

APPROVED

**TOWN OF PELHAM PLANNING BOARD
MEETING MINUTES**

August 2, 2021

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

Secretary Ms. Danielle Masse-Quinn called roll call:

PRESENT ROLL CALL:

Tim Doherty – present
Roger Montbleau – present
Danielle Masse-Quinn – present
Bruce Bilapka – present
Hal Lynde – present
Samuel Thomas – present
Richard Olson – present
Kevin Cote – present
James Bergeron – present
Jennifer Beauregard – present
Jennifer Castles - present

**ABSENT/
NOT PARTICIPATING:**

Cindy Kirkpatrick
Paul Dadak
Paddy Culbert

Introduction of Jennifer Castles as new Recording Secretary.

PLEDGE OF ALLEGIANCE

Mr. Doherty appointed voters (Sam Thomas and Richard Olson) to vote in place of Cindy Kirkpatrick and Mr. Dadak

MEETING MINUTES

MOTION: (Mr. Bergeron/Ms. Masse Quinn) To enter Non-Public Session **RSA 91-A:3, II
Section L**
Consideration of Legal Advice by Legal Counsel

ROLL CALL VOTE:

Mr. Montbleau– YES
Mr. Thomas - YES
Mr. Cote - YES
Ms. Masse Quinn - YES

Mr. Olson – YES
 Mr. Bergeron – YES
 Mr. Doherty – YES

(7-0-0) The motion passed.

The Board entered into a non-public session at approximately 7:09 pm.

The Board returned to public session at approximately 7:39 pm.

MOTION: (Mr. Thomas/Mr. Cote) To Indefinitely seal the minutes of the non-public session.

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

MEETING MINUTES

July 19, 2021

MOTION: (Mr. Cote, Mr. Montbleau) To approve the minutes.

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

Minutes are approved.

OLD BUSINESS

NONE

NEW BUSINESS

Case #2021-00004

Maps 23 Lot 8-15

**KOSIK, Walter & Thomas – 16 Webster Ave. – Proposed 3 lot subdivision for Single Family Homes.
 Variance granted on 02/08/2021 Case #ZO2021-00004**

Mr. Bergeron recused himself from voting on this case as he is a close family member.

Mr. Bilakpa will vote in his place.

Ms. Masse Quinn read abutters to this case.

Mr. Shayne Gendron from Herbert Associates is representing the Kosik's on this application. It is an 18.7 acre parcel with 54 feet of frontage. The plan is to develop two house lots, lots 1 and 2 are exactly one acre each for two of their children. There is currently not enough road frontage which required them to apply for a variance which was successful. They will put in a commonly shared, gravel only driveway, 18 feet in width; for the three lots to rear of property. They currently do not have plans to build on this lot.

The third lot in the back is 16.7 acres. This will be a residual wooded lot used for storage only.

The lots were all designed with a well and septic on each lot along with a single residential home. They have done test pits, have sets of plans, show 4K and wells. There is WCD on lots for the driveway, need waiver for the driveway impact. He is asking for a waiver on soil mapping as it's a minor subdivision and

on lot shaping, as they are very unique. The frontage of one lots is 15 ft, another lot is 15 ft, and the other has 24 ft of frontage.

Mr. Montbleau asked if the private driveway will be maintained by the family and Shayne answered yes and that it will be noted in the Deed. Also noted the family maintains the current driveway now.

Mr. Thomas asked Shayne to speak to water availability, what is the sourcing?

Shayne said that wells will be drilled on all lots. They don't normally do test wells. Neighboring homes all have wells with no issues. The Building Department will not give occupancy without water. No public water is available.

Mr. Thomas asked a second question being if any of the stone walls will be disrupted during building? Shayne said there are stone walls on the property now, shown on the plan and the main wall is on the rear lot. They are not planning on disrupting any of them at all. There is an ordinance that specifies any stone walls moved must be kept on site and will be.

Mr. Olson stated it's like a family compound. Shayne stated that it will be. The Kosik family has owned this property for over 70 years and are all close in the family.

Richard Olsen asked if they plan to build on the back lot in the future? Shayne said they have no plans to develop that back lot. It is currently and will remain to be used for storage.

Mr. Cote asked if there are three houses going up? Shayne indicated only two houses, but per the town regulations, he had to show three houses and a 4K for each of the three lots. They have no intentions of building a third house in the back. In the future a house could be built, it is a legal lot. 8.15.1 is a lot, 8.15.2 is a lot and 8.15 will be a lot, but no house.

Mr. Cote asked what would prevent building on that back lot. Shayne said the Zoning Board has already made their decision and is limiting to only ever building three single family houses on these three lots only. He asked if the gravel driveway lot will be an easement. Shayne said it will remain gravel. Mr. Cote asked if there was a wetland crossing? Mr. Gendron answered that there is no wetland crossing, but the driveway does have WCD impact.

Mr. Doherty asked if there needs to be a special permit/waiver for driveway being in a WCD? Ms. Beauregard said yes, there needs to be a Special Permit for this.

Mr. Doherty mentioned that it's hard to see coming out of Kosik Terrace. He asked if there can be a line of sight easement from town, to cut trees down to see approaching cars. He question that because it's not a town road, it's a private driveway, who takes care of it? Shayne will contact DPW to discuss clearing for better sight on Webster Ave.

Asked if Webster Ave gets wider in the three black dots shown on the plan? Shayne said it's not been surveyed at that point. The three dots represent sight line profile, up and down street from driveway entrance.

Ms. Beauregard restated that he will need a Special Permit under 307-40 of Zoning ordinance will require him to get comment from Conservation Commission.

Mr. Doherty stated for the Board to approve plan, there needs to be a special permit issued by Board and they will need to go in front of the Conservation Commission.

Mr. Doherty asked Ms. Beauregard if plan is acceptable for consideration. She stated Yes.

Mr. Cote asked where the property lines are? Where is the subdivision. Ms. Masse Quinn agreed. Tim Doherty described the three black dots and how the lots are situation off of Webster. Shayne got up and went to the larger map in the room to describe further. He outlined the entire lot, then outlined the individual lots on the board (Black shows entire lot, red outlines individual lots).

Mr. Cote asked why they didn't want a corner lot. Shayne reiterated that they wanted the lots to be equal. It's better to be in the front of the land, close to the road and not too big of lots.

Mr. Thomas asked where the turnaround is for the fire trucks (WB50 vehicle)? Shayne said on P. 4 shows the turnaround with radius, between the two homes. Shayne said the road continues to go back into the third lot in the back.

MOTION: (Mr. Montbleau/Mr. Cote) To accept plan for consideration

VOTE: 7-0-0 (The Motion carried)

Mr. Olson asked how wide the driveway is? Shayne said 18 feet. Mr. Olson asked if there's room for 2 cars at one time. Shayne said yes.

Ms. Masse Quinn asked how long the driveway is? Shayne said approximately 500 feet to first 2 homes. Asked if it continues. Shayne said yes it does. Stated not a problem getting trucks or water to homes. Ms. Beauregard said the plan looks like 800 feet? Shayne said yes. Ms. Beauregard asked if he's looking for approval on the entire driveway? Shayne said yes it makes sense to go further back and approve as is on plan. Ms. Masse Quinn asked if he wants approval on a 500 foot or 800 foot driveway? Shayne said at the 800 feet. Mr. Doherty stated it should show potential turnaround to third lot/potential third house. Mr. Cote said to go forward with potential for house being built on third lot. Shayne said once he goes to Conservation he will plan to show turn around on third lot.

Mr. Doherty opened up to public.
No response. Closed to public. Bring back to Board.

Mr. Montbleau asked if it could be taken into consideration and approved tonight. Mr. Doherty said no, as they still need a special permit from Conservation (WCD, 307.40). Can accept waiver request for consideration.

Mr. Thomas asked if a cistern is being put in? Shayne said not it's not proposed. It will be up to the fire chief in the permit process, however they can choose to sprinkle the homes. He explained it would make sense to sprinkle the two homes, more efficient.

MOTION to accept for consideration for the waivers?

Mr. Cote said to wait for Conservation to approve.

Mr. Doherty said we're not approving them, just motioning to accept for consideration. Then Conservation can act on them. Mr. Cote asked if they want one motion for all six? Mr. Doherty said not a good idea, said to do individually.

MOTION: (Mr. Montbleau/Mr. Cote) To accept for consideration Number 1 waiver for consideration Section 203-1B4. Well radius on Lots 8.15-1 and 8.15-2 to be less than 90 feet from side lot lines.

VOTE: (7-0-0) Motion carried

MOTION: (Mr. Montbleau/Mr. Cote) To accept for consideration Number 2 (Section 203.4 C.1 Land Use to allow shared driveway for Lots 8-15, 8-15 1 and 8-15 2) Will be less impact on wetlands and the WCD.

VOTE: (7-0-0) Motion carried.

MOTION: (Mr. Montbleau/Mr. Cote) To accept for consideration Number 3 (Section 203-1-B.2(D) to allow the driveways to cross the WCD to access the lots.

VOTE: (7-0-0) Motion carried.

MOTION: (Mr. Montbleau/Mr. Cote) To accept for consideration Number 4 (Section 202-3-C.3(B4) Waive soil mapping requirement, being a small subdivision for only 3 single family homes on an 18 plus acre lot, for a three-lot subdivision.

VOTE: (7-0-0) Motion carried.

MOTION: (Mr. Montbleau/Mr. Cote) To accept for consideration Number 5 (Section 203-1 A.) To allow:8-15,8-15-1,and 8-15-2 to have minimal lot less than 50 feet where driveway is located to provide access to lots variance for the frontage granted.

VOTE: (7-0-0) Motion carried.

MOTION: (Mr. Montbleau/Mr. Cote) To accept for consideration Number 6 (Section 203-1B.2(A) To allow the 15,000 s/f area to be configured in a non-ordinary shape of less than 75 feet in width.

VOTE: (7-0-0) Motion carried.

Mr. Doherty, all waivers under consideration. Shayne said next conservation is August 11, 2021. Will check with them to get on agenda. Next Planning Board is August 16, 2021, so Shayne requested to be on that meeting to come back for approvals.

Ms. Beauregard asked Shayne if he wants the Highway Safety Committee to look at this for comment? Yes, before the next meeting Mr. Doherty said yes to that for the third driveway turnaround and line of sight onto Webster Ave. We'll see him back on Aug. 16, 2021.

PRESENTATIONS

Ryan Friedman, Senior GIS Planner with NRPC to present base model of Buildout Analysis.

Project under contract with town for a few months. Provided an update and next steps to take to continue project. Needs Board to help continue this project. This is a planning tool, visualize data as to what to do with land. How much developable land and what to put on it. Uses zoning board tools, maps and parcels. Not trying to make predictions or anything exact or official, it is meant to be input to a master plan. This project was developed with software called Community Viz. Uses current parcels as building blocks. He showed on his map where residential homes, businesses and conservation land are currently and what is available in the future. Currently in his model he showed 2,801 new homes which 2,670 are single family houses 131 are not. Adds up to 2,834 new dwelling units or households. 12.3 million s/f of new commercial

space. Provided documents in packets of different indicators to choose from. Charts showings current and future predictions with new build out. Discussed different scenarios and how they will affect indicators. He is asking the Board to suggest scenarios and indicators to move forward. Look at maps and come up with feedback. Maybe have work sessions with Board members via zoom or meetings. He is due back at the Planning Board in October. His final report is due in November. He asked for any questions.

Mr. Thomas asked for a summary conclusion at this point? Ryan said there are no conclusions yet, they are due at the end. Mr. Thomas wanted an updated conclusion report? Said there is a lot of data, we need a work session. Ryan said the only data so far for Pelham is the map he displayed. Have done build outs for Pelham going back to 2003, this data was in packet. Working towards an updated version for November. Mr. Doherty said no conclusions at this point but he's been working with Ms. Beauregard have discussed certain parcels in Pelham, example on Pelham, Rt 38, a commercial parcel behind Currier Road possibly being a prime location for Workforce housing. Natural buffer there, commercial development Charley's Auto and Pelham Storage would separate the land naturally. Maybe Ryan can look at this parcel for research? Advised the Board to look into this. Ryan stated they should look at larger scale ideas. Not specific parcels and/or smaller scale ideas. Jen Beauregard said these are all "What if" scenarios and that is what he is looking for. Mr. Doherty said an Example would be to bring back senior housing. Ryan said that would be a good tool. Ms. Beauregard said this can be good to take advantage of scenarios. Mr. Doherty asked to use the 2 scenarios for workforce housing and senior housing? Ryan said this could be done. Jen Beauregard asked if it can be interactive? Ryan said he can do this via Zoom or remote to access GIS.

Mr. Doherty discussed how workforce housing would be with or without senior housing and will this burden the town? Mr. Cote asked how we can do this with workforce housing. He likes the number under 3000. He thinks a few houses going up here and there are fine, he's more concerned about developments with 40 or 60 houses, this is large doses at a time. This has large impact on taxes, etc.

Mr. Lynde questioned what if we did nothing, how does that affect school population? Ryan said this was to show full build out as a base scenario. Mr. Cote talked about the impact on infrastructures such as fire, police department and how out of town people are affecting these internal departments. He has confirmed that our town does not track resident only cases vs. non-residents cases and usage to these departments. As surrounding towns grow, it's impacting our infrastructure. Mr. Montbleau talked about conservation lands, specifically the Girl Scout Camp had an important water shed back in the 1990's. How can this be depicted? Ryan said it is still conservation. Mr. Doherty mentioned that the Girl Scout camp is currently getting 5-8 times more use than in the past. They are doing very well at this time. Mr. Montbleau talked about the workforce housing, has the cost of these homes increased? Ryan said the model does not address pricing. Going forward, he asked if this base scenario acceptable to the Board? He can provide links to past scenarios. Mr. Doherty asked if Ryan's done this for any other towns? He said not since 2013-14 that it's been done. Mr. Doherty would like to see what happens if they brought back senior housing on a 10 plus acre parcel and/or on a 20 acre parcel. Ryan agreed that yes would be a good start. Mr. Doherty asked if any members object. No one did. Ms. Beauregard said Ryan will send out scenarios from other towns. Ryan said the Board can get back to him by late August with some ideas and scenarios and set up work sessions with the board.

At 9:15 the board requested a 10 Minute Break.

Meeting resumed at 9:25 PM: Kerry Zelonis introduced herself as a fill in/back up for Ms. Beauregard. She will attend certain meetings in Jen's absence. Kerry works in the Planning Department and has been assisting with the agendas and meetings.

Sam Thomas to present 2022-2028 Capital Improvements Plan – Seeking Planning Board Approval.

Showed the Board a report and a spreadsheet. Members consisted of Bob Sherman from Budget committee, Hal Lynde from Board of Selectman, Danielle Quinn from the Planning Board and Jim Bergeron, Jen and himself. Met three times in July. CIP is an advisory committee only. Collect projects defined as greater than 75,000 over 7 years and life expectancy from a capital standpoint of a 3 year life, these are the requirements of RSA 674:5-8. Based on Planning Board approval, then goes to Board of Selectman, then goes to budget committee. Next BOS meets 8/10/21, next Budget Committee meets 9/23/21. Budget committee takes this and decides what they want to put forward and vote on. Won't know what's being voted on until actually go to meeting. Structure is to ask each department and they fill out a form for their capital improvement. Turn to page 23-24-25, Capital improvement worksheet. Broken down into various departments; shown under each column. Ex. Administrative, COVID, Planning. New items in 2021 are highlighted in green. Justification, date when to take place and an amount and a reason. The committee assesses it and rank it by priority. Discussed what is new to this year and what will be done in the next few years. Discussed some government funding for COVID. Discussed air conditioning systems for certain town buildings. Planning department renovations for 2022. Police department adding evidence lockers, expand gym, expansion, unisex lockers and radio infrastructure. Fire Department, capital reserve for ambulance, set for 2025. Engine #3 set for 2027. Nothing new for Highway department. Carry overs for Transfer Station. Parks and Recreation, details to bring the 1997 playground up to 2021 standards. Library, Cemetery, Senior Center and planning department had nothing new/no submissions. School, all from last year. 20 year PHS bond, 20 Year bond for PMS. Primary school A/C system almost \$900,000 second floor and café. Will depend on government funding to help with this. Town would be responsible for what's left. Discussed the school financial numbers as well. Turn to page 11 spreadsheet summary. Page 36-37-38 principal and bond amount for municipal buildings and school details. Requesting an approval from Planning Board to proceed as proposed to the Board of Selectman to go before the Board next Tuesday. Go before the Budget Committee on 9/23/21 as well.

MOTION: (Mr. Montbleau/Ms. Masse Quinn) To accept the CIP plan as proposed.

VOTE: (7-0-0) Motion carried.

Mr. Doherty thanked everyone for their hard work on this. Budget Committee meets on 9/23/21 and will accept this and they decide what they want to do as far as which projects they choose. No approval by them, they just accept it as is. Based on what is advised. Would like to try and get them to justify their decisions at the next meeting. Would like to see the Planning department add to the planning Board a budgeted amount, outside of Master Plan, for outside reasons.

ADMINISTRATIVE

Planning Board to vote on Master Plan proposals.

Mr. Thomas presented: Number 5 in packet. Actual quotes from NRPC and Resilience in packets. The committee asked for examples of work each of these companies did. Everyone was provided this info. Tonight's objective is to decide and then go before the Board of Selectman next Tue for CIP and Master Plan to get approval. Then to the Budget Committee on 9/23/21 to state our position on which company is decided on. Master plan will begin next April at the earliest. Including students on the board as well. There is a very big price difference between each company; NRPC comes to \$32,000.00 with the discount and Resilience is \$80,000.00. Need to justify which one is selected to all Boards. Planning Board has to make the vote. Mr. Thomas is unsure if he should vote, as he spent a lot of time researching this.

Agreed to have Mr. Bilapka and Mr. Olson could vote instead. Mr. Thomas asked if anyone has questions. Ms. Beauregard has also done a lot of work on this as well. Resilience has offices in Plymouth NH as well as Providence RI. Mr. Doherty said Bob Lemaro wants to be involved with this for the open space as well

as Paul Gagnon. Mr. Doherty said both are involved in the Conservation and Forestry committees and can request by submitting voluntary applications. Need to form a committee by early September. Ms. Masse Quinn gave her opinion of Resilience and her reasons why. She went over the report done for Wolfeboro NH. She thought it was extremely detailed and very easy to go through. They met with the community and had meetings with them. She thought they did a great job. Amherst NH just signed on with them for their Master Plan. Mr. Montbleau chaired a Master Plan years ago and feels Resilience work looks like it would do the best job for Pelham for years to come. Mr. Olsen doesn't understand how Wolfeboro compares to Pelham because they have a lot of money. Mr. Doherty talked about how Amherst is very comparable to Pelham. Pelham is a very hard town to compare other towns with. Mr. Cote said Amherst is comparable to Pelham. Mr. Doherty said Pelham can compare to Dracut MA also. Mr. Olson said we can compare to Kingston NH. Mr. Olson commented that there is a \$50,000 price difference. Mr. Cote said they may have an outside approach with a different aspect and/or a fresh perspective. Mr. Doherty talked about benefits of hiring within locally. He is all for NRPC as they are already very involved within the town. He'd like to hire from within.

MOTION: (Mr. Montbleau/Mr. Bergeron) Resilience is the vendor choice of the Planning Board for the Master Plan for the town.

VOTE: (5-2-0) The motion carried.
Mr. Olson and Mr. Doherty voted no.

Mr. Thomas will take it to the Board of Selectmen next Tuesday with Ms. Beauregard. Need to come up with justification for this choice. Will send presentation to Board by Monday.

Asked should this committee request from the Planning Dept. put money into budget for us by the board for expenditures going into 2022? Ms. Beauregard will check to see what money is currently allocated. September 23 schedule for Budget committee. Mr. Bergeron asked how to proceed? Mr. Cote said a request can be added or changed within the Budget. Mr. Lynde says that it can happen. Ms. Beauregard said they've already submitted a preliminary budget. She can add whatever is asked for and put in the justification. Mr. Lynde starts reviewing budgets beginning of September, they would like to see things come in July or August, but adjustments can be made. Mr. Cote said the Board of Selectman can appeal decisions. That money can be used between two boards, if they are both land use boards. Mr. Doherty said to avoid conflict, if two boards are at odds, this is a good idea, for legal. Should we vote tonight to have \$10,000 discretionary funding into the Planning Department's budget for legal? Mr. Bergeron said there was a discussion with Attorney Steven Buckley that pointed out certain towns in a bind and it's wise to do this. Has been recommended prior to this.

MOTION: (Mr. Bergeron/Ms. Masse Quinn) Add \$10,000.00 for discretionary legal fund for the Planning Board, can be carried over as well.

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

Mr. Doherty asked Ms. Beauregard to add to her Planning Board budget. Asked for any more discussions? No one had anything to add.

ADJOURN

MOTION: (Mr. Montbleau/Mr. Cote) To adjourn the meeting.

ROLL CALL VOTE: Mr. Cote – YES

Ms. Masse-Quinn – YES
Mr. Montbleau – YES
Mr. Bergeron– YES
Mr. Thomas– YES
Mr. Doherty – YES
Mr. Olson – YES

(7-0-0) The motion carried.

The meeting was adjourned at approximately 10:30 pm.

Respectfully submitted,
Jennifer Castles
Recording Secretary