

**APPROVED**  
**TOWN OF PELHAM PLANNING BOARD**  
**MEETING MINUTES**  
**July 19, 2021**

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

Secretary Danielle Masse-Quinn called roll:

**PRESENT ROLL CALL:** Tim Doherty – present  
James Bergeron – present  
Roger Montbleau – present  
Danielle Masse-Quinn – present  
Kevin Cote – present  
Alternate Paddy Culbert – present  
Alternate Bruce Bilapka – present  
Alternate Richard Olsen  
Acting Planning Director Jennifer Beauregard – present

**ABSENT/  
NOT PARTICIPATING:** Paul Dadak  
Cindy Kirkpatrick  
Hal Lynde  
Alternate Samuel Thomas

**PLEDGE OF ALLEGIANCE**

**MEETING MINUTES**

Mr. Doherty assigned Mr. Bilapka and Mr. Culbert to vote on the minutes.

**June 21, 2021**

**MOTION:** (Montbleau/Masse-Quinn) To accept the June 21, 2021 meeting minutes as amended.

**VOTE:** (7-0-0) The motion carried.

**July 8, 2021**

**MOTION:** (Bilapka/Cote) To accept the July 8, 2021 meeting minutes as written

**VOTE:** (7-0-0) The motion carried

**ADMINISTRATIVE**

**BY LAWS**

Ms. Masse-Quinn presented the proposed Planning Board Rules & Procedures/By Laws consisting of 15 Articles. There were some changes to be made and the revised copies were enclosed in the packets for this meeting. Ms. Masse-Quinn asked for some feedback from the Board.

Mr. Doherty thinks that it looks good the way it is.

Mr. Montbleau commented that Ms. Masse-Quinn did a great job creating these.

Mr. Bergeron noted that there was some talk about slightly changing the wording around the creation of sub-committees that Mr. Doherty had mentioned previously, but he recommended the Board adopt these tonight and then further down the road they could make some minor changes. He felt they were better than what they had before, and it seems okay other than the slight change that could be made later.

Ms. Beauregard confirmed that the Board could adopt these now pending Legal approval.

Mr. Doherty said that if we accept them pending Legal review we could add the language for the sub-committees in at a future meeting.

Ms. Beauregard agreed that could be done.

Mr. Doherty assigned Mr. Bilapka and Mr. Olsen to vote.

**MOTION:** (Bilapka/Olsen) To adopt the Town of Pelham NH Planning Board Rules & Procedures/By Laws pending Legal Counsel review.

**VOTE:** (7-0-0) The motion carried

### **PUBLIC HEARING REGARDING CHANGES TO LAND USE REGULATIONS**

Mr. Doherty assigned Mr. Culbert and Mr. Olsen on the Public Hearing.

Mr. Doherty asked Ms. Beauregard to update the board on where they stood with this Public Hearing.

Ms. Beauregard stated that the document that they have is the latest with all the proposed changes. She checked with Legal as to the housekeeping issues that were discussed at the last meeting, and he felt that it was fine to include them in this hearing based on the language in the legal notice. Everything discussed in the last few meetings have been incorporated into this latest document. GeoInsight did another go through and updated all of their suggestions to coincide with the most recent MS4 permit requirements. She also sent them off to Mr. Keach to review. He was planning to come to speak, but she has not yet heard from him.

Mr. Doherty asked if there were any additional changes anyone would like to make. If no additional changes are made, the Board can approve what is before them.

Mr. Doherty opened to the Public for any comments on the Workforce Housing, the MS4, and the Open Space Subdivision Regulations.

As no one came forward, Mr. Doherty closed the discussion to the Public.

**MOTION:** (Cote/Culbert) To approve and adopt all the changes that have been made to the Land Use Regulations.

**VOTE:** (7-0-0) The motion carried.

Mr. Doherty closed the Public Hearing.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

Mr. Doherty assigned Mr. Olsen and Mr. Bilapka to vote.

**Case #2021-00016**

**Map 22 Lot 8-143**

**PELHAM, NH COUNCIL ON AGING - 8 Nashua Road – Site Plan review for a proposed 30' x 45' Shade Pavilion and Recreation Area for non-binding comments and courtesy review pursuant to RSA 674:54**

Ms. Masse-Quinn read the list of abutters.

Ms. Yvonne La-Garde, Dutton Rd. Pelham, NH and Sarah Landry, Director of senior programs for the Town of Pelham introduced themselves.

Ms. La-Garde said that the Council on Aging is proposing to build a shade pavilion and an outdoor recreation area on the grounds of Hobbs Community Center. The Council on Aging's role is to raise the money; they are raising about \$70,000. The rationale of this is that they have been renting a tent since COVID and to offer activities outside which is double the capacity of Hobbs Community Center during the summer and fall months. This year when they went to rent the tent, the price doubled. They thought that it was smarter to build something that would be permanent, an attractive structure. Considering that they felt it was about time to rehab the back areas of Hobbs. The terrain is uneven. They would like to build some wheelchair accessible pathways, add some nice landscaping to make it an attractive area for older adults to sit outside and participate in activities. They are not planning to cut any trees, just using the existing land that is there. Their intention is that when it is completed to donate the structure to the Town of Pelham. She noted that there is one abutter at the meeting, and he had expressed concern about cutting trees and she assured him that is not the intention. The intention is to improve the appearance of the existing property.

Ms. Beauregard noted that she met with Ms. La-Garde and felt that it would be a good opportunity to come before the Board for a non-binding discussion and give the people a chance to express any concerns. Ms. La-Garde will be meeting with the Building Inspector and the Fire Department to be sure that they meet all of their requirements.

Mr. Doherty opened the meeting to the Public.

As no one came forward, Mr. Doherty closed the discussion to the Public.

Mr. Doherty asked if they knew when they were planning to get started.

Ms. La-Garde replied that the goal is September through October to build the pavilion. She thinks that the landscaping will not get done until next spring.

Mr. Cote said that this was brought to the Board of Selectmen, and they thought that it was a great idea. The Board of Selectmen gave it their blessing.

Ms. Masse-Quinn mentioned that she thought that the Planning Board would be giving it their blessing as well.

Mr. Doherty agreed that it seems something like this is long overdue. He thanked Ms. La-Garde and Ms. Landry very much for taking on this task.

The consensus of the whole Board was that this was a great idea.

Ms. La-Garde thanked the Board for their support and mentioned that she hoped that the Board would invite members of the Council on Aging to be on the Master Plan Sub Committee. She has sent some names to Mr. Thomas who is chairing the Committee.

## **DISCUSSION**

### **MASTER PLAN SUBCOMMITTEE**

Ms. Beauregard mentioned that she did not think that the Master Plan Sub Committee had been set up with members yet.

Mr. Bergeron agreed with that and said that they have not chosen a consulting firm yet.

Ms. Beauregard stated that this is scheduled to be on the next agenda, August 2.

Mr. Doherty asked Mr. Lamoureux to come forward and asked him if he was interested in joining the Master Plan Subcommittee.

Bob Lamoureux, 28 Blueberry Circle came forward. He stated he would be interested. He is a member of the Forestry Committee and is especially interested in the trail part of it.

Ms. Beauregard said that she had a volunteer application that he submitted for the subcommittee. She has it aside waiting for it to come up.

Ms. Masse-Quinn said she had applied as well.

Mr. Bergeron explained to Mr. Lamoureux that this time around there would be a lot of technical work involved and the Board is hiring an outside firm to assist with creating a new Master Plan. It would be very important for people that are members of boards and commissions that have goals and objectives for the Master Plan to meet with the outside firm. He asked if Mr. Lamoureux would be willing to meet with them to discuss the goals and objectives outlined. If he would be willing to do that, Mr. Bergeron would be supportive of his appointment to the subcommittee.

Mr. Lamoureux said that he would be more than willing as long as it is not on the weekends.

Ms. Masse-Quinn mentioned that in reference to the Master Plan, she is also a vendor at the Farmers Market, and they have high school students that volunteer their time to earn credits for the High School. She knows that Mr. Thomas mentioned that he would like to get some of the youth involved. She could reach out to some of the High School volunteers, who do a wonderful job at the Farmers Market as they are very eager to learn about the boards of the town.

Mr. Doherty noted that Ms. Beauregard is currently looking into junior members through Legal.

**ADJOURN**

Mr. Doherty assigned Mr. Olsen and Mr. Bilapka to vote.

**MOTION:** (Montbleau/Bilapka) To Adjourn

**VOTE:** (6-0-0) The motion carried.

The meeting was adjourned at approximately 7:45 pm.

Respectfully submitted,  
Jordyn M. Isabelle  
Recording Secretary