

**APPROVED**

**TOWN OF PELHAM PLANNING BOARD  
MEETING MINUTES  
February 1, 2021**

Chairman Tim Doherty called the meeting to order at approximately 7:00 pm.

The following notice was read aloud “A Checklist to Ensure Meetings are Compliant with the Right-to-Know Law During the State of Emergency” (*regarding access to the meeting*)

Secretary Cindy Kirkpatrick called roll:

PRESENT ROLL CALL:           Tim Doherty – present  
  James Bergeron – present  
  Cindy Kirkpatrick – present  
  Alternate Paddy Culbert – present  
  Alternate Bruce Bilakpa – present  
  Alternate Samuel Thomas – present

Via Telecommunication:

Danielle Masse-Quinn – present via Zoom; no one in the room

Roger Montbleau – present via telephone; no one in the room

*\*Joined the meeting at approximately 7:13 pm*

Alternate Mike Sherman – present via telephone; no one in the room

Selectmen Representative Kevin Cote – present via Zoom; no one in the room

Planning Director Jeff Gowen – present via Zoom; no one in the room

ABSENT/

NOT PARTICIPATING:

Paul Dadak

Alternate Paddy Culbert

Alternate Richard Olson

Alternate Selectmen Representative Hal Lynde

**PLEDGE OF ALLEGIANCE**

Mr. Doherty appointed Mr. Bilakpa to vote in place of Mr. Montbleau and appointed Mr. Thomas for Mr. Dadak.

**MEETING MINUTES**

**January 4, 2021**

**MOTION:**

(Masse-Quinn/Bilakpa) To approve the January 4, 2021 meeting minutes as amended.

**ROLL CALL VOTE:**

Mr. Doherty – Yes

Mr. Bergeron – Yes

Ms. Kirkpatrick – Yes  
 Ms. Masse-Quinn – Yes  
 Mr. Thomas – Yes  
 Mr. Bilakpa – Yes  
 Mr. Cote – Yes

(7-0-0) The motion carried.

**NEW BUSINESS**

**Case #PL2021-00001**

**Map 35 Lot 6-115**

**PATEL, Kamalkant M. – 71 Bridge Street – Site Plan Review for a Change of Use to Operate a Convenience Store.**

Mr. Bergeron recused himself from the case. Mr. Doherty appointed Mr. Sherman to vote in place of Mr. Bergeron.

Ms. Kirkpatrick read the list of abutters aloud. There were no persons present who asserted standing in the case, who did not have their name read, or who had difficulty with notification.

Mr. Mike Hammer and Mr. Kamalkant Patel came forward to discuss the case. Mr. Hammer informed the Board that Mr. Patel bought the business and property at 71 Bridge Street from him. Mr. Hammer explained that he had operated Hammer Signs Company and Hammer Studio and Picture Frame and Art Supplies Store for 33 years. He stated he is happy that Mr. Patel will be opening a Stateline Discount Store. He wants this Board to advise Mr. Patel on how to move forward with operating that business.

Mr. Montbleau joined the meeting at approximately 7:13 pm. Mr. Doherty asked Mr. Bilakpa to step down so Mr. Montbleau could vote on the case.

Mr. Doherty asked if they could inform the Board a little bit more about the convenience store. Mr. Hammer stated that Mr. Patel has a name for the business. They have a road sign and a sign on the building that Mr. Patel will change once he decides how he will present them. Mr. Hammer stated that for now, they just want to be able to get the Change of Use approved to "get the ball rolling."

Mr. Gowan stated that he has met with both Mr. Patel and Mr. Hammer. He believed that they are going to open a door between the two units to connect them. He stated that as with any new tenant, there would be new inspections from the electrical inspector, building inspector, plumbing inspector, and fire inspector to ensure everything is up to code. His understanding was that there would be no exterior changes to the property at this time, only a change to the signs. He stated that the signs would be within existing frames, so they would not require any zoning relief and could be done with permits from the Planning Department.

Mr. Montbleau asked if there would be sales of tobacco and alcohol. It was answered that there would be.

Mr. Gowan stated it would be wise for the Board to determine if there would ever be outdoor sales, which has come up to the Board as an issue in the past. He explained that outdoor sales could cause a problem unless it is predicted and planned for. His understanding was that Mr. Patel would not have any outdoor sales, but he thought it would be wise to reflect it in the record. He stated that alcohol and cigarette sales are permitted at the state level, not at the local level. Mr. Hammer replied that all sales would be indoors.

Mr. Doherty asked what the hours of operation would be. Mr. Patel replied that it would be from 9:00 am to 9:00 pm seven days a week.

Ms. Kirkpatrick asked how many parking spaces there would be. Mr. Hammer answered that there should be paperwork there that described the parking. He believed that this change of use would not impact any parking based on the fact that there are only a few people that would be at the store at a time. He based this on the previous businesses that were there. He stated that there had never been an issue with parking.

Mr. Thomas asked for clarification on the total square footage of the two units. Mr. Patel replied that the total square footage would be roughly 2300 square feet of operation.

**MOTION:** (Sherman/Masse-Quinn) To approve the change of use to operate a convenience store, given that there are no outdoor sales and to operate 9:00 am – 9:00 pm 7 days a week.

**ROLL CALL VOTE:** Mr. Doherty – Yes  
 Mr. Montbleau – Yes  
 Ms. Kirkpatrick – Yes  
 Ms. Masse-Quinn – Yes  
 Mr. Thomas – Yes  
 Mr. Sherman – Yes  
 Mr. Cote – Yes

(7-0-0) The motion carried.

**DISCUSSION(S)**

**Master Plan Funding & Process including Candidate Interviews for firms that responded to the RFP**

Mr. Thomas came forward to discuss the Master Plan. He explained that he was nominated to be the point-person of the Master Plan.

The last Master Plan published for the Town was in 2002. He informed that per New Hampshire State regulation, Master Plans should be updated every five to ten years. Pelham is currently 19 years into the present Master Plan.

In December, Mr. Thomas stated that they put the request out for the proposals and received five proposals back in January. Mr. Thomas had hoped to go before the Budget Committee and Board of Selectmen to request a reconsideration for the budget. At that time, they felt like an appropriate budget number was about \$85,000.00. Unfortunately, Mr. Thomas stated that by the time everything was in, the Boards had already voted on and approved the budget. This means that the Master Plan will not be able to be completed until 2022. He informed that it is only himself and Mr. Gowan on the Master Plan Committee at this time. Mr. Thomas stated that he would like to use the Master Plan as more of a vision of what the Town wants to become. This would include bringing the Public into the discussion and planning of the Master Plan.

Of the five proposals that they received, they are currently heavily considering three of them. They received submissions from the NRPC, Resilience Planning & Design, DuBois & King, E. Holdings, and Houseal Lavigne. Mr. Thomas explained that the criteria they would use to select a company were:

- 1) Have they addressed the scope of all the items they have in their objective?
- 2) What was the project completion time?

- 3) Do they have experience working in New England?
- 4) What are references of other projects they have completed?
- 5) What is the overall cost of the project?

Mr. Thomas then went into detail about each company. He stated that the next step he wanted to do was create a more complete Master Plan Committee. He informed that since this will not be budgeted until 2022, they could ask the companies to refine their proposals further. As time progresses, he suggested bringing in each company for an interview either from this Board or from the Master Plan Committee.

Mr. Thomas stated that he felt good about what they were doing. However, he was disappointed that they could not start this project fully in 2021 as was previously planned. He informed that there might be some small sections of the Plan they could begin to work on until they were ready to work on the full plan. He encouraged members of the Planning Board to consider joining the Committee.

Mr. Gowan stated that Mr. Thomas had done a fantastic job pulling the information together for the Master Plan. He informed that he would like to get a representative from the Board of Selectmen on the Committee, someone from the Senior Center, as well as a few people from the general public, as they are all stakeholders in this.

Mr. Doherty asked if they looked to see if any of the companies had completed any work in New Hampshire. Mr. Thomas responded that he believed one of the companies did work in Salem but would need to double-check that reference. Mr. Gowan replied that NRPC did the last Master Plan for the Town, so they have extensive experience with Pelham. He also stated that a few of the other companies had done work for surrounding towns.

Mr. Doherty asked what percent of Pelham is left to be developed. Mr. Gowan replied that there is a process called "Build Out Analysis" that NRPC conducts, but it has been several years since they have done it. He stated that while he does not have an exact number in his head, it would not surprise him if Pelham is in the 75% Build Out on current Zoning and available land. Mr. Gowan stated that they could look into this in advance of getting too far in the Master Plan as it could help to inform the process.

Ms. Masse-Quinn stated that Mr. Thomas had done a great presentation and that she would be willing to volunteer to be a part of the Committee.

Mr. Doherty asked the Board if they wanted to have the candidates give their presentations to the Board or the Committee. Mr. Montbleau responded that he would like all the candidates to go before the Board so that everyone understood each company fully. Mr. Thomas agreed with Mr. Montbleau. He stated that they do not need to, and should not, do all of the candidates in one night. He would rather do one at a time since they now have until June to pick.

Mr. Bergeron asked if he could read the current proposals from the companies. Mr. Gowan responded that he would send them to members of the Board. Mr. Bergeron stated that his concern was the experience these companies had with other towns they have worked with. Mr. Thomas replied that each company gave contacts for individuals from each town they had worked with.

Mr. Montbleau stated that he believed Mr. Thomas had done a fantastic job with the Master Plan so far.

### **Discussion regarding changes to Land Use Regulations**

Due to inclement weather, Mr. Doherty date specified this to Thursday, February 18, 2021.

**NON-PUBLIC SESSION** – If requested in accordance with RSA91-A:3

Not requested.

**DATE SPECIFIED DISCUSSION(S)** – February 18, 2021

Discussion regarding changes to Land Use Regulations

**ADJOURN**

**MOTION:** (Montbleau/Kirkpatrick) To adjourn the meeting.

**ROLL CALL VOTE:** Mr. Doherty – Yes  
Mr. Bergeron – Yes  
Ms. Kirkpatrick – Yes  
Ms. Masse-Quinn – Yes  
Mr. Montbleau – Yes  
Mr. Thomas – Yes  
Mr. Cote – Yes

(7-0-0) The motion carried.

The meeting was adjourned at approximately 8:11 pm.

Respectfully submitted,  
Jordyn M. Isabelle  
Recording Secretary