

**APPROVED
TOWN OF PELHAM PLANNING BOARD
MEETING MINUTES
May 1st, 2023**

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

Secretary Danielle Masse-Quinn called roll:

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

NOT PARTICIPATING: Roger Montbleau
Selectmen’s Alternate Representative Jaie Bergeron
Alternate Paddy Culbert

PLEDGE OF ALLEGIANCE

Mr. Doherty announced Alternate Mr. Scott Sawtelle will vote for absentee Board member Mr. Roger Montbleau.

MEETING MINUTES

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

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

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

NEW BUSINESS

Case #PL2023-00012

Map 35 Lot 6-31

CREST PROPERTIES, LLC (Owner), BROWN, Michael (applicant) – 1 Willow Street - Seeking approval of a Site Plan to remove one parking space to enlarge the entrance/exit from the Willow Street Plaza.

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

Mr. Sunil Lakhani introduced himself as the manager of Crest Properties, LLC.

Mr. Michael Brown introduced himself as the property manager of Willow Plaza.

Mr. Brown explained to the Board, on Willow Street, they would like to eliminate one parking spot to enlarge the entrance and exit onto Willow Street. Mr. Brown proposed eliminating one spot to make the entrance and exit onto Willow Street more applicable to all the consumers visiting the plaza. He said they are looking at 35 ft-38 ft when the one spot is taken away which would allow them to put a solid line in the middle and arrows for entrance and exit. Mr. Brown added this should help ease traffic flow in and out of Willow Plaza and be safe for everyone.

MOTION: (Passamonte/Bilapka) To accept the plan for consideration.

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

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

Mr. Doherty confirmed with Ms. Jennifer Beauregard that it is a town road. Mr. Doherty asked Ms. Beauregard what permit the applicant would have to secure. Ms. Beauregard explained they would go to the Highway Department for the permit.

Mr. James Bergeron asked if there was a logistical reason for choosing the direction going toward the intersection and not further away toward Willow Street. Mr. Brown explained there is currently ample parking where the proposed spot is to be removed, and at the other end, there is a leech field. Mr. Bergeron asked Ms. Beauregard if there is any concern about the site distance. Ms. Beauregard explained she is not aware of what the footage is there but can double-check. Mr. Bergeron said he believed making the entrance/exit wider would overcome any negative impact of bringing the distance in footage to the Rte. 38.

Ms. Beauregard explained that over time the regulations have changed and currently the applicant exceeds the number of parking spaces that they would now be required to have if they built it today.

Mr. Doherty stated they are not changing the impervious surface because it is either a parking spot or an entrance.

MOTION: (Masse-Quinn/Passamonte) To approve the plan.

VOTE: (7-0-0)

BOARD MEMBERS / PLANNING DIRECTOR UPDATES

Mr. Samuel Thomas said the Capital Improvements Plan Committee (CIP) has its first meeting on May 24th, 2023. Mr. Thomas said this is a kick-off meeting for the beginning of the CIP process.

Mr. Thomas said they have had a lot of activity on the Master Plan. Mr. Thomas stated they had a meeting on April 27th, 2023. He said in this last meeting there were three objectives. One required by New Hampshire for a Master Plan is the need for a vision statement. Mr. Thomas said the members' expectation is by the May meeting on June 1st, 2023, they will have the vision statement finalized for submission. Mr. Thomas said the second requirement is to have future land use. He said they are working on this as well. Mr. Thomas stated these two items are required by New Hampshire regulations for Master Plan. He added by the May meeting, they expect to have both of these completed.

Mr. Thomas said a major part of the meeting was on the outreach report. Mr. Thomas said back in December or January they had an existing report which is available on the Master Plan website. This report provided what they/we

saw as the existing conditions. He said after the forum in February they had an online forum plus a forum at the Hobbs Center resulting in an outreach report. Mr. Thomas stated the report is in draft form. He added both the outreach report, and the existing report will be the contents of what goes into the Master Plan as the final report. Mr. Thomas explained the contents of the outreach report were things such as findings of the public outreach, summary results of community living, and community discussion. They addressed population & housing, economy and land use, transportation, national historical and cultural resources, parks, open space and recreation, community facilities and services, water resources, and natural hazards. Mr. Thomas said the [Draft Report](#) can be found on the Master Plan website. Mr. Thomas explained there were some key findings from the public outreach report. The key findings included a vibrant town center area, increase sidewalk connectivity and expansion of sidewalks, build bicycle infrastructure, a more rural area-small town feel, land protection and conservation, further focus on natural resource protection efforts of Pelham surface and drinking water, increase housing for seniors, diversity of housing types, consider expanding sewers on Rte. 38 (Mr. Thomas noted we do not have sewers on Rte. 38), address public water scarcity issues, create recreational programs and activities geared both to the youth and the seniors, more indoor and outdoor recreation facilities, renewable energy production, implement renewable energy systems and energy-efficient measures during renovation of municipal buildings and facilities, additional social support and services are needed to better accommodate the older population in Pelham, track and retain younger people and families to live in Pelham and improve the accessibility of Pelham's community facilities and buildings to accommodate those with accessibility needs.

Mr. Thomas said the summary of the Hobbs Center report is suggestions for programs for the seniors, housing for the seniors, and to try to address daycare for the seniors. He said one interesting thing coming from the Hobbs Center was some responses suggested there be community education programs at the Pelham High School for older adults such as afternoon or evening classes. They also suggested that seniors could attend classes such as history or algebra. Other suggestions were to see all Pelham hiking trails be age-friendly by adding benches, etc., and suggest the trails be connected to the main trail. Many other responses stated they would like to see additional sidewalks from the Hobbs community center to the center of town, to the senior center, and shopping centers.

Mr. Thomas stated this is a summary of what is in the report. He said they are making very good progress. He said all of the studies and research will be completed by June, and then they will take July and August to write the final report. He said The CIP has between August – October to finalize the draft. The final report will be ready by the end of October. Mr. Thomas said his plan along with the committee, is that after this report is finalized, they would ask the Board of Selectmen, the Planning Board, and any other Committees or Boards that would like to attend, they would have a meeting with a presentation to highlight what is in the Master Plan. Mr. Thomas said this would be an evening for all pertinent parties to come together and see it. He added various departments would have various objectives. He said as a committee they have decided to have a check and balance committee as part of the Master Plan. It would be a subset after the Master Plan is finished, a group of individuals would go to the various Boards and Commissions, to see that they are making progress towards the goals.

Mr. Doherty asked when exactly the presentation should take place. Mr. Thomas said the beginning of November. Mr. Doherty asked Ms. Beauregard to look into seeing if Sherburne Hall is available sometime in mid-November to accommodate the presentation. Mr. Thomas added the meeting should include the Board of Selectmen, the Planning Board, any Commissions or Department Heads, and Joe Roark with the intent to get the message out to everyone at one time. Mr. Thomas said as a committee they have decided to designate 5-6 people to be the check and balance committee for the next 4 or 5 years to check every quarter with each of the department or commission heads that progress is being made.

Mr. Hal Lynde said he thought that Pelham was the 2nd highest populated town in New Hampshire for elderly people. Ms. Masse- Quinn confirmed it is 47%. Mr. Thomas explained from the Hobbs Center comments, there are other things they would like to see. Mr. Thomas read from the summary results of the Hobbs community discussion

including comments for increased funding for senior programs and services, should encourage more young people to stay in the town, indicated programs for seniors and low-income housing are needed such as tax relief for volunteer work, social work is needed that meets needs for older adults, and need for adult care in Pelham.

Mr. Thomas stated the next meeting for the Master Plan is June 1st, 2023 for the May meeting and the next CIP meeting is May 24th, 2023.

NON-PUBLIC SESSION

MOTION: (Masse Quinn/Bilapka) Request for a non-public session per RSA 91-A:3, II, 1 – Consideration of legal advice and 91-A:3, II, c - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.

ROLL CALL VOTE: Scott Sawtelle – yes
 Joe Passamonte – yes
 Danielle Masse-Quinn – yes
 Jim Bergeron – yes
 Charlene Takesian – yes
 Bruce Bilapka – yes
 Tim 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 into a non-public session at approximately 7:25 PM. Also present were Planning Board Alternates Mr. Lynde, Mr. Thomas, Mr. Spottiswood, and Planning Director, Ms. Beauregard.

The Board returned to public session at approximately 8:30 PM.

MOTION: (Masse-Quinn/Sawtelle) To seal the minutes of the non-public session indefinitely.
VOTE: (7-0-0) The motion carried.

ADJOURNMENT

MOTION: (Passamonte/Bilapka) To adjourn the meeting at 8:34 PM.
VOTE: (7-0-0) The motion carried.

Respectfully submitted,
 Heidi Zagorski, Recording Secretary