

**APPROVED
TOWN OF PELHAM PLANNING BOARD
MEETING MINUTES
August 7th, 2023**

Chairman Tim Doherty called the meeting to order at 7:05 PM.

Secretary Danielle Masse-Quinn called roll:

PRESENT ROLL CALL: Tim Doherty – present
James Bergeron – present
Roger Montbleau - present
Danielle Masse-Quinn – present
Joe Passamonte – present
Bruce Bilapka – present
Selectmen’s Representative Charlene Takesian – present
Selectmen’s Alternate Representative Jaie Bergeron – present
Alternate Paddy Culbert – present
Alternate Hal Lynde – present
Alternate John Spottiswood - present
Planning Director/Zoning Administrator Jennifer Beauregard – present
Recording Secretary Heidi Zagorski - present

NOT PARTICIPATING: Alternate Samuel Thomas
Alternate Scott Sawtelle

PLEDGE OF ALLEGIANCE

OLD BUSINESS

Case #PL2022-00031

Map 38 Lot 1-109

CEDAR CREST DEVELOPMENT, LLC (Applicant), Eleanor Burton Revocable Trust (Owner) – 243 Sherburne Road – Seeking approval of a *3 lot subdivision (previously 4 lot subdivision) consisting of 3 single-family/duplex lots accessible from Sherburne Road. ** Applicant has requested a continuance to Sept. 25, 2023

Mr. Paddy Culbert said this case has been continued 5-6 times now and suggested discontinuing the case. Mr. Jim Bergeron agreed with Mr. Culbert and added that he thinks there is a limit in continuations that become a burden to the people who are interested in the case and attend the meeting to find it has been continued. Mr. Bruce Bilapka agreed as well and added that as far as the abutters go, it has been date specified and the applicant should have to reapply. Ms. Charlene Takesian asked what the consequence would be for the applicant. Mr. Tim Doherty confirmed with Planning Director, Ms. Jennifer Beauregard that the applicant would have to renotify the abutters and the case would be a new case instead of an old case. Ms. Beauregard added they would have to pay a fee to renotify the abutters. Mr. Jim Bergeron suggested amending the bylaws to reflect the continuation to be a set number of times and then it just stops.

MOTION: (Jim Bergeron/Bilapka) To deny the continuance of Case #PL2002-00031 to the requested September 25th, 2023 Planning Board Meeting.

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

MEETING MINUTES

The Board members had no changes or revisions to the July 17th, 2023 meeting minutes.

MOTION: (Passamonte/Montbleau) To approve the July 17th, 2023 meeting minutes as written.

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

NEW BUSINESS

PL2023-00023

Map 41 Lot 6-122

ON WHEELS, INC., MAXIM SOCHIRCA (Applicant), ZJVB Properties, LLC (Owner) - 29A, B, C Bridge Street – Seeking Minor Site Plan review of an existing 3-unit commercial building to establish the allowable parking area, and quantity and location of used cars for sale. This property has previously been utilized as a used car business with no definitive parameters for what is allowed. The purpose of this review is to clarify the limits of how the property is to be used.

Ms. Danielle Masse-Quinn read the list of abutters.

Mr. Maxim Sochirca introduced himself from 3 Chipmunk Lane in Littleton, Ma. He explained to the Board that he is trying to open a used car dealership at 29 Bridge Street. Mr. Sochirca said they currently have a used car dealership in Massachusetts that has been operating since 2018 and are trying to expand the business into New Hampshire.

Mr. Doherty confirmed with Mr. Sochirca that the location is where Smokers Choice is on the top level.

Mr. Doherty confirmed with Ms. Beauregard that this location has always been a used car dealership. Ms. Beauregard explained to the Board that the Planning Department did not find an approved site plan for this property when it was a used car dealership. She said in the past there were some problems with parking and the number of vehicles on the lot. Ms. Beauregard said the last site plan that was found, the applicant was happy with, however, some of it would need to change like the spaces in front of the building and the employee parking spaces.

Mr. Culbert asked if the applicant needed a license to operate. Mr. Sochirca said he applied for the license for up to 60 cars.

Mr. Roger Montbleau asked the applicant what upgrades he intends to do. Mr. Sochirca explained they will be doing cosmetic repairs to the inside of the building only as they do not own the property. He added that ZJVB Properties, LLC own the property. Mr. Montbleau asked the applicant if he is planning to add lighting. He confirmed with the applicant that it must be downward lighting. Mr. Montbleau asked the applicant about signage. The applicant responded that he is working on it now and that he would be utilizing the existing signs. Mr. Montbleau asked Mr. Sochirca if they plan to do vehicle maintenance. Mr. Sochirca said yes, there are three bays, and they are trying to install the lifts to repair cars for both of the dealerships. Mr. Montbleau asked if the Fire Department would be

reviewing this. Ms. Beauregard said yes, they would have to review this as well. Mr. Montbleau asked if there would be any gasoline storage below or above ground on site. Mr. Sochirca answered no.

Ms. Danielle Masse-Quinn confirmed with the applicant that he is leasing the bottom half of the building only.

Mr. Doherty referenced the parking spaces on the older existing plan. Ms. Beauregard stated this plan is from 1983 and is the only plan on record that shows the spaces at that time. She said they were required to have 52 spaces for the area that was there. She said that now they are required to have 36 spaces for the size building that is there.

Mr. Culbert asked how many spaces they are seeking to put in. Mr. Sochirca explained the spaces in the front of the building would be removed to allow space for a fire lane. Mr. Culbert said he would like to see a new plan showing the repair area, the storage in the repair area, and the fire lane.

Mr. Jaie Bergeron expressed the history of the building to the Board. He explained that the building has always had an auto repair business in the rear. Mr. Bergeron said there were issues with the previous tenant because they had hundreds of cars on the lot making it impossible to get a fire truck in. He added that he thinks 60 cars would be the normal amount for the size of the parking lot. Mr. Culbert said he is concerned about flammables and what will be stored inside.

Mr. Jim Bergeron explained that they currently have a septic plan and a site plan from 1983. He asked if the applicant could prepare a new site plan showing the fire lane, the proposed parking spaces, and the number of cars that will be on the lot. Mr. Jim Bergeron explained the benefits of preparing a new site plan to Mr. Sochirca. Mr. Jim Bergeron explained the new plan should include the available parking spaces for the other tenant and also acceptance from the Fire Department.

Ms. Charlene Takesian discussed with the Board the possibility of adding landscaping to the plan before approval. The Board agreed that this can be added to the site plan.

MOTION: (Montbleau/Takesian) To continue Case #PL2023-00023 to the August 21st, 2023 Planning Board Meeting.

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

PL2023-00024

Map 41 Lot 6-142

PELHAM AUTO GROUP, LLC – Rich Daggett - 30 Pulpit Rock Rd - Seeking Minor Site Plan review to allow a portion of the lot to be rented out for a temporary holding area of buses while they are in transit to their permanent location. No repair work will be done.

Ms. Danielle Masse-Quinn read the list of abutters.

Mr. Rich Daggett introduced himself from 30 Pulpit Rock Road in Pelham, NH. Mr. Daggett said that a company, Beacon Mobility, rents space in the back of his building. He said the buses get shipped to this area, licensed, registered, and then get picked up. He said it is a transition area. Mr. Daggett presented photos of the location to the Board.

Mr. Montbleau stated he was on the Board when Mr. Daggett came in previously for a change of use permit. Mr. Montbleau expressed his interest in the indoor showroom Mr. Daggett has that can hold up to about 100 cars inside.

Mr. Montbleau said that Mr. Daggett runs a very clean and organized business. Mr. Montbleau explained that this would be a very low-impact addition to his business.

Mr. Doherty confirmed with Ms. Beauregard that this is in the industrial district. Ms. Beauregard said the reason this is before the Board is because the existing site plan had conditions to allow for up to 12 cars to be displayed in the parking lot. She added that Mr. Daggett is here so he can add this portion to his site plan for approval.

Mr. Daggett explained that the front area that has the tar area is where he would put cars for sale. He said mostly in the summer the cars are inside, however, in the winter, he has customers that store their vehicles inside, so any cars he has for sale then get stored outside.

Mr. Daggett explained that the pink highlighted area on the plan would be for the bus storage. He said it has nothing to do with the building. They do not have any access to the building. Mr. Daggett said inside the building there is a part for automotive storage and a part with a machine shop.

Mr. Doherty asked the applicant how many buses there would be and how big are they. Mr. Daggett said he cannot provide a number or size because sometimes they are big yellow buses, and some are little caravans. He said it depends on who orders what buses and when they get shipped. He said they would be stored nice and neatly with plenty of room for the Fire Department to access the area if needed. Mr. Daggett said he also ordered a couple of hazmat drums in the event any spills occurred.

MOTION: (Masse-Quinn/Montbleau) To accept the plan alteration for consideration.

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

Mr. Doherty opened the discussion to the public. As no one from the public came forward Mr. Doherty closed the discussion to the public.

MOTION: (Masse-Quinn/Bilapka) To approve the temporary storage of buses on the site for the location shown.

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

PRESENTATIONS

Presentation of 2024 – 2030 Capital Improvements Plan – Seeking Planning Board Approval

Ms. Masse-Quinn presented the 2024 – 2023 Capital Improvements Plan to the Board.

Ms. Masse-Quinn read the following introduction from the CIP:

“The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Pelham’s planning process. A CIP aims to identify and resolve deficiencies in existing public facilities and to anticipate and meet future demand for capital facilities based on current and expected population increases and the citizen’s use of public services. A CIP is a multi-year schedule that programs a series of municipal projects and their associated costs. Over the seven-year period considered by the CIP, the plan shows how the Town should maintain, expand, and renovate facilities and services as needed to meet the growing demands of existing as well as new residents and businesses.”

Ms. Masse-Quinn stated that the CIP this year consisted of nine members including Mr. Sam Thomas as Chair, herself as Vice-Chair, Mr. Jim Bergeron and Mr. Bruce Bilapka from the Planning Board, the Planning Director Ms. Jennifer Beauregard, Mr. Bob Sherman and Mr. Garrett Abare from the Budget Committee and Ms. Charlene Takesian and Ms. Heather Corbett as the Board of Select Reps.

Ms. Masse-Quinn proceeded to read from the CIP spreadsheet. Ms. Masse-Quinn said in the proposed summary project required for 202 under the first item, Admin/General Government, is Main Street Sidewalk Expansion in the amount of \$247,000 starting in 2024 with a one-year appropriation and a “C” recommendation which means “Committed”. Ms. Masse-Quinn explained that “Committed” means part of an existing contractual agreement or otherwise legally required.

Ms. Masse-Quinn said the next item is for the Pelham Police Department, the Animal Control Shelter is \$274,709 with a starting year of 2024 with a one-year appropriation. She said it is recommended under a priority of “Urgent” She explained “Urgent” means it cannot be delayed and is needed for health or safety.

Ms. Masse-Quinn said the next item under the Police Department is the Expansion/Remodel in the amount of \$92,850 for the year 2024 for a one-year appropriation with a priority recommendation of “N” for “Necessary” She explained “Necessary” means needed to maintain existing level and quality of community services.

Ms. Masse-Quinn read the last item under the Police Department, Record Management System, in the amount of \$117,239 over a three-year term for 2025, 2026, and 2027 with an “Urgent” recommendation meaning it cannot be delayed and it is needed for health or safety.

Ms. Masse-Quinn moved on to the next Department which was the Fire Department. The first item is a 4-Bay Garage in the amount of \$350,000 with a 2025 starting year with a one-year appropriation and a recommendation of “D” for “Desirable”. She explained “Desirable” means needed to improve the quality or level of services.

Ms. Masse-Quinn said the next item under the Fire Department is to replace Ambulance 2 in the amount of \$320,000 beginning in the year 2025 and it is an offset appropriation. She said the priority recommendation would be a “C” for “Committed”. Ms. Masse-Quinn confirmed with Ms. Beauregard that this is under the Capital Revolving Fund.

Ms. Beauregard added that for the 4-Bay Garage, the Committee has recommended that the Fire Department put \$10,000 In their budget towards an architectural plan. Ms. Beauregard said the Main Street Sidewalk Expansion is going to be paid for with ARPA funds, not the budget.

Ms. Masse-Quinn said the next item under the Fire Department is to Replace Engine 3 in the amount of \$950,000 with a year starting in 2026 and would be a Warrant Article. She said the priority recommendation for this would be “N” for “Necessary”.

Ms. Masse-Quinn said the next department is the Highway Department. The first item is to Replace a 2010 Dump Truck in the amount of \$186,563 beginning in 2024 with a one-year appropriation. She said this item has a priority recommendation of “N” for “Necessary”.

Ms. Masse-Quinn said the next item for Highway Department is to Replace a 2012 Backhoe in the amount of \$159,109 beginning in 2025 with a one-year appropriation with a priority recommendation of “N” for Necessary”.

Ms. Masse-Quinn said the next Department is Solid Waste Disposal (Transfer Station). She said the first item is an F600 Dump Truck in the amount of \$87,863 in the year 2024 with a one-year appropriation and the priority recommendation is an “N” for “Necessary”.

She said the next item would be a Skid Steer in the amount of \$57,400 for 2025 with a priority recommendation of “N”. Ms. Beauregard said this item is under the \$75,000 because they estimate that by next year it will be over \$75,000 and wanted to put it as a place holder.

Ms. Masse-Quinn said the next item is to establish a 75-Yard Traylor Capital Reserve Fund in the amount of \$20,000 for 2024 with a priority recommendation of “N”. Ms. Beauregard said the total cost for this item is \$140,000 and they want it by 2030 and would like to do \$20,000 per year starting in 2024.

Ms. Masse-Quinn said the next item is to establish a 100-Yard Traylor Capital Reserve Fund in the amount of \$20,000 for 2024 with a priority recommendation of “N”. Ms. Beauregard said the total cost for this item is \$140,000 and they want it by 2030 and would like to do \$20,000 per year starting in 2024.

Ms. Masse-Quinn said the next Department is Parks and Recreation with the first item being the Muldoon Park Playground Renovation in the amount of \$122,561 in 2024 with a one-year appropriation and a priority recommendation of “U” for “Urgent”. Ms. Takesian said they failed some inspection tests on the swings. Ms. Takesian said this could also be offset by a grant however they could not put that in this report because they will not know until they get the grant. Ms. Beauregard added the grant would be 50/50.

Ms. Masse-Quinn said the next item under Parks and Recreation is the Restrooms/Storage/Snack Shack at Raymond Fields in the amount of \$200,000 for 2024 with a one-year appropriation allocated for a priority recommendation of “D” which means “Desirable”.

Ms. Masse-Quinn stated that the Library had no CIP submissions this year.

Ms. Masse-Quinn said the Cemetery had a Gibson Cemetery Columbarium in the amount of \$96,00 for 2024 for a one-year appropriation with a priority recommendation of “D” for “Desirable”. Ms. Beauregard said this item also has an Expendable Trust Fund and they would be taking \$51,740 out of that Trust Fund so the taxable amount would be \$44,260. Ms. Takesian stated that this shows up incorrectly on the spreadsheet. She discussed with Ms. Beauregard the correction that needed to be made.

Ms. Masse-Quinn said the next Department is the Senior Center. The first item is Replace Bus for \$120,000 in the year 2026 with a one-year appropriation and the priority recommendation is “N” for “Necessary”.

Ms. Masse-Quinn said the next item is the Community Center Expansion and Garden/Park in the amount of \$91,666 spread out over a three-year term over 2025, 2026, and 2027 and the priority recommendation is “D” for “Desirable”. Ms. Beauregard added the total amount would be \$274,998; it is \$91,666 each year for three years.

Ms. Masse-Quinn said the next is the Planning Department with item MS4 Structural BMP in the amount of \$100,000 in the year 2024 with a one-year appropriation and allocated a priority recommendation of “U” for “Urgent” and a “C” for “Committed”.

Ms. Masse-Quinn said the last items are under the Pelham School District. The first item is the PHS Addition with a 20-year Bond from 2015-2034 and the cost is \$12,198,775 starting between the years 2015-2034 and it is a priority recommendation of “C” for “Committed”.

Ms. Masse-Quinn said the Memorial School Upgrade/Renovation is also another 20-year Bond/Bank Note of 2022-2041 in the amount of \$30,861,000 and a priority recommendation of “C” for “Committed”.

Ms. Masse-Quinn said under the Pelham Elementary School, the first item is Asphalt Parking Lot and Roadways in the amount of \$250,320 for the year 2024 with the priority recommendation of “N” for “Necessary”. She said the next item is PES Air Conditioning Phase II in the amount of \$584,790 starting the year 2025 and the priority recommendation is “D” for “Desirable”. She said the PES Air Conditioning Phase III is in the amount of \$600,132 starting in the year 2026 and the priority recommendation is “D” for “Desirable”.

Ms. Masse-Quinn said the last item is the Pelham High School Student Parking Lot Replacement in the amount of \$295,830 with the starting year of 2027 and the priority recommendation is “N” for “Necessary”.

Ms. Takesian said on the spreadsheet under Fire Department, it says 4-Bay Garage with \$350,000 on that line and believed it should be on the Ambulance line. Ms. Beauregard said the 4-Bay Garage is estimated at \$350,00 and the Ambulance is \$320,000. Ms. Takesian replied that she didn’t see any expense on the Ambulance line. She further explained that you need to have the expense listed to have the amount taken out of the Capital Reserve Fund. Ms. Beauregard stated she would check with NRPC.

Mr. John Spottiswood discussed calculation errors that appear to be on the Total Municipal lines. Ms. Beauregard said the Total Municipal line should be the amount to be raised through property taxes. Ms. Takesian discussed the possible calculation error resulting from not having the Ambulance expense listed.

Ms. Masse-Quinn explained that the Departments submit their information to Ms. Beauregard and then the Committee goes through each item including the updated estimates and bids submitted by each Department.

Mr. Bruce Bilapka asked if they were going to break up the cost of the replacement of Engine 3. He asked if they were going to put the total cost on the ballot or break it up over the course of 3 years where it would be less of an impact. Ms. Beauregard said that when Mr. Samuel Thomas gives his presentation to the Selectmen and then the Budget Committee, he is going to recommend considering moving it up a couple of years because he didn’t want to change the vote that already took place with the CIP.

Ms. Beauregard said they are presenting this to the Board of Selectmen on August 15th so with the only questions being in the year 2025, Ms. Beauregard asked if they could adopt it with the reviews and changes to be made.

Ms. Takesian recommended placing the whole amount of \$140,000 for each trailer into the year they are proposing to need them which is 2030 instead of allotting \$20,000 over the course of 7 years. Ms. Beauregard said at this point it will be before the Selectmen for their opinion and then the Budget Committee. She added that this has already been voted on by the CIP so it could not be changed. Mr. Jim Bergeron stated that the Planning Board could make any changes that they would like.

Ms. Takesian explained that the idea would be to keep the Total Municipal line even across the years. She said this is what they would be striving for with a Capital Improvement Plan. She said when they are projecting what they will spend on improvements, it is leveled out over the years instead of a lot of money one year and a little money the next year.

Mr. Jaie Bergeron explained the Board of Selectmen is trying to push the CIP as a tool to use. He added it is a roadmap going forward so when a Department Head comes to them with a need, they can ask why it wasn’t put through the CIP.

The Board members continued to discuss how to keep the total Municipal line level by adjusting the \$950,000 cost of the Fire Truck. Ms. Masse-Quinn asked the Board if they would like the CIP to make the change by splitting the cost over three years. She said for 2025, 2026, and 2027 the cost would be broken down to \$316,667 per year. Mr. Jim

Bergeron said he wanted to split the cost two ways to flatten out the bottom line and skip the year 2026. Ms. Takesian reminded the Board that in 2025, they will be adding \$350,000 for the Ambulance that is not there right now. Mr. Doherty said he thought it should be \$350,000 for three years during 2025, 2026, and 2027. He said he knows it is more than the \$950,00 but the price of the Fire Truck is going to grow. Ms. Takesian stated that the Fire Department wanted the Fire Truck in the year 2026 so they would need to break down the cost into two years in 2025 and 2026, and in 2025 the Warrant Article would need to be written.

Mr. Jim Bergeron said the 4-Bay Garage for the Fire Department is coded as “D/R” for “Desirable” and “Research” and asked if they should remove the cost of \$350,000 for this item or defer it to a later year.

MOTION: (Jim Bergeron/Bilapka) To split the total cost of the Fire Truck of \$950,000 to \$475,000 between the years 2025 and 2026 and move the 4-Bay Garage total cost of \$350,000.00 to the year 2027.

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

Mr. Doherty stated that these changes with the correction to the calculations for the year 2025, will change the bottom line on the Municipal totals. He added that they would look into Ms. Takesian’s recommendations to have \$350,00 for the total cost of the Ambulance and provide this expense number in the 7-year Total Costs column of the spreadsheet.

Ms. Takesian said she would suggest removing the \$20,000 from each year and waiting until 2030 and spending the \$140,000 in the year they are needed for the total cost of the trailer. The Board discussed the options to break down the cost of the two trailers.

Ms. Takesian explained the goal is to spread the big projects out over the 7 years to help keep the total cost level across the 7 years.

Mr. Jim Bergeron commended and thanked the Department Heads that came in to discuss their submissions. Ms. Beauregard said the Department Heads that did come in, were asked to. She suggested for next year to schedule the Department Heads to attend a meeting.

MOTION: (Jim Bergeron/Bilapka) To approve the CIP as amended.

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

NON-PUBLIC SESSION

MOTION: (Masse-Quinn/Jim Bergeron) To request a non-public session per RSA 91-A:3, II (I) Consideration of Legal Advice

ROLL CALL VOTE: Mr. Montbleau - Yes
 Mr. Passamonte- Yes
 Ms. Masse-Quinn - Yes
 Mr. Jim Bergeron – Yes
 Ms. Takesian - Yes
 Mr. Bilapka - Yes
 Mr. Doherty – Yes

Mr. Doherty noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to seal the minutes of the non-public session and to adjourn the meeting. The Board entered a non-public session at approximately 9:22 PM.

The Board returned from the non-public session at 10:22 PM.

MOTION: (Montbleau/Bilapka) To seal the minutes of the non-public session indefinitely.

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

ADJOURNMENT

MOTION: (Montbleau/Bilapka) To adjourn the meeting at approximately 10:24 PM.

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

Respectfully submitted,
Heidi Zagorski, Recording Secretary