

**CANDIA PLANNING BOARD
MEETING MINUTES OF JULY 16, 2025
UNAPPROVED MINUTES**

PB Members Present: Tim D’Arcy, Chairman; Mark Chalbeck, Vice Chairman; Brien Brock, BOS Representative; Kevin Coughlin; Linda Carroll; Judi Lindsey

PB Members Absent: David Labbe, Excused; Michael Santa, Alt.

T. D’Arcy called the meeting to order at approximately 6:30PM, followed immediately by the Pledge of Allegiance.

Old Business:

- Review of the proposed sale of town owned real estate currently under consideration by the Board of Selectmen and provide a recommendation to the selectboard as required by RSA 41:14-a.

Boyd Chivers, representing the Board of Selectmen, presents a proposal to sell nine town-owned properties at public auction. This proposal is a revision of a previous one that included properties under the care of the Conservation Commission. Those properties were removed from the list and three additional properties were subsequently added. These nine properties are proposed for sale pending authorization from the Planning Board, the Conservation Commission, and two public hearings convened by the Board of Selectmen. The goal is to generate revenue for the town's capital reserve account and address the issue of tax-deeded properties being held for unreasonable amounts of time. Mr. Chivers explains that these properties have a combined assessed value of over \$200,000, representing approximately \$3,800 in uncollected tax revenue. The nine properties are described as having low curb appeal; however, each one has an abutter who may express interest in purchasing the extra land. The board discusses the legal obligation to compensate former owners when tax-deeded properties are sold for more than the taxes owed. The auctioneer will handle title searches once the board gives clearance. It is decided that the nine properties do not have potential for future use of the Town. Additionally, these properties would only be brought before the Planning Board for potential lot line adjustments and therefore are of no concern to this board. An agreement is reached to provide a letter of recommendation and a copy of the minutes to the Board of Selectmen and motion is entertained.

K. Coughlin: **Motion** to accept Boyd’s suggestion and the Town’s plan to put town-owned properties up for auction. L. Carroll: **Second**. All in favor. **Motion passed.**

New Business:

- **Case #25-005 (Excavation Permit Application):**

Applicant: Steven Wilusz - Under One Roof Construction, 409 Raymond Rd. Candia, NH 03034 **Owner(s):** S Squared Development, 126 Forest Dr. Auburn, NH 03032;

Property Location: Deer Run Rd. Candia, NH 03034, Map 408 Lot 30-21A; **Intent:** *To acquire an excavation permit for site preparation on Deer Run Road.*

Referring to the informational session conducted at the June 18th meeting, Steven Wilusz explains the contextual background for this application. He initially purchased the property with the intent to prepare it for a commercially zoned building. The initial work commenced without a permit due to miscommunication and was halted upon receiving a stop work order from the Town. He is now applying for an excavation permit so he can complete the previously approved elevation plans and make the land usable for when he has the funds allocated to begin construction of the building.

Questions arise regarding the required surety bond letter. Mr. Wilusz states miscommunication has led to the delay of a letter; however, it is actively being worked on and will be submitted to the Town as soon as it is complete. It is agreed that the surety letter will be a condition of approval. The Chair reminds Mr. Wilusz that the previous site plan approval from 2023 is expired, requiring a new review, although a streamlined process is anticipated if the same site plan is used. The excavation permit is intended to allow Mr. Wilusz to extract dirt and prepare the site, and he agrees to come back for a review when he is ready to begin construction.

The board reviews several sections of the excavation permit regulations with Mr. Wilusz. Key points included the two-year abandonment clause, noise regulations, the 25-foot setback from property boundaries, and the 50-foot setback from town roads. The board also discusses the need for a reclamation plan, which in this case is defined as the construction of a building.

The discussion shifts to the implications of gravel extraction, with K. Coughlin raising the question of revenue to the town from extractions. It is confirmed that there is a per-ton charge for gravel extraction in New Hampshire. The board clarifies that Mr. Wilusz will be limited to excavating according to the submitted plan.

The Chair entertains a motion, given the stated condition (below).

Conditions of Approval:

1. Submittal of an Irrevocable Standby Letter of Surety to the Town.

K. Coughlin: **Motion** to approve an excavation permit for this project with the condition of the surety bond being provided. M. Chalbeck: **Second**. All in favor. **Motion passed**.

The conversation moves to Mr. Wilusz's plans for the adjacent property he owns, located at 409 Raymond Road. His plans include remodeling the existing house into a design center/showroom and potentially constructing a metal building in the future. A retaining wall is being constructed, and a granite mailbox post and paving are also planned. A 40 square foot sign with the "under one roof logo" will be installed. His potential driveway design will isolate vehicle traffic, ensuring a drive-in, drive-out system with no traffic on Crittle Hill Road. He clarifies that vehicle traffic would be limited to Route 127, with a one-way system in place, improving safety compared to the existing driveway. The board discussed the potential need for additional parking and future site plan reviews in addition to observing the project's progress to determine the extent of work and necessary permits, emphasizing the importance of communication to avoid potential permitting issues.

Other Business:

- **Approval of Minutes: 6.18.25**

T. D'Arcy states a need for clarifying verbiage regarding unit 7 (the barn) of the condominium development on line 97 of the minutes. It is decided to change the wording to clearly describe the ownership and responsibility of the entire structure and the road leading to it.

J. Lindsey: **Motion** to approve the minutes of 6.18.25 as corrected. L. Carroll: **Second**. B. Brock: **Abstain**. All else in favor. **Motion passed**.

- **Town Planning:** Revision and adoption of Planning Board fees and policies to reflect rising third-party costs.

The Board agrees to continue this discussion to the next meeting.

K. Coughlin: **Motion** to adjourn. L. Carroll: **Second**. All in favor. **Motion passed**. The meeting adjourned at approximately 7:30pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file