

**Town of Boscawen  
PLANNING BOARD  
Boscawen Municipal Complex  
FINAL MEETING MINUTES  
Tuesday, June 6<sup>th</sup>, 2023**

**Members Present:** Loren Martin—Chair; Barbara Randall—Vice Chair; Mark Varney; Ed Cherian; Roberta Witham; Josh Crawford—Alternate; Lorrie Carey—Ex-Officio; Bill Bevans—Alternate Ex-Officio

**Members Excused:** Gary Tillman

**Staff Present:** Kellee Jo Easler—Planning and Community Development Director; Kearsten O’Brien—Deputy Planning & Community Development Director; Kara Gallagher—Planning & Community Development Assistant; Alan Hardy—Code Enforcement Officer; Tim Kenney—Fire Chief

**Guests:** Fred Reagan—Merrimack Valley School District Operations and Maintenance Director

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Chair Martin opened the Public Meeting at 6:33 p.m.

PCD Assistant Gallagher completed roll call.

Chair Martin made Mr. Crawford a voting member for the meeting.

**Minutes:**

**Ex-Officio Carey motioned to accept the 5/2/23 draft minutes as presented. Seconded by Mrs. Witham. All in favor. None opposed. Two abstentions.**

**New Business:**

*Request for Extension Map 183D Lot 16 Sublot 1:* PCD Director Easler read the request from Riveredge Properties, LLC into the record: “*Per the attached Notice of Decision, the greenhouse has been removed and we ask that you allow the office building to remain until all lots are completed and sold. We use the office to meet with clients looking to purchase in the Eagle Perch subdivision. We believe the office building looks much better than a job trailer would.*” The Notice of Decision from February 2021 named the condition of: “A bond of \$10,000 to ensure removal of office building and greenhouse within two years, starting August 2021.” PCD Director Easler spoke with Mr. Tom Berkeley and his reps and agreed that the office building looks nicer than a job trailer. This will require a Public Hearing and Mr. Berkeley will be attending the July meeting to talk about the request. Ex-Officio Carey questioned if the bond amount would need to be increased. Mr. Cherian asked if there would be a cutoff date for the extension. Chair Martin said these were great questions and should be discussed at the hearing. Chair Martin asked to add the request to the July agenda.

Request for Extension Map 79 Lot 123: PCD Director Easler read the request from Mr. Frederick Schneider: “I request an extension of my former approval for 2 additional storage buildings at the above address (85 Daniel Webster Highway). Due to not being able to order buildings from our supplier from the aftermath of COVID I could not complete the project in a timely fashion. Things have now gotten better and I can order the buildings.” PCD Director said a Public Hearing will be required for this request as well and Mr. Schneider will be attending the July meeting. Chair Martin said the Board has heard from other developers in town the issue of getting materials in order to complete jobs in a timely manner and that the request is reasonable. Chair Martin asked to add the request to the July agenda.

Public Hearing for Map 94 Lot 23 Conditional Use Permit & Major Subdivision for Cluster Development: PCD Assistant Gallagher read the following Public Notice: Notice is hereby given in accordance with NH RSA 676:4, I, D1 and the **Town of Boscawen Land Development Regulations** that the **Planning Board** will meet on **Tuesday, June 6, 2023 after 6:30 p.m.** at the Boscawen Municipal Complex, 116 North Main Street, during a *regular meeting* of the Board to hear two applications submitted and owned by **Building and Loan Development, LLC. of 23 Bush Hill Road, Kinnelon, NJ, 07405** with a location of **Map 94 Lot 23, 477 High Street, located in an AR zone.**

1) An application for a **Conditional Use Permit—Cluster Development Application**

Upon a finding by the Board that the applications meet the submission requirements of the Zoning Ordinance and the Land Development Regulations, the Board will vote to accept the applications as complete and a Public Hearing on the merits of the proposal may follow.

Should a decision not be reached at the Public Hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

The Board discussed whether the Conditional Use Permit application was of regional impact because of the proximity to the Salisbury town line. Mr. Varney asked whether there had been a response received from the Town of Salisbury. PCD Director Easler said yes, a letter was received. If the Board determines this application is of regional impact, certified letters and the meeting minutes must be sent to the Town of Salisbury and any abutters in Salisbury. PCD Director Easler also mentioned that the applicants spoke to the Salisbury Planning Board prior to this meeting.

**Vice Chair Randall motioned that the Conditional Use Permit and Major Subdivision Applications for Cluster Development are of regional impact. Seconded by Mr. Cherian. All in favor. None opposed.**

**The Conditional Use Permit and Major Subdivision Applications for Cluster Development will be moved to a date certain of July 5<sup>th</sup>, 2023.**

Capital Improvement Plan Discussion: Code Enforcement Officer Hardy said he and Mr. Reagan have been discussing what projects were upcoming at the Boscawen Elementary School. PCD Director Easler asked if there had ever been a discussion to add BES to the CIP, and if not would that be something the Board would like to do. CE Officer Hardy said that could work if Mr. Reagan

has a defined list of projects to add for the future. Chair Martin clarified if the CIP has to be used for specific projects and not maintenance. PCD Director Easler said that is correct, the CIP must be used for Capital Improvements. Discussion ensued. Ex-Officio Carey suggested adding solar to the BES roof as a CIP project in the future. Mr. Reagan said he would take that suggestion into consideration. Mr. Cherian suggested reaching out to Energy Committee member Nate Preisendorfer for a quote on rooftop solar. PCD Director said that Finance Director Kate Merrill created a schedule for the CIP update and all are encouraged to participate.

*Class VI Road Update Discussion:* Public Works Director Dean Hollins toured a few of the Class VI roads in town and sent photos of the road conditions. Under statute, all of the current houses on these roads are considered “preexisting and nonconforming”. What CE Officer Hardy needs is a recommendation from the Planning Board to the Select Board, either to keep the current stance of no building permits of any kind on Class VI and private roads, or to allow building with/without restrictions. Chair Martin asked Fire Chief Kenney if he had any concerns. Fire Chief Kenney said he has no concerns with existing houses being allowed to build sheds, garages, etc. on Class VI roads. The concerns he has lies with new house construction. CE Officer Hardy will suggest to the Select Board that a document be created that will spell out exactly what would be allowed. Chair Martin clarified that the document would say construction of certain structures would be allowed versus construction of new homes. CE Officer Hardy said that was correct, if that is what the Board decides. Discussion ensued. Ex-Officio Carey asked what Fire Chief Kenney’s thoughts were about additional living spaces. Fire Chief Kenney had no concerns as long as all regulations were followed because there would already be an existing house. Chair Martin suggested CE Officer Hardy and PCD Director Easler draft a letter of recommendation for review by the Planning Board, before presenting to the Select Board. All concurred.

### **Other Business:**

*Planning and Community Development Department Update:* PCD Director Easler asked if anyone would like to be on the Central NH Regional Planning Commission Committee. If not, would the Board like to appoint PCD Director Easler to join. All concurred.

PCD Director Easler sent out the updated Zoning Ordinance that Town Administrator Phelps updated and asked if there were any comments or questions. None heard.

CE Officer Hardy attending the 5 Rivers meeting as Conservation Commission Chair along with several other Commissioners, and informed the Board that 5 Rivers is creating a new Conservation plan for their district, in which Boscawen and 16 other towns are included. CE Officer Hardy passed a draft plan set around. Once the plans are finalized, PCD Director Easler suggested putting them on the website. 5 Rivers ultimate goal is to find new land to conserve and will be looking for projects in Boscawen.

PCD Director Easler asked if any progress had been made in the Invasive Species discussion with John Keegan, Chair of the Agricultural Commission. CE Officer Hardy said Chair Keegan was trying to put together a presentation for the town.

Rules of Procedure Social Media Discussion: PCD Director Easler said the town has a Social Media policy, and suggested all members familiarize themselves with the document. All volunteers must be mindful when participating in conversations on social media platforms.

**The next meeting will be held on July 5<sup>th</sup>, 2023 @ 6:30 p.m.**

**Motioned to adjourn made by Mr. Varney. Seconded by Vice Chair Randall. All in favor. None opposed.**

*Respectfully submitted by Kara Gallagher.*