

**CANDIA PLANNING BOARD  
MEETING MINUTES OF December 7th, 2022  
APPROVED MINUTES**

PB Members Present: Rudy Cartier, Chair; Brien Brock, BOS Rep; Mark Chalbeck, V-Chair; Josh Pouliot; Judi Lindsey; Scott Komisarek; Joyce Bedard

Mike Santa, Alt. Kevin Coughlin, Alt; Mike Guay, Alt.;

PB Members Absent: Tim D’Arcy, Alt.; Linda Carroll, Alt.

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

**A moment of silence in remembrance of Pearl Harbor.**

**New Business:**

- Informational Hearing: (Right of Way Through Town Land) Applicant/Owner – Paul and Sarah Brassard – 266 Donovan Rd., Candia, NH 03034. Property Location: 266 Donovan Road, Candia, NH 03034 Map 411, Lot 040

P. Brassard – Donovan Road -  $\frac{3}{4}$  miles down the road on the class VI side. Right of way. Path of least resistance. Fastest most efficient route with the least amount of impact.

R. Cartier: I don’t know if the planning board has the authority to grant you a right-of-way.

P. Brassard: His lot touches Kinnicum Pond to the North and he is hoping to be able to get a right-of-way in order to timber it.

Some discussion transpired about a Warrant Article being the proper procedure for granting someone a right-of-way to use/cross town land.

B. Brock: Mentioned that if the applicant could get with the Fire Chief and if he is in favor, if that could be put in writing, that it would be useful.

It was decided that further research must transpire to determine the correct protocol and the next required steps.

- CIP Update with Nate Miller from Southern NH Regional Planning Commission (See Attachment)

N. Miller: Brief synopsis of the previous meeting. I took a look at the project form. Extraneous. A recommendation to the board for a valuation and prioritization.

I have taken a shot at developing a simplified form. Draft (See Attached) We define what a CIP Project is. Costs at least \$5,000, has a useful lifespan of at least 5 years, is not an operating expense. We start out here with simple things. Who, what, when. Simple yes or no question. Is this project required? If the answer to the question is yes, then the project is going in the CIP. Narrative justification expanded and put front and center. Fillable PDF / web based.

What is the cost of the project? Revenues; will the project leverage funding from other sources. Five different categories.

R. Cartier: Break that out into operating budget and warrant articles. As Brien said before, the cruisers are in the operating budget but are actually a capital improvement.

N. Miller: We have left enough space here for people to write a few sentences. These six questions give some good context. When completing this form please provide supporting documentation.

R. Cartier: Excellent checklist.

Discussion about the best methodology for making the form available.

The board agreed that it is comprehensive. Minimal tweaks required.

Prioritization process: (See Attached) Previously 7 different categories. I have presented 5 versus 7. The first being committed. Urgent. Necessary. Deferable. Inconsistent.

Criteria, simple scoring process. 7 criteria. Based on your scoring of each project, based on those criteria. Departmental priority. Urgency. Correction of deficiency. Cost savings. Alternative solutions. Planning justification.

Just a tool to assist you in making an informed decision.

Discussion about schedule. Target sending the forms out shortly after the holidays. Second or third week of January. 2024 – 2029 Capital Improvement Plan. February distribution. February 1<sup>st</sup> with forms due back on February 28<sup>th</sup>.

R. Cartier: Asked/suggested that a letter from the selectmen be drafted to the department heads to give them a heads up about the new form. Amy to get together with Andria to draft.

Public involvement is critical. Scope phase 1 around public engagement and outreach. The statistics and the data are coming.

- ***Discussion on NHHA InvestNH Housing Opportunity Planning Grants***

*Discussed the grant opportunities and asked Nate if SNRPC could be our consultant on applying for and providing assistance for the grant implementation.*

N. Miller is going to work with staff to come up with a scope of work. Scope for a grant application. He will return January 4<sup>th</sup> with scope.

R. Cartier: **Motion** to authorize SNPC to act as our representative for housing opportunity planning grant Phase 1. B. Brock.: **Seconded** All were in favor. **Motion passed.**

**Old Business:**

- Case #22-004 (Major Site Plan) (Public Hearing continued): Applicant: 23 Main Street, LLC, 14 Main Street, Candia, NH 03034; Owner(s): 23 Main Street Candia, LLC, 14 Main Street, Candia, NH 03034; Property Location: 23 Main Street, Candia, NH 03034; Map 409 Lot 91. Intent: MAJOR Site Plan for a 29-unit Elderly Housing Development. **Further proceedings on this application are stayed pursuant to Superior Court Order dated August 5, 2022.**

S. Komisarek recused himself. K. Coughlin, Alt. stepped in. Motion to dismiss was granted. This case is no longer stayed.

R. Cartier: Inquired about when the applicant would like to proceed at the next meeting or if he needed more time.

S. Komisarek: I would prefer to proceed.

K. Coughlin: Mentioned that it is a vacation week and that we should take that into consideration.

**Question on whether there was a written notice provided by the court.**

R. Cartier: He ruled from the bench.

*R. Cartier: The judge stated he expects it to come back to the court if the site plan is approved unless an agreement is reached between the parties.*

Patti Davis: Critchett Road: He said if he hadn't ruled from the bench right then, it would have been middle to end of January before he ruled again.

K. Lemay: Mentioned that the board will be here but that people in the town may want to have input and may have plans that week, with such late notice, it may make it difficult for them to attend. If there are going to be decisions made that evening, it would be my preference to wait until January. As a board you are opening yourself up to the same criticism.

R. Cartier: Suggested that those who are not able to attend, they can attend via Zoom and/or submit their concerns/input in writing.

B. Brock: The planning board meets the 1<sup>st</sup> & 3<sup>rd</sup> and we cannot pole the public to see what works.

K. Coughlin: There is a feeling that it was done under the cover of darkness. Plenty of light here.

The question was asked if they were not able to have had a quorum, would the meeting be postponed. *The answer was that with no quorum, a meeting cannot be held.*

S. Komisarek: There have been a lot of things said over the months. When we schedule, it is when the engineers and plans are ready.

R. Cartier: We are sensitive to the which date it is, but we have fiduciary responsibilities.

Cathleen Tierney: New Boston Road: Would it be possible to have the agenda posted earlier than they have been posted? In the spirit of getting the word out, can the agenda be posted earlier?

R. Cartier: We have been doing our best to get the agenda out earlier. The problem is when we attempt to do that, we end up with revisions and it requires reposting.

J. Pouliot: We have heard a lot of perspectives. We have a well-rounded view of how people are viewing this.

R. Cartier: It will be on the agenda on the 21<sup>st</sup>.

S. Komisarek takes his seat back on the board.

- Approval of Minutes, 11.16.22

J. Lindsey: **Motion** to approve the minutes as present. S. Komisarek: **Seconded**: B. Brock and J. Bedard abstain. All were in favor. **Motion** passed.

### **Status of Appeals**

***Foster Farms***, New Boston Road: ***Certified copies of all documents being collected and submitted per Housing Appeals Board requirements.***

### **Other Business:**

- 2023 proposed budget: Budget Committee Meeting  
What transpired was the Board of Selectmen put our budget back into place *but not the funding* for the land use office. *R. Cartier provided an update on the work currently being funded under 2022 funds and explained the requests for 2023. He also explained that the BOS had asked if we could do some of that work planned for 2023, this year. That was agreeable and this resulted in an actual bottom-line request under the Building Department budget at \$2500 instead of \$5,000 that is being requested to be placed in the 2023 budget by the Budget Committee. We do have a proposal for \$2,500 for next year to input all of the data that is going to be collected for the roads this year. The BC voted to add these funds to the Building Department budget.*

R. Cartier provided a proposal for impact fees *and what that would involve. The Budget Committee agreed to keep the \$8500 in the 2023 Planning Board budget.*

There is a big concern on the part of the budget committee *on the overall increase of the Town Budget.* January 14<sup>th</sup> will be the next meeting/decision. I hope they approve the budget as submitted because these are not wants, they are all needs.

- Town Planning / Zoning Ordinances: Discussion about proposed warrant article.

We submitted everything to town counsel, and he responded *with several suggested updates. One question he had on the proposed changes to the Innovative Land Use section updates was if it was the intent of the changes to cover any conditional use permit including Elderly and Workforce Housing. He was informed that, yes, that was the intent.*

*There was a discussion on income qualifications under Workforce Housing under the proposed new section. Town Counsel recommended using the exact wording in RSA 675:58. Couple of comments on income qualifications as well as workforce housing income guidelines and buying and selling.*

*The Board expressed concern that if the voters didn't pass this proposed amendment and the State law became effective in July, that someone could come in and do whatever they wanted to do as we had no formal procedure.*

J. Pouliot: How do we get the information to the public?

Public hearing scheduled for the first meeting in January.

**Motion** to adjourn: J. Pouliot **Seconded**: J. Lindsey All were in favor. **Motion passed.**

**Adjourn: 9:36PM**

Respectfully submitted,

Amy M. Spencer

Land Use Coordinator

cc: file