

**CANDIA PLANNING BOARD
MEETING MINUTES OF September 6th, 2023
APPROVED MINUTES**

PB Members Present: Rudy Cartier, Chair; Mark Chalbeck, V-Chair; Brien Brock, BOS Rep.; Scott Komisarek; Kevin Coughlin; Judi Lindsey; Tim D'Arcy

Mike Guay, Alt.

PB Members Absent: Linda Carroll, Alt. (excused),
Mike Santa, Alt.;

* Rudy Cartier, Chair; called the PB meeting to order at approximately 6:30PM, followed immediately by the Pledge of Allegiance

Call to Order: Pledge of Allegiance: Roll Call:

Old Business:

- Nate Miller – SNHPC – CIP

R. Cartier: Nate is working on the project, it is coming along very well. The only glitch is the ambulance. At least for now, it is going to be in the CIP for next year for the full amount. It will be in there for the draft. Hopefully by the time we get around to finalizing it, we will have more details. Other than that, it is moving right along.

- Southern NH Planning Commission - InvestNH HOP Updates – Steering Committee

HOP Grant: Still a work in progress.

- Approval of Minutes, 8.2.23

Motion to accept the minutes as presented: Tim D'Arcy. **Second:** S. Komisarek. J. Lindsey: **Abstain**. All were in favor. **Motion passed.**

Appeal Updates:

23 Main Street – This will be removed and taken off the agenda. No appeal has been filed and it is a done deal.

Foster Farms –

R. Cartier: June 29th was the hearing. It has been over 60 days and we have still not heard anything. Once the hearing is closed, there is no more contact with the HAB unless they ask for it.

Other Business:

R. Cartier: Budget. Budget request needs to be submitted to Andria tomorrow. I don't think we really want to change much. The only thing I can think of is that we tend to overspend on books and documents. We may want to increase it to \$175.00. The other one, that I was thinking about was conference and seminars. Do you think that \$800. is still enough for training? Do we have anything, would anyone want to go to any conferences.

M. Chalbeck: You may want to increase it if you want to do that.

Some discussion about available seminars and training.

The decision was made to increase the training budget to \$1,000.

R. Cartier: GIS Manual Licensing Update: I have it in there as \$1500. Probably it would be like \$800 - \$1,000.

M. Chalbeck: If you cut it, they are going to cut you again.

R. Cartier: The rest of the money that is in there is for incidental. If there is new tax map information. SNHP Dues were \$2,800. From the looks of it is still going to be under.

CIP: Just as an update, I don't have the contract quite yet. The CIP is running a little bit behind. Mark, could you please remind Beth to call Bryan just to finalize?

The roads for the GIS System. Jeff has not been able to get with Bryan. The only thing that is left to really do, is the culverts.

The only two items that I could see that we still need impact fees on are the schools and an update on solid waste. Is there anything else that you can think of? Do you think those are appropriate for impact fees.

M. Chalbeck: This year we had to hire three kindergarten teachers.

R. Cartier: The impact fees can't be used for the operational costs.

The two of those combined are \$8,000.

B. Brock: that's low, compared to a lot of places.

R. Cartier: The impact fees are in direct relation to the CIP which is directly related to the Master Plan. They are all tied together. The problem that we currently have right now is we don't have what we need to justify them.

M. Chalbeck: And I was thinking for the schools. Deerfield has all of the portable classrooms, if we get to that place.

B. Brock: What's the total?

R. Cartier: \$8,000.

R. Cartier: With this HOP Grant that we have, is that going to be tracked? That line item stays \$1.00.

B. Brock: There is no match.

R. Cartier: We allocated it. The Planning Board is autonomous from the Board of Selectmen.

K. Coughlin: Did that have to land in our balance sheet?

R. Cartier: \$150.00 for mileage. That was for when the Land Use Office would go to record the mylars. Now we require the applicants or the engineering firms to record all of the mylars.

B. Brock: You should leave that in there, in case there is something that Amy wants to go to, or a board member wants to go to.

B. Brock: there may be a selectman that wants to do something with that legal fee line.

M. Chalbeck: That can be separated out in the annual report.

R. Cartier: Everything that we have spent on legal fees is reactionary. We asked for \$15,000 but the actual cost to the town, if legal fees are added, is \$30,000. The planning board is getting a lot more support than what we are showing.

T. D'Arcy: If we didn't have a planning board, someone would have to be making the decisions.

R. Cartier: Our budget would go down by about \$45.00. I think we are doing our due diligence. Every year, we come up with a little more fine-tuning.

Motion to accept the budget as discussed. T. D'Arcy. **Second:** M. Chalbeck. All were in favor. **Motion passed.**

R. Cartier: We had a submittal to the Land Use Office for a 9 Lot Subdivision on Diamond Hill. They submitted a plan with an application. Amy took a look at it. And Bryan Ruoff from Stantec took a look at it. Both Amy and Bryan realized there is a lot that is not there. I had asked Mark to do the pre-review. Amy and Bryan had contacted the engineer to get more information. But we did not want to schedule until we received everything. They basically said they wanted to get the application in, just to get it in. Basically, the RSA says if someone submits an application, we have 30 Days. But if we know that all of the information is not there and they have not paid the fees, how can we put it on the agenda. Amy and Bryan have tried to communicate with them, and they just don't seem to want to respond. We are going to send them one more communication.

K. Coughlin: When is the 30 Days up?

R. Cartier: A while ago. It puts us in an uncomfortable position.

A letter will be sent by Amy / The Land Use Office stating that the application cannot be received/accepted until it is complete, and all of the applicable fees have been paid.

R. Cartier: One GIS Issue, they don't match up. They can get the whole thing updated but it would take a lot of survey work.

The abutters list project is in the works.

The other thing I talked to Bryan about is getting the tax card information in there as well.

R. Cartier: A question came up about a property and we looked at the tax card for an existing building. The answer there is no. It's an existing non-conforming lot.

Next update from Bryan will be October.

Motion to Adjourn: J. Lindsey. Tim Second All were in favor. Motion passed.

Respectfully submitted,

Amy M. Spencer

Land Use Coordinator

cc: file