

**CANDIA PLANNING BOARD
MEETING MINUTES OF January 18, 2023
APPROVED MINUTES**

PB Members Present: Rudy Cartier, Chair; Brien Brock, BOS Rep; Mark Chalbeck, V-Chair; Josh Pouliot; Judi Lindsey; Joyce Bedard; Tim D’Arcy, Alt. (sitting in for Scott Komisarek)

Kevin Coughlin, Alt; Mike Guay, Alt.; Linda Carroll, Alt

PB Members Absent: Scott Komisarek; Mike Santa, Alt.;

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

New Business:

- Grant Application Update/Presentation with Cam Prolman and Nate Miller from Southern NH Regional Planning Commission

R. Cartier: This on the grant application for the housing opportunities initiative.

Nate Miller – SNHPC: Introduces Cam Prolman. Cam is a Regional Planner in our office and is much more of an expert in the housing opportunity program than I am. So even though my name is on the agenda, to help give this presentation, I am largely going to yield the floor to Cam. He has done all of the work on this effort.

Cam Prolman - SNHPC: I am a Regional Planner for the SNHPC. I want to thank you for your time tonight. Nate had reached out and mentioned that the Planning Board was interested in pursuing this housing opportunity grant application. What I did was I put together a draft application and I am happy to go over it. The first phase of it being a needs analysis. I had been working with other communities on similar applications for needs analysis for this program. So, I know what NH Housing is looking for. So, what I kind of wrote up was, at the end of the day it's a Master Plan Update. But with the caveat that everything we would work on, if awarded, has to be related to housing. I am kind of familiar with the Candia Master Plan, I was around when it was last updated, 2017. I have read it quite a few times in the past two weeks. Your Master Plan, how it is set up right now. It kind of focuses on different planning emphasis areas around town, which I think is a really neat way to do master planning. The other parts of it are the community snapshots. What we would probably focus on is having a little more comprehensive analysis of housing in Candia and then seeing where else we can do some updates within all of the emphasis areas. As well as updating the vision. And these are just ideas. If the board feels differently, we can talk about that. The way I am envisioning this update, there are three or four major components. The first one is an initially, preliminary data analysis where we will look at any sort of planning activities that have happened since the last master plan update, including the buildout analysis that I know Nate

was a part of. We will look at the Southern NH Planning Commissions regional housing needs assessment. There is a ton of data in there. A ton of data specific to Candia that will really compliment this project. And then from there we will do some community outreach. There is a really big focus from NH Housing, for this grant program. I left it kind of vague in this application. The reason is, if awarded, we would work with the grantors to create a public outreach strategy. And I believe in the past, Candia kind of, was pretty heavy on hard copy surveys around town. We can talk about doing that. We can talk about getting creative, using social media, different websites, things like that. SNHPC, since 2017, has updated several other community master plans. So, we've kind of got a pretty good feel of what we think works pretty well to engage residents, in pretty similar sized communities to Candia. So once we have pretty good initial community outreach and we have done some preliminary data analysis, we would then move into working with the board to update the chapters themselves, again, with a focus on housing. And then we would work with the board to kind of flush some things out and eventually we'd work towards revising them and then adoption. Another thing I want to mention is the housing academy, which Rudy brought up, that is something that is required of applicants for this program. I think it is 1-4 people can attend. I budgeted in for two. Someone either on the planning board or a staff member of Candia were to want to attend, we can raise that to 3 or 4 people.

I would be happy to take any questions. We can work on this right now. I would be happy to take any revisions or guidance.

The application itself is due next Friday, January 27th. So, there is a little time to do some revisions between now and then. There isn't enough time for me to come back to a planning board meeting, so I do have one ask of you tonight. If the board is generally okay with this application, where it's heading, that the board would have a vote to authorize a representative of Candia, a town staff, Amy or maybe Andria, to actually sign the application and submit it. The application does have to come from a municipality, and I will be a contact on the application as well, so I would be involved in any communication between NH Housing Board and Candia. Like I said, if there are any revisions, like I said, and the board is generally happy with this, if there is a vote to authorize a representative from Candia to submit it, I can work with them between now and next Friday, to make sure all of the revisions are met and we're all happy, and on the same page. I will say, this is a really good opportunity. It's not every day that a chunk of money comes from the sky for planning activities, especially for master plans. I applaud the effort to try to go for this. I am happy to take any questions.

J. Bedard: So what will the \$25,000...where will it go? What are we spending it on? Are we paying for your services?

C. Prolman: How this is written, SNHPC would administer the grants and complete the planning work. I will say, just to put it out there, there is a big list of consultants that towns can work with, if for whatever reason, the board wants to choose a consultant out of that list, they can do that. I'm happy to assist in writing this application and making sure it happens for the town. We are also very happy to do the master planning work for Candia. Candia is one of our communities. We value being able to provide that assistance to towns.

T. D'Arcy: What is the deliverable at the end?

C Prolman: The deliverable will be an updated master plan. It's probably not going to be a complete redo of this master plan. What I am kind of envisioning is a pretty robust housing chapter, that then informs the other chapters of the plan. Kind of like I mentioned, taking a look at those planning efforts and areas and seeing where that can fit in.

T. D'Arcy: So we do one chapter, that then, other chapters are going to have to change because that chapter changed.

C. Prolman: Yes

M. Chalbeck: This is a multiple step process. This is just the first step of many.

C. Prolman: Exactly. This January 27th due date is just for this needs analysis application. There are two other phases. The second phase is a regulatory audit. And then the third phase is paying for; for money to actually develop changes to your regulations, if that is something that your town is interested in doing.

For the record, I am working with the town of Deerfield on this first phase and then we will be submitting for those next two phases. Once I get those applications kind of fleshed out, I would be happy to share them with the town.

B. Brock: Is \$25,000 the ceiling?

C. Prolman: That is, yes. I figure, let's go for it all. I know many other communities are doing that. A lot of money can be spent on public outreach alone. From my experience in doing master plans, it can be a pretty big time sink but it's really important. At the end of the day, we don't want to spend a bunch of money and people feel as though they didn't have a chance to engage in the process.

R. Cartier: I think we discussed this, kind of in depth, in other meetings but just to make it so it is formalized, I would entertain a motion that the planning board authorize SNHPC to be our consultant for this particular phase one needs analysis planning grant so that we have it formalized.

Motion: R. Cartier. **Second:** J. Lindsey. All were in favor. **Motion passed.**

R. Cartier: The question that I have is you were talking about the contact person. Would the contact person be the one that has to sign any of the agreements?

C. Prolman: Yes, so yes, the planning board does have the authority to hire consultants for planning work. They are eligible in this grant application to submit the application. But town staff are also eligible so the planning board could authorize a staff member to be the one who signs and submits it. And I would work closely with whoever is the contact person to make sure it is submitted by the deadline.

B. Brock: I was thinking probably Andria.

R. Cartier: I think that would probably be appropriate. We are volunteering her.

J. Pouliot: What about you Rudy? Could you be the person?

R. Carter: I could do it. Because it is just a matter of signing and reviewing because that is what I do but...

J. Bedard: It doesn't have to be someone that is on the payroll for the city, for the town?

C. Prolman: No, the chair of the planning board can.

J. Pouliot: I don't know Andria very well personally, so I just worry about someone that doesn't know the day-to-day stuff that's happening on the planning board signing stuff.

B. Brock: She is pretty much in the loop of everything. That's her job.

J. Bedard: But again, she's not here. Do we have to decide? Can we say it is you or her and then change it if it's not?

C. Prolman: I spoke with Sarah Wrightsman, who is overseeing this grant process for NH Housing and the meeting minutes of this meeting do need to reflect the wishes of the planning board and who would be the contact person.

J. Pouliot: I don't feel strongly either way, but my suggestion is Rudy.

J. Bedard: Yeah, mine too.

C. Prolman: Rudy, I can make it very painless. I promise I won't send another miniature document.

R. Cartier: I don't have a problem doing this. I have worked with you guys a lot and you do all of the groundwork. It's just a matter of reading and reviewing stuff.

T. D'arcy: If it is you, I don't even think we have to take a vote.

B. Brock: Yes, it has to be on the record.

R. Cartier: It still has to be a decision of the board.

J. Pouliot: I make a **Motion** to have Rudy be the representative who can sign. J. Bedard: **Second**. All were in favor. **Motion passed**.

R. Cartier: I read through and I think that it looks good the way it's in there.

B. Brock: I don't think we are going to critique it anymore.

R. Cartier: There is not a lot of substance to it at this point in time. It is just a basic outline.

C. Prolman: We will, if awarded, start to flush that out more. UNH Cooperative Extension is also involved. We can talk about this. I will obviously be coming back here. Maybe we will have a steering committee or just work directly with the planning board. We will have a kickoff meeting to flush all of those details out and have a real strategy.

R. Cartier: Just a question on the overall aspect. One of the things that we worked on for our zoning ordinances this year was to cover RSA 272 with the Workforce Housing having the same niceties that Elderly Housing has. But will this cover that and more? Go affordable? Because affordable housing is a totally separate animal. Will it mesh everything together? How will it reflect all of the stuff that is out there right now into the master plan housing update section?

C. Prolman: That's a good question. Is that being voted on this year?

R. Cartier: Yes, for the workforce housing portion of it. We will see how the voting goes. From what everyone is telling me and I understand that it is going to be in place July 1st anyway whether the town votes it or not. We are trying to be a little bit proactive. I don't know what would happen.

C. Prolman: Yeah, I think we would probably just dig into that. And this is planning, it's not necessarily, we probably wouldn't go too deep into refining any regulations. But I think we would take a look at all of the implications and try to create a narrative about that in the master plan.

R. Cartier: One of the things that people have had conversations with me on is that well, we already have enough workforce housing based on the guidelines for being the richest county in the state. There is a lot of back and forth and confusion between all of those things. Not that obviously that would be the second and the third phase of this, but I think part of the whole process is going to be, like you said before, community outreach and actually define a lot of these things and that is what I am kind of hoping for people to have.

C. Prolman: That's a good point. I think master plans are obviously important for communities and for planning boards as a tool. The update process is also a really good public education experience so if that's one of the focuses of the planning board, that's something we can really kind of dig into.

R. Cartier: We did find out, over the course of the last year that people were all of a sudden wondering what the heck a master plan was and what did it say. I think probably, you're right, that's probably going to be a good portion of it is to do the educational piece and also that they basically participate in it and they know that this is not our document, this is the peoples' document.

J. Pouliot: Have you worked with towns long enough to see an actual effect of more affordable housing after we work through fixing the master plan?

C. Prolman: I have a really good answer. I have probably not been working in the field long enough. Planning takes a while. I have seen towns act on master plans and then working on their zoning and then a new development comes in for affordable housing for folks. So it does happen. A lot of times, plans do sit on shelves but if you have a proactive board, if you have a proactive community, things can happen. It's possible.

T. D'Arcy: The problem is that no town controls what development comes to the desk.

R. Cartier: I am looking forward to it. I think it is going to be very beneficial. As you said before, it's not going to change anything from a regulatory standpoint, but I think it could have a good possibility of changing some peoples', I guess I would say, attitudes about different things. There is actually a plan in place, this is not just some random thing, so I am looking forward to that portion of it.

K. Coughlin – Langford Rd.: The Master Plan we currently have, did your organization develop it?

C. Prolman – Yes, it was a, now retired, planner in our office that worked with the town back in 2016/2017 on that effort? We do have institutional knowledge of the towns existing master plan which I think can help pay dividends on this project.

K. Coughlin – Cam had said, that if awarded, everything has to be related to housing. So, if we say, we want to talk about traffic restructuring, that can be done, as long as it is related to increased traffic flow because of additional housing...is that true?

C. Prolman: We can look at any piece that is directly related to housing. So if there are transportation related issues. School related issues. Law enforcement, fire, all of that.

K. Coughlin – So, it sounds as though, effectively, you're going to help us get this grant hopefully, with which we can then pay you to do this work. And offload it from the board that can't do it.

R. Cartier: They're also, as you probably know, they are working on our Capital Improvements Plan which we will discuss a little bit tonight too. SNHPC has been very good to us as far as doing a lot of this stuff. We have had some pushback from some people in the community, that we are hiring people to do stuff and outside people are telling us how to run the town, from a planning board standpoint. No one on this board has the experience to be a planner. Or the knowledge or the education. So, we depend on them, who we consider our subject experts. Whether it be the town engineer, SNHPC...that's also going to be part of the sales pitch, that this is not someone telling us what to do. It's getting the people, the citizens involved with it and they are just putting everything together in a nice package.

K. Coughlin: So this is effectively phase one, hopefully, of a \$175,000 Planning Project, that is going to be paid for by an entity other than taxpayers.

R. Cartier: Other than the local taxpayers, yes. It's not free money. And there are really no strings attached.

C. Prolman: No, I should have said that, there is no match. This really is a good opportunity, so hopefully we get it. I did mention to George Regan and Sarah Wrightsman that Candia will be applying, and they seemed pretty happy.

K. Coughlin: I was pleased when I looked through it, I was looking for hooks, that kind of mandated certain housing things to be done and there weren't any.

R. Cartier: Well, I think the other nice thing about this is going to be is there are a lot of things being pushed down from Concord concerning housing. So hopefully, it will make it so that we have a better understanding

of how these things affect Candia and what can we do to make it so that the citizens are comfortable with it.

Other Business:

- Town Planning

CIP Update with Nate Miller: When we last talked, we had some markups to the prioritization process and the form. I have made those edits, so those items are kind of ready to be implemented. When we last talked, the board had thought that it would be good to wait a little into the new year. There were a lot of things happening around town kind of at the same time. The board kind of generally talked about February for putting that call for CIP projects out. It's not on the agenda or anything here tonight. What is your current thinking about, of the timing, the appropriate timing, giving other things going on in town for when to kind of initiate that process?

R. Cartier: Well, first thing, it's on the agenda. It's under town planning. It's something that we have as a normal, sort of every meeting, kind of a catchall for anything to do with town planning.

N. Miller: When do you see as the appropriate time to put out that call? For CIP projects, to all of the department heads and partner agencies.

B. Brock: Second half of February.

R. Cartier: Right now, basically nothing is going on, nothing can go on because the budget has been submitted, town meeting is coming up.

N. Miller: If I came back on February 15th with full solicitation package? We reviewed it and made any edits and you put your seal of approval on it, we could roll it out shortly after that, if that makes sense.

R. Cartier: February 1st would be better.

N. Miller: I will put the form together, a PDF version of the form. I will look at different options for electronic submissions and write a cover memo that we can review on the 1st. It should come from the town and whomever you all see fit to actually be the signatory. Just a cover memo explaining to the department heads and the partner agencies. What the CIP Process is, how it works, what the deadline is. My thought would be, give people a month. But if you think more or less time is appropriate that's fine too. But a month might be a reasonable starting point.

R. Cartier: I probably have two suggestions. Maybe with the letter going out, probably the board of selectmen chair and the planning board chair, to the department heads to explain what it is from the planning board standpoint

N. Miller: One of the things that I will offer up, is maybe in that letter we can identify a time where I can be available if any of the department heads or partner agencies need assistance filling out the form. I can give a date or two that I can be available.

R. Cartier: Even if we didn't do it on a meeting night but have it so that Nate was here. We could have people come down or have it Zoom.

N. Miller: My thought was that the details could go into the letter. Here is the process, here's the form, here are the different ways of submitting the form, if you need assistance, we've got the following times, office hours/technical assistance will be available. If we send that out in the second half of February and have assistance available in the first part of March.

M. Chalbeck: The new fire equipment, the expansion on the fire station, the police station. This also ties into impact fees. So that if people want us to be able to collect those and use them in the town for what we need, then this is how that is accomplished.

J. Pouliot: We have to plan ahead. We have to do some planning.

R. Cartier: That is going to be a significant part of this whole project/process. If we are not getting funds coming in, it's just going to start hitting the taxes/taxpayers. The way that the whole RSA about how the whole planning board operates is that the planning board is required to prepare a master plan. But then the master plan in order to do the capital improvements plan has to have good backing and the capital improvements plan, if it is nice and solid, will allow you to do impact fees because it's based on those three documents.

K. Coughlin: It's a heavy lift to get all of those things in place.

M. Chalbeck: Part of this grant that we are getting is going to help lead us to that because we are going to go over the regs, which is also part of that process.

- Approval of Minutes, 1.4.23

Line 324 – Says Amendment #1 and it should be #13.

Motion to accept the minutes with the necessary changes as we have mentioned tonight: J. Pouliot.

Second: J. Lindsey. All were in favor. **Motion passed.**

Appeal Updates:

Foster Farms, New Boston Road

We did go to the January 12th preliminary hearing. Attorney Sullivan is working on some motions to submit. He is looking to see if we can have another preliminary hearing. There are a few questions that he is working on. At this point in time, it is still in their hands. February 9th is the next scheduled hearing date. A very small room. They limit time. It can be attended virtually.

Other Business:

- Any other matter to come before the Board.

R. Cartier: I wanted to get a sense of the board. One of the things I was going to ask Mark or Beth to come up with, in straightforward language, an explanation of what the reasoning is behind the cemetery ordinance. Something similar to what we did for the village district. Those things need to be clear. A written document or pamphlet. Like we did for four corners. Have it done early so that it can be made available here.

J. Pouliot: Did I read correctly that the citizens petition was submitted too late?

R. Cartier: The last time, when we got this, we did talk about the whole thing. About the rescinding of all of the, Section 504, 505, & 506. I woke up at 2:30 in the morning and went into my office and pulled out the NHMA listing of deadlines. For a citizens petition warrant article for zoning, it has to be between 90 and 100 days before the town meeting. December 14th was the deadline. This one was submitted January 9th. It is not on the warrant for this year.

Public Comments:

Motion to adjourn: J. Bedard. **Second:** J. Pouliot. All were in favor. **Motion passed.**

Adjourn: 7:57PM

Respectfully submitted,

Amy M. Spencer

Land Use Coordinator

cc: file