote was taken on the motion to hold the public hearing on March 2nd: **Brian Pike - yes; Ken Swayze - yes; Chuck Frost - yes; George Holt - yes; Alison Vallieres - yes; Ron Slocum - yes; Mike Kaminski - yes. Motion passed unanimously.**

**George Holt made a motion to continue this hearing to the February 16, 2022 meeting; seconded by Brian Pike.** A roll vote was taken on the motion: **Brian Pike - yes; Ken Swayze - yes; Chuck Frost - yes; George Holt - yes; Alison Vallieres - yes; Ron Slocum - yes; Mike Kaminski - yes. Motion passed unanimously.**

The chair asked if there was any further discussion or questions from the board. Brian Pike said he would like to thank Ed Rogers for putting in the effort to bring the grade down to 8%. Others concurred.

The hearing was closed at 7:20pm. Ed Rogers left Zoom. Mike Kaminski asked if the chair would be giving a summary of the board's meeting with Town counsel. The chair explained that it was considered a non-meeting and there were no minutes taken. Donna stated that the outcome was to hold a public hearing on the exaction process. Brian Pike said the meeting would be attorney-client privilege, not to be discussed in a public forum. Mike Kaminski left Zoom at this point.

Workforce Housing Ordinance - Copies of a draft rewrite done by Central N H Regional Planning was again distributed for review and discussion. The chair spoke about his thoughts on the revised text, having some concerns, and asked for input from others. The group looked through the draft, touching on the differences between the current ordinance and the draft edition. George Holt suggested that Donna compare the two versions and create a table of differences for the board to use at a future review.

Subdivision Regulations and Site Plan Review Regulations - Central N H Regional Planning has recommended combining the two documents into one. A link to a draft done for the Town of Boscawen was distributed to board members. Brian Pike said he had looked at it and felt it would make sense to have just one document, with separate sections within it for the two sets of regulations. Donna found a thread of emails through Plan-link on this subject from a few years ago and read the responses from various towns, planners, and consultants. Several towns have combined their documents and feel it was a positive action. The board members talked about pros and cons, as well as the reasons for making this change. CNHRPC has proposed a cost of \$3,500 to the Town, with their office contributing \$1,750 in staff time for the project. Donna was asked at a previous meeting to also get a cost to update just the subdivision regulations. Mike Tardiff said the cost would be \$1,750 for the one document's update. **Brian Pike made a motion to combine the subdivision and site plan regulations into one document with the assistance of Central N H Regional Planning Commission per the estimate of \$3,500. Motion was seconded by Ken Swayze. All were in favor.**

George Holt said he received a call asking what would be required to put in an 800 kW solar farm. It was agreed that ZBA and site plan approval would be required.

**Brian Pike moved to adjourn the workshop at 8:10 p.m.; seconded by George Holt. All were in favor.**

Respectfully submitted,  
Donna White