

**APPROVED**  
**TOWN OF PELHAM**  
**PLANNING BOARD WORK SESSION MINUTES**  
**July 2, 2018**

Chairman Peter McNamara called the meeting to order at approximately 7:00pm.

The Secretary Paul Dadak called the roll:

**PRESENT:** Peter McNamara, Paul Dadak, Tim Doherty, Jim Bergeron, Blake Clark, Selectmen Representative Hal Lynde, Alternate Samuel Thomas, Alternate Bruce Bilapka, Alternate Paddy Culbert, Planning Director Jeff Gowan

**ABSENT:** Roger Montbleau, Alternate Derek Steele, Alternate Richard Olsen

Mr. Culbert was appointed to vote in Mr. Montbleau's absence.

**ADMINISTRATIVE – WORK SESSION**

Mr. Gowan discussed the documents that had been provided to the Board and commented that he had added some red-lined changes based on Board member statements he heard.

- 1) Current Subdivision Regulations;
- 2) Subdivision Regulation Chapters 202, 203, 205 developed by Steve Keach (as part of the 2014 Community Planning Grant)

Mr. Gowan told the Board he found the existing regulations to be unnecessarily long and containing things that didn't need to be in the regulations and were more of a 'best management' practice. He suggested the Board either work with the existing regulations, Mr. Keach's draft chapters, or a hybrid of both.

Mr. McNamara wanted to hear from Mr. Keach since he designed the 're-do' so the Board could understand the rationale of the document and why it was a better version. Mr. Steve Keach of Keach Nordstrom (Board's engineering review firm) explained when the regulations were initially reviewed for an update (in 2014) a need for such had already been identified. At that time, he expressed that the Subdivision Regulations weren't in as bad of a shape as the Site Plan Regulations, which was why they were updated three years ago. He spoke about the areas that may need a similar update because they had been amended through additions over time. He pointed out there were different sections of the regulations and zoning ordinance that speak to the same thing multiple times. He believed the sections that spoke to 'infrastructure' were good.

The Board began to review Mr. Keach's document - Subdivision Regulation Section 202 – Application Procedures and Requirements. Mr. Keach described the purpose of the section and how the language was shortened by verbiage indicating that the RSA's were adopted by reference rather than writing them out.

Mr. Doherty stated he had spent his entire time as a Planning Board member going through the regulations and flagging/highlighting/memorizing sections so when a plan is before them he understands the language and knows what areas need work. He said if the Board adopted the proposed sections, it would take years to find out what's wrong with it. Mr. McNamara understood that the subdivision regulations were basically the same, just re-ordered. Mr. Keach answered yes and added they were condensed and concise. He noted by adopting the statutes by reference if there is a change, they wouldn't have to take action as a municipality. He felt the Board would be well served to take away the risk of being unlawful because of procedural flaws with the regulations conflicting with statute. Mr. Gowan stated he had worked with the regulations longer than anyone in the room except for Mr. Culbert and possibly Mr. McNamara. He personally didn't see being 'married' to a somewhat verbose out-of-date document because of a fear of change. He suggested they start with the old ordinance and

compare the language to the new regulations to see how things are addressed and which they preferred. He said engineers want clarity in language. Mr. Keach believed no matter how the Board reviewed the language, that the final work product would be the same. Using the Table of Contents within the existing regulations he showed that the draft language had sections covering the first ten sections of the existing; the draft is derived from the existing language. He didn't think there was anything taken away or added and proceeded to go through and summarize the sections of the draft.

After discussing some of the language in the draft, Mr. Bergeron believed the Board should take a close look at the existing language and then review what was being presented. He said they should err on the side of caution and address the things that stand out.

The Board discussed how to proceed and began with reviewing the existing regulations against Mr. Keach's draft chapters. Mr. Gowan took note of the proposed language amendments for the Board to review at their next work session. At the conclusion, Mr. McNamara felt it would make sense for the Board to have a consensus decision if they would proceed with the new (draft) document, or review line-by-line of the existing. That decision will be made at a later meeting.

There was some discussion made by Mr. Clark regarding a subdivision that would be coming in front of the Board at a later date.

The next work session is scheduled for August 6, 2018.

### **ADJOURNMENT**

**MOTION:** (Lynde/Dadak) To adjourn the meeting.

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

The meeting was adjourned at approximately 9:03pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary