

CANDIA PLANNING BOARD
MEETING MINUTES OF
February 2, 2022
APPROVED

PB Members Present: Rudy Cartier, Chair; Mark Chalbeck, V-Chair; Brien Brock, BOS Rep.; Judi Lindsey; Scott Komisarek; Josh Pouliot; Robert Jones, Alt. (sitting in for J. Bedard)

PB Members Absent: Mike Santa, Alt.; Joyce Bedard

Audience Present: Bryan Ruoff (Stantec), Todd Goodman (applicant), Eric Mitchell (Goodman -Engineer), Richard & Cassandra Abood (co-applicant) and a town resident.

*Rudy Cartier, Chair called the PB meeting to order at 7:00pm immediately followed by the Pledge of Allegiance.

The Board briefly discussed J. Bedard's ongoing healthcare obligation and that she will be excused from future meetings. She informed the Board of her situation back in December and it will continue to be recognized by the Board until such time as she is able to return.

Case #22-001 (Continued from 1/19/22):

Applicant(s): Todd Goodman, 656 North Road, Candia, NH 03034; Owner(s): Todd Goodman & Bokyoung Mun, 656 North Road, Candia, NH 03034 and Richard L. & Cassandra S. Abood, 654 North Road, Candia, NH 03034; Property Location: North Road, Candia, NH 03034; Map 402 Lot(s) 17, 18 & 19.

Intent: *Lot Line Adjustment.* To adjust a common boundary line between Tax Map 402 Lot(s) 17, 18 & 19.

R. Cartier starts by confirming that the applicant is present, and they are in person as well as their Engineer Eric Mitchell.

E. Mitchell starts by introducing himself and stating that they were before the PB for an Informational meeting last fall regarding a potential LLA and Minor Subdivision and were told they would need to go before the ZBA to obtain variances for the Minor Subdivision project before submitting a formal application to the PB. They had their hearing with the ZBA on 12/28/21, but their case was denied, so they are now before the PB with just the LLA project. Their intent is to take land and adjust it between 3 lots. Lot 17, owned by the Abood's currently has approx. 15 acres, lot 19 is owned by the Goodman's and had approx. 4.5 acres with an existing home on the land and lot 18, with approx. 38 acres, which is also owned by the Goodman's and has an existing home with currently only 15.5 ft of frontage. The proposal is to cut the back portion of the Abood's lot off and to add it to Todd's lot where his house is out here in the back of lot 18 and at the same time, adjust the lot line between the 2 lots (18 & 19), of which Todd owns both, to still keep lot 19 as a 3 acre lot with the existing house, and then he would then have the increase of the frontage for lot 18 from 15.5ft up to approx. 283ft of frontage.

R. Cartier confirms with the Engineer that this plan gives the required minimum of at least 200 ft of frontage for each of the 3 lots moving forward (lot 17 =201ft, lot 18 =283ft, lot 19 =302ft),

R. Cartier asks if there are any questions/comments from the Board and B. Brock notes that this makes the lot nicer, R. Jones notes that it seems pretty straight forward, and R. Cartier confirms there are no changes required for driveways either. R. Cartier says that even though it's not something we usually require but assumes there will be new deeds done for the properties and the E. Mitchell states that the 3 different parcels noted on the plan (parcels A, B, & C) will all be written into new deeds for lots 18 & 19. R. Cartier notes that there have been some issues with deeds come up in the past and want to make sure future Boards don't have a problem. B. Brock asks the Land Use Office Coordinator if that would be information accessible for someone looking for that type of information and it is confirmed that currently Linda in the BOS Office receives all the deeds for the Town properties and enters them in the assessing system and attaches them to the digital file so that is available for the future. E. Mitchell states that there are individual notes on the plan as to what new parcels go to what lot once the plan is approved. R. Cartier notes that this is a timely case because it's an update that can be added to the new GIS system. He asks B. Ruoff what the engineer/applicant would need to provide to the Town/Board/Stantec so this information can get put onto our new mapping system relatively easily as compared to what has been done in the past and B. Ruoff says just the lot line work on state plane and they

could drop it into the GIS. E. Mitchell says that even though this may be currently on magnetic, not state plane, they can transfer a digital copy over to the town and the digital copy can be dropped into the GIS.

R. Cartier asks if there are any questions/comments from the Board, abutters or audience and R. Cartier confirms with the Land Use Office Coordinator that all noticing went out to the abutters.

R. Cartier asks if there are any further questions/comments from the Board, abutters or audience and there are none.

The Board reviewed the application, and it was determined that it meets the requirements for acceptance. The Board voted to accept the application.

B. Brock made a **motion** to accept the application as complete. R. Jones **seconded**. **All were in favor. Motion passed.**

There are no conditions, but it is requested by the Board that the applicant's engineer supply the plan on state plane for the GIS.

Other Business:

- **PB Encumbered Funds:**

- R. Cartier updates the Board and states that when the PB asked to have their \$9k to be encumbered, it got lost in the shuffle, so it never got approved at the end of the year by the BOS, so the request to encumber the \$9k wasn't done. However, contrary to what B. Ruoff lead us to believe, Stantec actually did send us an invoice for roughly \$7k before the end of the year, so that got paid. The only thing the PB lost was about \$2,300. They will take the \$10k that's in the budget now and take that \$2,300 from that. It puts the Board back a little bit but not as bad as it was originally thought. B. Brock notes that the Board can make adjustments for this. R. Cartier notes that next year the Board will make sure they have representatives to attend these meetings so there is no confusion.

Old Business:

- **Stantec -GIS Mapping System (Platform Update):**

- B. Ruoff presents the updates to the GIS program to the Board. The basic platform information has been added to the web based system (property lots, flood info., roads, etc.). The links been sent to the Board, and he'd like them to play around with it a bit and figure out what they like or don't like about the current setup and provide a brief description back to Stantec so they can update where necessary. He opens the site online and notes the layout of general summary of the program and then 3 types of maps with a variety of overlay that can be incorporated into the map. The environmental overlays are being held off for updating on the GIS currently because those are being updated by Bear Paw over the next 12-18 months and will be uploaded easily once complete. The steep slope districts were separated out for all the towns land use areas and can in the future be incorporated in the maps. The home page has 3 types of maps to navigate from. There is a town map page, and all the overlays can be turned on/off. Overlays that are already included in the Towns GIS system now are the parcel ID's, which are essentially the tax map #'s, boundary lines, a filter for 1900 homes, conservation easements, zoning, flooding & wetland resource areas.
- B. Ruoff states that with the data they were provided, one thing that does need to be cleaned up, that they were not able to do with the available budget (shows example of the town with the 'dots' that represent each map/lot and the lines for the lots are shifted and not exactly lined up where they are supposed to be), was to align these lot lines accurately but it's a small effort to update that this year and won't take much effort. The overall goal, inclusive of the adjustment to the lot lines would be that instead of clicking on the dots and coming up with the lot, you would click on the parcel, and it would give you all the information (acreage, zoning, owner info., etc.) as part of this year's updates. It provides a comprehensive system that you can check where an existing lot falls into from flooding, zoning, all those standpoints. There are a couple things to tweak depending on what the PB wants to do but it's a workable program right now.
- B. Brock asks if you pull a particular lot, is there a way to edit the information from a Town standpoint or is that something only Stantec can do? B. Ruoff says that there are 2 licenses set up with the program so the Town is able to both view and edit it. We also can edit it year to year if that's what the town

wants to do. Realistically, as far as entering and updating tax map & owner information, it would probably be easier if someone was designated from the town to make those updates, plus it would be a lot more cost effective. B. Brock notes that they wouldn't want just anyone to have access to editing the information, so they want to be sure. B. Ruoff agrees and notes that currently the system is set up for read only for everyone and Stantec is the only one that has editing permission. They will work with the Town for specific editing access when the time comes for that step.

- R. Cartier asks about the roads not lining up and if that is inherent to the problem of needing more accurate data for the roads than what on the tax maps provided and can they be put back in line? B. Ruoff states that is essentially what they need to tweak at this point. The line work they brought in was essentially from the early 1990's (what the current tax map system is based on). They were discontinued lines and to tweak them to what they actually are is essentially what the upgrade that we need to make to the system, to make them a continuous poly line so all the lots are their own proper shapes that line up with the roadways. R. Cartier notes that some of the lines don't connect and B. Ruoff notes that based on the available information, time and funds, it was more than what they expected. They estimate approx. 30 hours to clean all this up and then on top of that, if there are other things, such as archiving all the cemetery information, whatever the next priority is for the PB, we can potentially include that as part of this year's improvements, with those upgrades. With that said, he notes that he's happy to do the steep slope areas at no cost to the town because they have already developed that for Candia and can drop that information into the system very easily.
- R. Cartier asks if it's possible to add more detail to a layer like USGS maps? Is that something that's capable of doing so we can see the contours and the different aspects of the maps. B. Ruoff says definitely, right now they show some spot elevations, but it would be very easy to drop in USGS contours, USGS overlay maps or anything like that and make it accessible for the town to use. R. Cartier notes that would be something they'd want to add next because that's a really good base layer to have. B. Ruoff notes that we already have the contours as part of the areas of flooding and steep slope mapping so they could do that at no additional charge to the town.
- J. Lindsey says she noticed when she 1st went to the site, it was very jittery and jumping all over. If she could get into a specific map and then enlarge it, then it was ok. Her husband had the same problems when she sent him the link to check it out. When she went into the maps, she initially clicked on the conservation easements, she noticed they really weren't in there yet, and confirmed B. Ruoff noted this earlier. B. Ruoff notes that she is correct because Bear Paw is in the process of updating the information now and what is available could be added but it wouldn't be the most updated information and it would just have to be done again. J. Lindsey notes that the things she would like to see as part of the conservation mission would be town properties, town forests, conservation easements & then ALL conservation easements, whether they are held by Bear Paw, SELT or any of those. B. Ruoff notes that once the information is updated and provided, it will be very easy to add those items into the program.
- R. Jones notes that he has a couple comments about building location accuracy that did not line up with the satellite overlay. He also saw an example with the CYAA property where the property line is, and then put the satellite image over it, it looks like someone has encroached on the property. He's not sure if this is just accuracy of lines needing to be updated because it doesn't match the satellite image or something else. B. Ruoff says that's the tweak that needs to happen. A lot of things seem to look like everything currently is slightly to the left. They need to clean that up and are aware of it and is on their list of things to do for the town as they get close to a final product. R. Jones says the other one he noticed is exactly what Bryan asked about the last lot line adjustment, so he's assuming at some point when the info. comes back to us from the Registry of Deeds, at that point do we have to manually update that or is that updated somewhere on a master GIS system that now propagates to Candia. The Land Use Office Coordinator asks the same question because our Assessing Dept. sends all the updated mapping info. out but this process, depending on when it's done within the year, can take up to 18 months to be completed. B. Ruoff states that it makes the most sense to write it into the regulations as an update, that it's required for the applicant/engineer firm to provide the Town with the AutoCAD file and once this is done, Stantec can drop it into GIS. Until the regs. can be updated, a case by case basis of collecting these files once the final plans are signed is ok. He says having this a condition of approval at this point for an AutoCAD of the plans in state plane and they can adjust or revise the lot lines or show the new lot lines in the GIS and it takes a few seconds to put in. R. Jones

asks if Stantec or the administrator of the GIS program for the Town would update this and B. Ruoff notes that it may be difficult for the Town to adjust this because it's not always likely they will have the AutoCAD system. R. Cartier confirms that once the PB approves and signs the plans, that's when the applicant/engineer should be providing the AutoCAD file to the Land Use Office so it can then be updated into the GIS program by Stantec or approved program administrator. R. Jones says that the reason he's asking is that they are going to establish and get it to a point as accurate as they can and would hate 2 years down the road, now they are 2 years out of date because all the things that the PB has approved over those 2 years are never reflected in the GIS. B. Brock says that's something we don't want. B. Ruoff notes that this is a way to have the information updated in the GIS and make it part of the regs. and part of the review process of any application going forward. It won't be a cost to the Town because it will be added into the application costs as is already done. The Board agrees this is a good idea.

- R. Cartier asks about updates for the new owner info, etc. Would that still be something they would have to do or another way to streamline that process. B. Ruoff says if there is a way to update the information into an excel program, they can upload the information. The Land Use Office Coordinator notes that they may have to work with the Assessing Dept. to get that info. but it's a possibility to pull those reports. R. Jones notes that he just used the Town of Merrimack's system, and he was easily able to pull the owner/abutter information from the system and assist him with his project. He says what we have in the system now is more important to the Board(s), but they are thinking about what they can do for the residents/community in the future and what is the data that will help them. B. Ruoff notes that is something they preemptively set up going forward. They will be able to get a list of abutters, even in possible label format, and this will save the residents and the Town from having to go through all that searching in the future.
- J. Pouliot asks if AutoCAD is automatically part of the process of the engineering of the land use architecture and B. Ruoff says it's a tough question because it's not an easy yes/no but as a quick answer he would say yes. From a land development standpoint AutoCAD is pretty much exclusively what people use in this area. There are some other platforms or system that people use but generally AutoCAD is the most user friendly and universally used for this. With that said, this system doesn't operate with necessarily AutoCAD, we have to pull out the file and go into AutoCAD and then take those files and put them in the GIS files. There are other options, but they are almost never use for subdivisions or lot creations.
- R. Cartier says that what they want to do tonight is redefine tonight what they want to do for the next steps. He notes they had probably about 6 or so steps when they started and from what they are hearing tonight they want to catch they data and determine what the Board needs to allocate money for and prioritize items because the Board have other things they are looking to do this year, so they want to use the funds wisely. A couple things he noted that Stantec would be willing to add to the GIS at no charge would be steep slopes and the conservation items once Bear Paw updates them and B. Ruoff confirms this and notes it will be pretty easy to drop in, but the concern is that the info. is not available now and may not be within the next year. R. Cartier asks if the current conservation info. integrated capable and B. Ruoff says he believes so and they could drop in that info. but it won't be as updated. R. Cartier notes that would be very beneficial to the town's people now, so they don't have to continually flip through the maps. B. Ruoff notes that something like town owned properties, they could do that without waiting. They could do a hatch or a coloring for the town owned properties and if they have a list of those, that could be done quickly. R. Cartier states another item he noted was putting in the lot data, as a separate task. B. Ruoff says if it's something already in an excel file or if the town has this already compiled it would be easy to input that date. R. Cartier asks the Land Use Office Coordinator if that's something we would have, and she notes it may be like the Y2K file she is provided from the assessing system to do the updates their Building Dept. system. B. Ruoff may be able to get this info. from the Assessor for the GIS. M. Chalbeck notes the USGS map option and B. Ruoff asks if it's the USGS maps they want or the contours. He says they can get the contours within approx. 2ft while the USGS are more around 20-30ft intervals and R. Cartier says yes, sure.
- R. Cartier says the other things they will eventually be doing are what he calls "points of interest". Things like radio towers and things like that, that are protected areas. Those would be point sources. He thinks the contours would help out a lot and especially when they get plans coming in and they are

- put into the GIS and if it's noticed there is a discrepancy and things don't look right, it can be checked easier.
- B. Ruoff notes that the long term thought is to work with Jeff (Road Agent) to add town assets as well to the system such as roadway info.
 - B. Ruoff will put together a cost estimate for the items that were talked about and get back to the Board with the update.

Application/Case Status Update(s):

- PB case #21-012 (Tanglewood)
 - R. Cartier states that at the last BOS meeting, a discussion took place and then a motion was made by Selectman Chivers on the BOS feelings on the Tanglewood development and it's in the BOS minutes. For everybody's knowledge, he reads the motion from the meeting: *that this Board (BOS) declare its opposition to any request for a waiver of Candia Subdivision Regulations requiring Crowley Road to be upgraded to arterial road standards and that our representative to the Planning Board maintain that position on our behalf.* Seconded by Selectman Moran. *Discussion Opened. Selectman Young stated that she is voting no. It does not mean she will not support what is trying to be done, but she thinks that it is not the Boards business to interfere. Not all in favor. Motion carried by a vote of 3-1-0.* B. Brock sums up this item and explains that this was a concern that Boyd had and wanted to show support to the PB that the BOS is not looking to cheapen up the requirements for that road. If it's required to be an arterial road, then it needs to meet all the specs and for the PB to not grant any waivers. Sue was opposed because she thought it was getting in the PB's business and he felt it wasn't a problem. He stated as the PB Rep. that the BOS are ultimately in charge of all the roads, and this was just saying that they go along with the regs. and if it calls for an arterial road, no waivers should be granted to diminish that and so Boyd wanted it on record, and he didn't see a problem with that. R. Cartier notes that there was some concern that the BOS was overstepping their bounds, but his feeling is that at the public hearing we take input and just like from the Road Agent, it's just another piece of input and it will be entered into the record when the application comes up. It's no different when we receive written comments from the residents or the Conservation Commission for example, it would be the same thing here. He did not feel it was out of line, it was not one way or another to support or not support the project, but it's support to follow the current regs. At this point it will be put into the file until we have an application and though premature, the Board will not make any discussion or decision until there is an application. R. Cartier notes that the speed test was received yesterday from SNHPC. It was noted that at least 1 car was recorded at 75mph. The average speed limit was found to be approx. 35mph.
- PB case # 17-002 (Candia 1st Stoppe):
 - The Land Use Office Coordinator notes that she spoke with Tom Severino about the plans for this case as they are assisting the applicant with updates for the modification that is required. He stated that they are currently working on the updates and will have them to the PB soon.

Other Business:

- R. Cartier notes that the memo went to the ZBA from the PB regarding the Short-Term Rental ordinance and the ZBA understands that the PB feels there are sufficient guidelines for them to make an informed decision for the cases that come before them. B. Brock notes that this issue was on the news recently up in N. Conway as well and R. Cartier notes that he's also seen it in the paper.
- B. Brock states that there hasn't been any changes with the Safety Facility project thus far and probably won't be until after town vote. Once that's done, they will probably start meeting again early summer.

Minutes -January 19, 2022:

R. Jones made a **motion** to approve the minutes with changes noted. J. Pouliot **seconded**. M. Chalbeck **abstained**.
Motion passed.

Non-Public Meeting: The PB enters a non-public session at 8:12pm and returns to public session at 8:38pm. The PB votes to seal these meeting minutes and adjourn the regularly scheduled meeting.

Motion to Seal the Non-Public Minutes made by: R. Jones, seconded by: J. Lindsey because it was determined that the divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. **Motion passed (6-0).**

MOTION:

J. Pouliot **motioned** to adjourn the PB meeting at approximately 8:40pm. R. Jones **seconded**. **All were in favor.**
Motion passed.

Respectfully submitted,
Lisa Galica
Land Use Office Coordinator
cc: file