

**APPROVED  
TOWN OF PELHAM PLANNING BOARD  
MEETING MINUTES  
December 18<sup>th</sup>, 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  
Roger Montbleau – present  
Joe Passamonte - present  
Bruce Bilapka – present  
Selectmen’s Representative Charlene Takesian – present  
Alternate Hal Lynde – present  
Alternate Samuel Thomas – present  
Alternate Scott Sawtelle – present  
Alternate John Spottiswood – present  
Planning Director/Zoning Administrator Jennifer Beauregard – present  
Recording Secretary Heidi Zagorski – present

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

**PLEDGE OF ALLEGIANCE**

Chairman Doherty asked Mr. Bob Lamoureux from the Forestry Committee to lead the Pledge of Allegiance.

**RECOGNITION**

Mr. Bob Lamoureux approached the Board and thanked the Planning Board for the work they do. Mr. Lamoureux said he has noticed someone that stands out. Mr. Lamoureux praised Ms. Danielle Masse-Quinn for her work and involvement in multiple organizations in town. He asked for a round of applause for her work and effort. Mr. Lamoureux asked the Planning Board members if they would like to say a few words.

Mr. Roger Montbleau said it was a pleasure to see Ms. Masse-Quinn honored. Mr. Montbleau said he has not seen anyone who has done the amount of research or has been on as many committees as Ms. Masse-Quinn.

Ms. Charlene Takesian said Ms. Masse-Quinn is a valuable asset to the Town who has done a lot of work and research. Ms. Takesian thanked Ms. Masse-Quinn for all that she had done.

Mr. John Spottiswood reflected on the first time he met Ms. Masse-Quinn and thanked her for taking the next step and for all that she had done.

Mr. Tim Doherty said at the end of every year, the Chair writes the Annual Report. Mr. Doherty said he had asked Ms. Masse-Quinn to become involved in the Annual Report, adding it is now done with the Chair and the Secretary.

Mr. Doherty said he had a true friend in Ms. Masse-Quinn.

Mr. Samuel Thomas said he remembers when he first met Ms. Masse-Quinn and knew that she would be a dynamic force in the Planning Board. Mr. Thomas said Ms. Masse-Quinn is a true professional with a lot of integrity.

Mr. Jim Bergeron said everyone on the Planning Board is a volunteer. Mr. Bergeron said some members have been on this Board for thirty-plus years in a volunteer position. Mr. Bergeron said he wanted to draw attention to the new members. Mr. Bergeron said Ms. Masse-Quinn said her organizational skills and her ability to recall things and keep things in order are beyond amazing. Mr. Bergeron said Ms. Masse-Quinn is a rising star in this town.

Mr. Bruce Bilapka said that Ms. Masse-Quinn would be an asset to any town and thanked her for being a part of this town. Mr. Bilapka praised Ms. Masse-Quinn for her research efforts and her time in the town.

Ms. Jennifer Beauregard said that Mr. Doherty had spoken with her about recognizing Ms. Masse-Quinn. Ms. Beauregard praised Ms. Masse-Quinn for her time on multiple committees along with home-schooling her children.

Ms. Kimberly Abare introduced herself as State Representative. Ms. Abare said she was here this evening to celebrate Ms. Masse-Quinn. Ms. Abare said her first encounter with Ms. Masse-Quinn happened from a distance at a Planning Board meeting. Ms. Abare recognized Ms. Masse-Quinn for her meticulous and respectful approach during this Planning Board meeting. Ms. Abare said she had found Ms. Masse-Quinn to be an invaluable resource. Ms. Abare said her teaching abilities allow her to break things down in a comprehensive manner. Ms. Abare said Ms. Masse-Quinn extends her passion to various Boards including the Planning Board, the Zoning Board, the Agricultural Board, the Master Plan, the CIP, the Well Ordinance Committee, and the Workforce Housing Committee. Ms. Abare said great things are ahead for Ms. Masse-Quinn and Pelham with Ms. Masse-Quinn on our side.

Ms. Heather Corbett said she appreciates the amount of effort it takes to put in the kind of work Ms. Masse-Quinn puts in adding that she is grateful.

### **ADMINISTRATIVE**

Mr. Doherty stated that Ms. Heather Corbett is seeking a position that is open for the Nashua Regional Planning Commission (NRPC) Commissioner.

Ms. Beauregard explained that the number of representatives that the Town of Pelham can have is three, and they currently have two representatives. Ms. Beauregard said the Board of Selectmen has asked the Planning Board to nominate Ms. Corbett.

Mr. Joe Passamonte asked who currently sits on the NRPC Board. Ms. Beauregard said Mr. Jeff Gowen and Mr. Jaie Bergeron.

**MOTION:** (Masse-Quinn/Bilapka) To appoint Ms. Heather Corbett as NRPC Commissioner for four (4) years.  
**VOTE:** (7-0-0) The motion carried.

### **MEETING MINUTES**

**MOTION:** (Masse-Quinn/Bilapka) To approve the December 4<sup>th</sup>, 2023 meeting minutes.  
**VOTE:** (7-0-0) The motion carried.

## **DISCUSSION**

### **Proposed Zoning Amendments Review**

Mr. Doherty said the first public hearing will be at the next Planning Board meeting on January 4<sup>th</sup>, 2024. Mr. Doherty said the Board will need to provide information for Ms. Beauregard to provide to the public, and to discuss at the first public hearing.

Mr. Doherty said they have a couple of suggested zoning changes to review. Mr. Doherty began with 307-13:A. Mr. Doherty said there is a suggested addition of the words ‘every multi-family lot, and’. He said ‘in the residential district’ is suggested to be removed. He said this would mean every multi-family lot and workforce parent lot would apply to all districts in town that they are allowed in, which would be everything except the industrial district.

Mr. Doherty said the Board needed to include language that the septic loading would be for one side or the other and not allow the entire lot to be used unless contiguous. He read the proposed language as “For septic loading calculations for non-contiguous lots separated by a wetland or stream, they shall be treated as two or more individual parcels. The total number of units shall be split up and built on each part of the parcel based on the square footage of the contiguous non-wetland area of each part of the parcel.”

Mr. Doherty said the next zoning change refers to parking under 307-10. Mr. Doherty said it is broken up into three sections and the Planning Board usually deals with the commercial side. Mr. Doherty said this is making it so that in addition to the parking requirements if they have multi-family, workforce housing, or age-restricted housing, a building with more than four units in the building shall provide additional off-street parking in the visitor/occupant area with Electric Vehicle (EV) charging stations based on a minimum of 25% of the units in a building. Mr. Doherty gave an example stating a four-unit building would have to have one additional parking spot for an EV charging station, adding that if there were fewer than four units in a building, they would not be required to provide a parking space for an EV charging station. Ms. Masse-Quinn said this would align well with the 2024 Master Plan. Mr. Thomas asked if they could clarify what the 25% represents. Mr. Passamonte said for every four units, you would have one EV charging station. Ms. Beauregard asked if it would belong under 307-10:B in the zoning ordinance instead of a standalone letter. Mr. Doherty and the Board members agreed with Ms. Beauregard.

**MOTION:** (Montbleau/Bilapka) To add Article III Section 307-10 and Article III Section 307:13 proposed changes to the January 4<sup>th</sup>, 2024 first public hearing.

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

### **Proposed Affordable Senior Housing Ordinance Amendments Review**

Mr. Doherty said the Senior Housing Ordinance has been reviewed by the Nashua Regional Planning Commission (NRPC). Ms. Masse-Quinn said that Mr. Jay Minkarah from NRPC responded with recommended comments. Ms. Masse-Quinn said Mr. Minkarah recommended using the same wording ‘senior’ throughout the document instead of various forms of this word. Mr. Minkarah proposed to remove ‘Affordable’ and use the same title throughout the document. The Board agreed to use the title Age Restricted Housing (ARH) Ordinance throughout the document.

Mr. Doherty said NRPC recommended removing a highlighted section from letter A under the Definition section as well as removing in their entirety, letter B, letter C, and letter E from the Definition section.

Ms. Takesian said under 307-51:B, the word complex should be replaced with development. Ms. Beauregard said the language should stay consistent and the Board agreed to change all ‘complex’ wording to ‘development’.

Mr. Doherty said 307-51:3, NRPC questioned if the language was permissible. Ms. Beauregard said Attorney Ratigan would look at the language as well. Mr. Doherty said they would leave the language in unless Attorney Ratigan advised them to remove it.

Mr. Doherty said under 307-52:A, the language “Land located within the Wetland Conservation District buffer may not be counted towards the minimum lot size calculations” is recommended to be moved to the list and included to “what the ten (10) acres minimum shall not include”. The Board agreed to place it as item number 3.

Mr. Doherty said under 307-52:B, NRPC suggested that the language is vague. Mr. Doherty said the second sentence could be removed and in the second paragraph, you would need to change ‘five (5)’ to ‘six (6)’.

Mr. Doherty said under 307-52:E, NRPC suggested that this is not necessary. Mr. Doherty said this language was placed here because they wanted to make sure that the Planning Board would go for a site walk to see any conceptual plans before they would accept the plan for consideration. Mr. Doherty suggested keeping this language here with the grammatical changes of ‘exhibiting’ to ‘existing’ and ‘house’ to ‘houses’.

Ms. Beauregard said under 307-53:A Plan Approval, the language ‘Subdivision Regulations’ should be changed to ‘Land Use Regulations’.

Mr. Doherty said under 307-53-2:B, NRPC suggested this is redundant and not needed. Mr. Doherty confirmed this could be rephrased to avoid redundancy but recommended leaving the language there because it leads to a list below. Ms. Beauregard asked if they could remove the redundant language under letter B, and change the numbered list below to letters B, C, and D. The subsection under the new letter D would change from a lettered list to a numbered list.

Mr. Bergeron questioned 307-53-2:A. The Board discussed this and decided to amend the language for clarification.

Mr. Doherty said under 307-52-2:B1, NRPC asked if commercial uses were allowed. The Board agreed to remove the wording ‘residential or commercial’.

Mr. Bergeron discussed the language under 307-53-2:B1 discouraging the use of ramps and lifts. The Board agreed to change the language to handicap accessibility regulations.

Mr. Doherty said under 307-53-2:B2, NRPC stated the wording ‘discretion’ is too vague. Mr. Doherty discussed leaving this language here because it could refer to an Assisted Living Facility. Ms. Beauregard suggested adding the language ‘such as Assisted Living Facility’. The Board agreed to this addition.

Mr. Bergeron asked if they needed to capture the maximum height under 307-53-2:B3. Mr. Bergeron suggested adding a subsection under 307-53-2 to state outside the MUZD, the maximum height is 40’, and within the MUZD it is a 30’ height maximum. The Board agreed to this addition.

Mr. Doherty said under 307-53-2, NRPC stated number 4 is redundant. The Board agreed to remove this item because it is not needed in this section. Mr. Doherty questioned number 5 under this section as well. Mr. Bergeron

discussed the ‘at grade access’ language under number 3 in this section. The Board agreed to change this language to ‘means to at grade access’. Mr. Bergeron said this section should be reviewed by the Building Inspector or Fire Department. Ms. Beauregard referred back to number 5 under this section and asked if it should be placed under the requirement section. Mr. Doherty suggested adding it under section 307-51:C.

Mr. Passamonte asked if fire lanes would be required. Ms. Beauregard confirmed that anything adopted would also go into the Land Use Regulations. Mr. Doherty said this language could be added under 307-53-2 above number 8.

Mr. Doherty said under 307-53-3, NRPC stated there is a new term ‘senior housing ordinance’. The Board stated this would be changed to ARH.

Mr. Doherty said under 307-55, NRPC said this is redundant. The Board agreed to remove this.

Mr. Bergeron suggested under 307-54 to change the language from ‘professional peer review designer’ to ‘professional designee’.

Mr. Doherty confirmed with Ms. Beauregard that all language would be checked to be consistent with using the term ARH development throughout the document.

**MOTION:** (Montbleau/Masse-Quinn) To add the ARH Ordinance proposed changes to the January 4<sup>th</sup>, 2024 first public hearing.

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

Ms. Beauregard stated that she received a request from a resident in town to consider increasing the size of a detached Accessory Dwelling Unit (ADU). The Board stated that a detached ADU can currently be up to 1,000 sq. ft. and they agreed to leave it as is.

Mr. Doherty announced that the Board would take a 5-minute recess. The Board returned from recess at 9:30 PM.

### **BOARD MEMBERS/PLANNING DIRECTOR UPDATES**

Mr. Thomas said they had their first well ordinance meeting on December 14<sup>th</sup>, 2023, and the next meeting is set for the third week in January 2024. Mr. Thomas said the first meeting was to get themselves grounded and organized. He said at the next meeting they would begin to work on the well ordinance.

Mr. Thomas said they met on December 6<sup>th</sup>, 2023 with Resilience for the Master Plan. Mr. Thomas said they would be submitting the document to the Planning Board for review. Mr. Thomas said Resilience would present the Master Plan as a PowerPoint on February 5<sup>th</sup>, 2024, and review highlights of the Master Plan during the public meeting.

Mr. Thomas said the Water Commission has two grants. He said the first phase was determining what parts of Pelham have water problems. Mr. Thomas presented a map showing the different areas identified with water problems. The Sherburne Road area was identified as Priority #1, the Northwest corridor was identified as Priority #2, and the Northeast to Southeast section was identified as Priority #3.

**NON-PUBLIC SESSION**

**MOTION:** (Masse-Quinn/Bilapka) Request for a non-public session per RSA 91-A:3, II, 1 – Consideration of legal advice.

**ROLL-CALL VOTE:** Mr. Bilapka – YES  
Mr. Montbleau – YES  
Ms. Masse-Quinn – YES  
Mr. Passamonte – YES  
Ms. Takesian – YES  
Mr. Bergeron – 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 into a non-public session at approximately 9:43 PM. Also, present was the Planning Director, Ms. Beauregard.

**MOTION:** (Montbleau/Takesian) To seal the minutes of the non-public session indefinitely.  
**VOTE:** (7-0-0 ) The motion carried.

**ADJOURNMENT**

**MOTION:** (Masse-Quinn/Takesian) To adjourn the meeting at 10:50 PM.  
**VOTE:** (7-0-0) The motion carried.

Respectfully submitted,  
Heidi Zagorski, Recording Secretary