

**CANDIA PLANNING BOARD  
MEETING MINUTES OF April 19th, 2023  
APPROVED MINUTES**

PB Members Present: Rudy Cartier, Chair; Mark Chalbeck, V-Chair; Brien Brock, BOS Rep; Judi Lindsey; Scott Komisarek; Linda Carroll, Alt. for Kevin

Mike Santa, Alt.

PB Members Absent: Mike Guay, Alt; Kevin Coughlin; Tim D'Arcy

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

**Old Business:**

- Cam Prolman – Southern NH Planning Commission - InvestNH HOP Updates

Regional Planner with the Southern Planning Commission. I understand at the last meeting, the board accepted the funds, which is excellent news. So, what I am here to talk about tonight is a couple of things. There is a draft contract in front of you. The contract is for Southern New Hampshire Planning Commission and Candia Planning Board to do the scope of work in this outline which is also attached to that contract. You don't need to sign it tonight. If you could look it over and possibly authorize Rudy to execute the contract. Some context, the SNHPC won't be able to execute the contract until May 4<sup>th</sup>. May 4<sup>th</sup> is our Executive Committee Meeting, and they will then authorize our director to

The second thing you have is just a schedule of the housing academy. We had a meeting about a month ago, where we talked about this and I believe we have to sign up by the first week in May.

R. Cartier: I think what we had discussed was Kevin, Amy, and Andria. I thought I signed the agreement.

C. Prolman: You did.

M. Chalbeck: I make a **motion** to allow Rudy to sign the agreement. J. Lindsey: **Second**. All were in favor. **Motion passed.**

C. Prolman: I think we talked about having these HOP Meetings as a standard part of planning board meetings. Maybe we should plan that I come back on the 17<sup>th</sup>, after the contract has been signed.

R. Cartier: We will have it ongoing, on the agenda. All you have to do is let Amy know.

C. Prolman: Scott gave me a call to discuss stage 2.

S. Komisarek: He said it would be a good idea, if we were interested, to apply for phase 2.

R. Cartier: I think we all agreed that we were on board with it when this first came up. That we want to pursue everything.

M. Chalbeck: Especially if our regulations come up to code.

C. Prolman: Phase two is a regulatory audit. SNPC is very happy to assist with the grant application and we are also happy to provide some assistance in the phase two if that's what the town wants. My opinion and recommendation would be that the town would use one of the consultants from NH Housing's preapproved consultant list to do the actual audit. We have good relationships with many of the consultants on that list and so that is something that we can figure out. But we can get started on a draft application for you.

M. Chalbeck: **Motion** that we authorize Cam to go ahead and draft up the Part Two proposal and authorize Rudy Cartier to sign. Linda Carroll: **Second**. All were in favor. **Motion passed**.

R. Cartier: Just looking at my notes, I've got a few questions. Another thing you were going to do is a press release. What I would suggest is to send it to Amy and she will send it out to the entire board.

C. Prolman: We have not started surveys yet but I can come with some draft questions and we can pick and choose. We can talk about that on the 17<sup>th</sup>. That would be a good place for us to start. We have to work with UNH Cooperative Extension. I will reach out to them and see how they want to meet with us. We have to do that as part of this grant.

R. Cartier: The timeframe we have in the contract?

C. Prolman: We are maybe a month behind but still on track.

R. Cartier: Establish a committee. Do you want to have it so the board guides the project?

R. Cartier: You know how on the website; we advertise that we are looking for volunteers. Perhaps Amy you can work with the webmaster?

Nate Miller – Southern NH Planning Commission – CIP Application

We received 33 in total. 24 from the Highway Department. We did not receive any applications from Parks and Recs., the school, and I would note that we only received one application from the police department. We did not receive any applications from the police department as far as cruiser replacement. Should we reach back out? Or are we calling it?

M. Chalbeck: I would say reach back out.

R. Cartier: Our transparency too is that anything they could get. It gives credit where credit is good.

M. Chalbeck: Wouldn't that also translate back at the end of the year?

N. Miller: So, reach back out and how long should we give them?

R. Cartier: Put it in the CIP. I think you hit upon a very important aspect.

S. Komisarek: I've got a question. Does the liaison know? Does Russ Dan know? Should the liaison be made aware as well?

R. Cartier: I think it would be prudent to have more face to face communication.

L. Carroll: Do they also know that if they are applying for a grant that they can still apply here?

N. Miller: Call it May 15<sup>th</sup>?

R. Cartier: May 17<sup>th</sup>. Our next meeting.

N. Miller: It's in this plan. It's not something that is pie in the sky. That carries weight with granting facilities. I think I can personally, probably reach out to town administration and the police. I have less connection with solid waste and the school.

M. Chalbeck: Add Becky Wing to that list, she is the principal over here at the school.

N. Miller: So you have all of these applications and you have probably given them at least a cursory look.

R. Cartier: Engine 1, which is going to be an \$800,000 hit.

N. Miller: I haven't started looking at how to spread out the costs yet. We are still at the point of figuring out if we have enough information. These 33 applications. My intention tonight is not to walk through them line by line. I look at them through two different lenses. I can share my thoughts on both of those questions as it relates to some of these. The fire station addition was kind of open ended. There are two options, it can be built as an addition or add it to the police, safety facility.

R. Cartier: Yes and no.

B. Brock: The site where the police station is supposed to go, there is room for expansion. There is not really a strong push for a new fire station at this time. That is why we stopped trying to figure out how the two could fit there. We focused on the police because that was an immediate need.

N. Miller: So that will be something that will need to be worked out as the planning board considers how and if to include a fire station in the CIP.

M. Chalbeck: I think right now, we don't want to.

B. Brock: So, we are looking at 2029. With a lot of confidence, I can say no. There will be no new fire station.

R. Cartier: An addition is not going to solve the problem over there. What I would want to make sure of is which of the numbers will make it last.

M. Chalbeck: Would that make it so they could actually shower over there and not bring the contaminants home? Our firemen right now bring contaminants home to their families.

N. Miller: And we will revisit the fire station. I was just trying to reconcile whether the fire department was in or out.

R. Cartier: Like Brien said, if we can get it so the staff is safe for the next 10 years.

N. Miller: Cemetery Trustees. There are two different tree related projects here. I think one of them is a capital improvement project. I think the other one is not. The tree maintenance one seems to be recurring maintenance expense.

M. Chalbeck: These trees have been allowed to overtake stones and encroach into the graves. It's \$10,000.

N. Miller: It meets the price threshold.

M. Chalbeck: Would you put it in the CIP?

D. Young: I thought I might answer some questions. If you've got some questions about this, talk to me.

N. Miller: The application for the fire station addition. Add on or create a new one.

D. Young: Our intention is to build an addition on the firehouse to buy us some time. To buy the taxpayers some time. The whole idea is get the police station built and then down the road, build the fire station.

R. Cartier: This will gain at least 10 years that we don't have to do anything.

D. Young: It's not that bad, we are building a shower right now. I think everyone knows. We have to wait.

R. Cartier: We don't disagree with you. We wanted to get you and your department in here to go over this.

D. Young: We get it done.

N. Miller: We are just looking at, is the information complete.

D. Young: We have to because of the time.

N. Miller: Tonight, is the night we formulate the questions we want to ask you.

R. Cartier: We want to ask every department head questions.

N. Miller: I thought the ambulance did a great job. If you read the ventilator application. The ventilator is necessitated by the second ambulance. It is a package deal. Should it be consolidated?

B. Brock: For grant purposes, it probably should...We can't rely on mutual aid.

N. Miller: Police application does reference a federal appropriation. The police station would leverage a federal appropriation.

M. Chalbeck: There is a grant.

N. Miller: There is a potential grant but not a secured grant.

B. Brock: We engineered it backwards.

N. Miller: In a lot of cases, it just presented as "reconstruct". That will help to determine.

N. Miller: A couple of other ones here. North Road Box Culvert. If there is a federal grant, it could be FEMA related.

B. Brock: What about the road resurface? Is that a capital improvement or maintenance?

N. Miller: The application sites a grant for \$80,000. The only state grant that I am aware of is the state age bridge program.

B. Brock: We received a certain amount of money for bridge work.

N. Miller: The salt shed did not have a priority number. A few did not. You don't have a lot of information in these applications. What do you need to be able to defensively say, we are going to do these 8 or 10 versus this 8 or 10.

J. Lindsey: Also, the safety. Jeff would be able to tell us.

R. Cartier: The other thing you could ask Jeff too, is if Bryan would be able to sit in with you.

N. Miller: I will reach out to Andria, the chief, the road agent and target to be back on May 17<sup>th</sup>.

B. Brock: When you talk to Jeff, ask him if he wants the liaison involved. Boyd Chivers.

- Bryan Ruoff – Stantec – GIS Update – Open Projects – Bryan was not present.
- Approval of Minutes, 3.1.23 & 4.5.23

#### March 1<sup>st</sup> Minutes

J. Lindsey - **Motion** to accept the minutes for March 1<sup>st</sup> as presented. L. Carroll: **Second**. All were in favor. **Motion passed.**

J. Lindsey: **Motion** to accept the minutes for April 5<sup>th</sup> as presented. L. Carroll: **Second**. Rudy abstains. All were in favor. **Motion passed.**

M. Santa: Inquired about the April 5<sup>th</sup> meeting and the sprinkler system requirement for the auto repair facility.

R. Cartier: I was always under the impression, the state of NH has adopted NFPA1 so that it is specific. The way the NFPA sets it up, every occupancy has a section. In the case of a repair facility, a fixed fire protection system is required if it is 10,000 or higher. With everything that has been going on, I suggested that we have a letter stating, such. Basically what it does, is it becomes the finding of fact. I take blame for that because I should have looked. It did not require it.

M. Santa: When I saw the proposal, I thought it would require a system. Thank you for the clarification.

#### Appeal Updates:

- **Foster Farms**, New Boston Road – The HAB has given us a split decision. They say the planning board acted in a lawful manner. The second part was the question of constitutionality. Town Council moved to dismiss do to lack of jurisdiction. The board felt as though they do have jurisdiction on that. A notice of remote conference for Tuesday, May 2<sup>nd</sup>. A status meeting. 10:00AM

K. Tierney: I read the order too. Status conferences are often public, is this one public? Or is this one just to confirm whether you need to have additional testimony.

- *23 Main Street – There has been a request by the plaintiff's council to change the date. It has been filed but we have not received a new date. Once we get that, I will let everyone know.*

R. Cartier: I have a couple of comments when we need to look at things. I am going to put a checklist together. Just a few things to remember is that when you have some questions on, especially Bryan Ruoff's, he always refers to site plan regulations. There were a few questions that were asked about how it would help.

M. Chalbeck: But that's why we ask him questions, because he is the resident expert.

R. Cartier: We do have to remember if there is any deviation, we need to have a written waiver. Just to make sure. Even though we anticipate changing something, we still need to have a waiver.

J. Lindsey: Mark did a great job, making sure we got it in writing.

R. Cartier: Anything that varies from the specifications needs to be a written waiver.

The other thing we need to be careful of is that we start this with a public hearing, then we need to close the public hearing and the board goes into deliberation and the waivers are evaluated and each person has to give a reason. Everything has to be done as part of the public meeting. Putting something in writing later on, although good for clarification, it is not part of the record.

We have some general guidance from the municipal association. Everyone gives their reason for doing this. Not just because you like it or don't like it. It needs to be something based in facts. We have evaluated this and the review of the engineer...more detail.

As I said Mark, thank you for doing that for me.

R. Cartier: **Motion** to go into a nonpublic session. J. Lindsey: **Second**. The RSA 91-A:3, II(e)

*(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.*

All were in favor. **Motion passed.**

**Other Business:**

- Town Planning
- Any other matter to come before the Board.

**Motion** to adjourn: J. Lindsey. **Second** - L Carroll. All were in favor. **Motion passed.**

Adjourn: 9:08PM

Respectfully submitted,

Amy M. Spencer

Land Use Coordinator

cc: file