

**Town of Boscawen
PLANNING BOARD
Boscawen Municipal Facility
FINAL MEETING MINUTES
Tuesday, March 5, 2024**

Members Present: Loren Martin – Chair, Barbara Randall – Vice Chair, Josh Crawford, Roberta Witham, Lorrie Carey – Ex-Officio & Bill Bevans – Alternate Ex-Officio

Members Excused: Ed Cherian & Gary Tillman

Staff Present: Kellee Jo Easler – Planning and Community Development Director, Kara Gallagher – Planning and Community Development Coordinator, Ruth Ashby - Planning and Community Development Assistant & Tim Kenney – Fire Chief

Chair Martin opened the Public Meeting at 6:30 p.m.

PCD Coordinator Gallagher completed roll call.

Minutes:

Ex Officio Carey requested two changes:

- Line 56 – Insert “as” in between “schedule” and “to”.
- Line 73 – Insert a comma after “he” and another comma after “regulations”.

Ex-Officio Carey motioned to accept the draft minutes as amended. Seconded by Vice Chair Randall. All in favor. None opposed.

Old Business:

Zoning Ordinance Review for 2025: The Board discussed what changes they’d like to tackle for 2025. PCD Director Easler suggested the Board review camping and recreational vehicles. Section 8.05 of the Zoning Ordinance reads “*One travel trailer or self-contained recreational vehicle may be parked on the property of, and occupied by, the guests of the resident of a single-family home for not more than 24 weeks in one calendar year. Such travel trailer or self-contained recreational vehicle shall be parked on the same lot or parcel as the single-family home and water and sewer services shall be inspected by the town’s health officer annually.*” There currently is no ordinance for camping or RVs. “*Recreational vehicle*” is defined under definitions and discussed under the parking ordinance but is very limited and only allowed on land with a preexisting residential home. Many towns allow those who own vacant lots to camp for a certain amount of time, for example if a taxpayer that owns a vacant lot wanted to park their RV for hunting or the summer season. Other towns have seasonal permits for such situations at no cost to the taxpayer. These permits would indicate how long the RV would stay on the lot, the location of the camping site, the size of the RV, type of water system, how sewage is disposed, etc. PCD Director Easler would like to initiate a permitting process for our town to allow recreational vehicles on any parcel. PCD Coordinator Gallagher provided examples of permits. Discussion ensued. Other potential topics

identified were Manufactured Homes and Tiny Homes/Other. Chair Martin requested those topics be added to the April agenda.

Volunteer Input for LDRs & Master Plan Housing Chapter: PCD Director Easler said the Board was asked to review the Land Development Regulations and the Master Plan Housing Chapter and to send in any changes to the PCD department. No requests have been received to date, and she asked if anyone would like to change anything in either document. Vice Chair Randall asked if Covid during 2020-2021 could be mentioned as a contributing factor to the Boscawen Elementary School's declining enrollment on page 7. Ex-Officio Carey asked if the Elderly Housing section on page 10 could be expanded. A request was made to edit the Impact Fee section on page 11 to add a broader term such as "Public Safety" instead of just "Fire Department" when the categories are updated.

Impact Fee Schedule and Fees: Chair Martin requested to review the impact fee schedule and propose changes. Currently the impact fee schedule is broken down into 4 categories: public schools, municipal office, police department, and town roads. Recent data has shown a steady decrease in school enrollment, so several Board members felt it was time to reallocate funds and to amend the impact fee schedule. The Board discussed what can be included in the impact fee schedule as cited in RSA 674:21: *"Impact fee means a fee or assessment imposed upon development, including subdivision, building construction, or other land use change, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; municipal road systems and rights-of-way; municipal office facilities; public school facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing, and disposal facilities; public library facilities; and public recreational facilities not including public open space."* PCD Director Easler asked if the Board would like to have a new impact fee study done and provided the current impact fee ordinance from 2007, with an update in 2012, and 2017. A letter was provided from BMC LLC for the Development of Fire Department Impact Fees in 2021 and Planning Board minutes from 2023 discussing the need for impact fees with Fire Chief Tim Kenney. With Bruce Mayberry's retirement she reached out to Mr. Mark Fougere, who has recently done studies in other municipalities. The cost for a full impact fee study in Salem was approximately \$35,000, and approximately \$9,000 for a school impact fee study in Bow. The Board will not have the funds in 2024 for a study but PCD Director Easler suggested putting it on the Capital Improvement Plan (CIP) for 2025. Historically the Board adds it to the CIP and has one completed every five years. Although the Board may prepare, adopt, suspend, or amend studies, reports, or cost allocation procedures, it has always been recommended by Central NH Regional Planning Commission (CNHRPC) to have a study done, given this is a specific skill set. CNHRPC does not do impact fee studies, but they have offered to work with staff and Mr. Fougere to keep costs down. Chair Martin felt as though the Board did not need to have a new study done and was comfortable making changes on their own, discussion ensued. PCD Director Easler said any changes to impact fees will require a public hearing. Given prior discussions of upcoming amendments, she had invited Chief Tim Kenney to attend tonight's meeting for input. The Board discussed amendments with Chief Kenney, adding "Public Safety" as a category and how the

Public Works Department could be included in the amendments. Staff will invite department heads and CNHRPC to the April meeting for input.

Other Business:

Map 83 Lot 9 Villa Brasi Lane Condos: PCD Director Easler said she had met with Dave Caron and his surveyor regarding the Villa Brasi Lane duplexes and how to proceed with a condominium application. They have reviewed the subject with CNHRPC and eventually the documents will also go to Town Counsel. The submission will be considered a minor subdivision and is essentially a change of ownership. The PCD department expects the final submission within the next week and the Public Hearing will be held at the April meeting if all documents are submitted before the March 11th deadline.

The next PB meeting will be held on April 2, 2024 @ 6:30 p.m.

Vice Chair Randall motioned to adjourn. Seconded by Ex-Officio Carey. All in favor. None opposed.

Respectfully submitted by Kara Gallagher.