

APPROVED

**TOWN OF PELHAM PLANNING BOARD
MEETING MINUTES**

August 1, 2022

Chairman Tim Doherty called the meeting to order at approximately 7:01 PM.

Ms. Masse-Quinn called the roll:

PRESENT ROLL CALL:

Tim Doherty – present
Jim Bergeron - present
Roger Montbleau – present
Danielle Masse-Quinn – present
Paddy Culbert - present
Samuel Thomas - present
John Spottiswood – present
Bruce Bilapka - present
Joe Passamonte – present
Kevin Cote - present
Scott Sawtelle - present
Jenn Beauregard – present
Jennifer Castles – present

ABSENT/

NOT PARTICIPATING:

Jaie Bergeron
Hal Lynde

PLEDGE OF ALLEGIANCE

OLD BUSINESS

PL2022-00006 – Mako Development LLC, Beechwood Road Extension (from Salem) – Map 18 Lot 12-16 – Seeking Planning Board approval of 15-lot subdivision to be built with no road access from the town of Pelham. The proposed access will be from Beechwood Road in Salem, NH. 7/13/2022 Amended to add a Special Permit for construction of stormwater management improvements within WCD boundaries on proposed lots 12-16-1, 12-16-8 (Total WCD impact 7,403 s.f.)

Mr. Doherty said this case has been date specified to August 15, 2022.

NEW BUSINESS

PL2022-00027 (Map 8 Lot 9-144-5) – Carol Clemens-Fox (Owner) / Daniel Luce (Applicant) – 466 Windham Road – Seeking approval for a 2-lot subdivision. One lot with an existing home will maintain access from Windham Road, and the new lot that is created will be accessed from Arlene Drive.

Mr. Doherty said this case will be date specified to August 15, 2022.

Ms. Masse-Quinn read the abutters list into the record.

MEETING MINUTES

There were no edits or changes to the minutes of the July 7, 2022 meeting.

MOTION: (Ms. Masse-Quinn/Mr. Passamonte) To approve the minutes of the July 7, 2022 meeting as written.

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

There were no changes or edits to the minutes of the July 18, 2022 meeting.

MOTION: (Mr. Montbleau/Mr. Bilapka) To approve the minutes of the July 18, 2022 meeting as written.

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

ADMINISTRATIVE

Map 8 Lot 1-155 ZAANA 17, LLC – The Vineyards Subdivision – Request for Bond Reduction.

Mr. Doherty said they have paved the road since the estimate was complete, so they are looking for a further reduction.

Ms. Beauregard said the bond was \$87,722.00 and the board reduced it to \$49,306.25. Since the paving took place, Jeff Quirk has estimated an additional reduction in the amount of \$31,481.25 and to retain \$17,825.00.

Mr. Culbert asked if the \$17,825.00 was enough to finish it, if it doesn't weather over the winter.

Ms. Beauregard said yes, they've kept 10% for a maintenance bond and this covers that and beyond.

Mr. Doherty said they could revise the motion from the last meeting or make an additional motion that we reduce it by an additional amount of \$31,481.25.

MOTION: (Mr. Montbleau/Mr. Cote) To make an additional reduction for the amount of \$31,481.25 and make the amount we retain to \$17,825.00.

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

Mr. Doherty asked if the math was correct. Ms. Beauregard said yes, it was correct.

DISCUSSION

Mr. Thomas wanted to give updates on the CIP and the Master Plan. He said this is the last week for the CIP for a total of four meetings. He said they will bring in NRPC and they will prepare the report and the spreadsheet. He said he is scheduled to present to the Planning Board on the 15th, to the Board of Selectmen on the 16th and to the Budget Committee on the 22nd.

He said we got a quote from Bob Sherman on the library. Regarding the roof on the Hobbs Center roof, it was determined to still have a 10-year life on it.

He said the police radio system will be the most urgent. In terms of capital reserve, they have it for the ambulance, but not for the fire truck. Ms. Beauregard said they are waiting for more information regarding different types of funding before setting up a conference call with Attorney Rattigan. Mr. Thomas said they will resolve the capital reserve issues in the committee and will have a week after our last meeting of this week, before they come before this board. Mr. Thomas said everything is ready to go except for the capital reserve. Mr. Jim Bergeron asked if everyone knew what specifically the capital reserve fund means.

Mr. Thomas said the issue on the capital reserve was for the fire engine that was for \$720,000.00 that would be purchased in 2027. He said instead of having one lump sum, could it be spread out over the five years? He recalled the fire chief said he could not do a capital reserve. Ms. Beauregard said that was correct for the engine.

Mr. Thomas said the capital reserve that initiated this was the golf course and land management after land is purchased. Mr. Thomas said the forestry and conservation committee has allocations of funds to be

able to take care of development. He asked why they use a bond and not a capital reserve? He said he would have an answer after the next meeting.

Mr. Jim Bergeron asked Mr. Cote to explain how the bonding versus capital reserve works.

Mr. Cote said when the Conservation Commission puts a warrant article together looking to buy land, it needs to be understood. He said they are looking for bond approval, which gives the town permission to borrow the money to buy the land when it comes available. He said that could be for ten years out. He said one way to look at it is that land doesn't always come up, so it's good to have the ability over ten years to use that bond to buy land. Another way to look at it is, why not just create a fund where they put \$100,000.00 into it every year and have no interest payments. He said the question with the fire department is that you can't just create an account to put money away for future purposes. He said they are trying to find a way to manage their money correctly to buy major purchases without having to have it all at once or to have to borrow the money.

Mr. Thomas said hopefully that will be resolved at the next CIP meeting and may need to follow up with NRPC, our Attorney, or NHMA. He said at this week's meeting they will have the projects, and the allocation of funds from each department and then they will go through and put priorities on each project. He reminded us that the CIP is an advisory board to the Budget Committee. He said they need feedback from the Budget Committee and need to become more interactive with the CIP. He said there would be some representation at the Budget Committee with members of the CIP Committee to talk about the importance of the police radio system.

Mr. Cote said regarding the capital reserves, he said that we can't do anything unless the state gives us permission. He said the state has the RSA's and if we can't find something in the RSA's then we have to assume it is a 'No'.

Mr. Montbleau asked about the animal shelter. Mr. Thomas said that is along with the police radio system. Mr. Cote said they suggested that the police department put \$10,000.00 into their budget for next year to put together an architectural plan and a location for this new shelter. Mr. Cote said he approached the police captain and asked for them to get actual plans and costs together. Mr. Cote said next year they will have a number for the CIP to put in the plan.

Mr. Doherty asked about a potential future purchase of something substantial and would it be possible for someone to contact NH Municipal and see how they've done that. Mr. Cote said they are working on that now. Ms. Beauregard said they've found some different funding opportunities that may deal with land issues. She said they will organize their questions and set up a call with NHMA.

Mr. Jim Bergeron said he agreed with Mr. Cote and said it didn't make sense that we can't have a reserve fund in our CIP and ask the voters to appropriate money.

Mr. Cote said they can put money onto a line item, and it passes, but that it needs to be tracked. He said it could be put into a separate fund. Mr. Bilapka asked if they could write the warrant article, so it just continues until you get to that number. Mr. Cote said you can just put it into the budget and the town can pass that. Mr. Cote says it needs to be paid attention to and remembered to get taken out after so many years.

Mr. Doherty talked about the land that the Girl Scout camp is on and that has probably one mile of waterfront on Little Island Pond. Mr. Jim Bergeron said the Town of Pelham has the first option to buy it. Mr. Doherty said it would be a shame to lose that land.

Mr. Thomas said this past Thursday was the Master Plan meeting with Resilience. He said they asked them for a status report and essentially the outreach and engagement program is moving along correctly. He said they feel they will have a report by the end of October, which is a status report of the existing conditions of what Pelham is all about. He said they have been addressing natural hazards, natural resources, historical review, and parks and recreations. Next on their agenda would be energies, sustainability, and the economy. He said Yvonne from the Hobbs Center is planning on inviting business owners to a meeting, to get a handle on the economy. That would be held during the second meeting in August. He said they have two school board members, Chip McGee and Darlene Greenwood. He said Ms. Masse-Quinn and himself will be meeting with students at the high school once school begins to

recruit students to be on the committee. He said they've had an intern this summer, Darby, and she plans on staying on the committee by zoom.

Mr. Thomas talked about some points from the status report that was given to them last week. Regarding outreach and engagement; a website was created, tables set up at community events, and promotional article material that was submitted to the Pelham Evergreen. He said they will write another article for the Pelham Evergreen in September detailing the Master Plan and what types of involvement they are looking for. In terms of existing conditions, they will have a draft by October. He said that will include transportation, housing, population, community facilities, services, natural hazards, recreation, history and culture. He said they are working on natural resources, water, economy, and energy. He said they have contacted all department municipal heads and conducted interviews to better inform the community facilities and service profiles. He said they contacted the council on aging and forestry. He said they've completed a special analysis of data on all existing condition profiles of Pelham to inform the writing of these sections. He said they are finalizing a GIS map for the inclusion of existing conditions regarding populations. He is very comfortable with the progress they are all making.

Ms. Masse-Quinn asked if he had the breakdown of how many people went onto the website. Mr. Thomas did not have that. He said there were 250 businesses in Pelham. Mr. Jim Bergeron said there were over 500 and those include home occupations.

Ms. Beauregard said the committee asked if before every meeting that was held, if they could run the Master Plan flyer on the screen prior to the start of the meeting. The chair of the board can remind the members that this is going on and they can go to our website. She said Jim Greenwood could run that on the screen with the URL on it for people to see.

Mr. Jim Bergeron said that he mentioned to Steve, the chief CEO, that we are looking forward to seeing his official report.

Mr. Thomas said there will be a letter going out to all the businesses with a note saying there would be a meeting at the end of August and inviting them to attend.

Mr. Montbleau asked which Thursdays they are meeting this month. Mr. Thomas said they meet on the second Thursday of the month at the Police Station from 6-8 PM and they meet on the fourth Thursday in Sherburne Hall. That would be August 11 and the 25th. Mr. Jim Bergeron said on the 25th the representative from Resilience would be there in person.

ADJOURN

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

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

The meeting was adjourned at approximately 7:41 PM.

Respectfully submitted,
Jennifer Castles
Recording Secretary