

**CANDIA PLANNING BOARD  
MEETING MINUTES OF SEPTEMBER 17, 2025  
APPROVED MINUTES**

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

PB Members Absent: Michael Santa, Alt.

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

**New Business:**

- **Informational Hearing:** **Applicant/Owner:** Robert B Kupetz, 7110 Pine Birr Ln. Sylvania, OH 43560; **Property Location:** 279 Critchett Rd. Candia, NH 03034; Map 407 Lot 9; **Intent:** *To subdivide a 3-acre building lot with 200ft of frontage at the corner of Island and Critchett Roads and use the 60ft access on Critchett Rd to access a potential building site on remaining 37 acres. The 60ft access at 279 Critchett Rd had been previously approved by the Town Road Agent, Dennis Lewis.*

Due to technical difficulties, Mr. Kupetz cannot be heard via Zoom. The board elects to continue the discussion for Mr. Kupetz to listen to and to prepare for the next meeting when he can come in and be heard. The board discusses the proposed subdivision, focusing on road frontage and access. They determine that Mr. Kupetz has sufficient road frontage by combining frontage on Critchett Road and Island Road. The board also discusses the applicant's desire to use the 60-foot access off Critchett Road as a driveway to the proposed back lot. Concerns are raised about regulations regarding driveway cuts near intersections. It is determined that driveway placement is primarily under the purview of the Police Department and the Road Agent, focusing on sight-distance and safety. The consensus is that Mr. Kupetz has enough combined frontage to subdivide but must ensure both lots have at least 200 feet of frontage and safe driveway access. He will need to confirm appropriate driveway placement with the Road Agent before submitting a minor subdivision application and moving forward with his plan. The board agrees to continue the informational hearing at the next meeting, pending contact with the applicant.

**Other Business:**

- Approval of Minutes 9.3.25

L. Carroll: **Motion** to approve the minutes of 9.3.25 as presented. J. Lindsey: **Second**. All in favor. **Motion passed.**

- Town Planning

Continuing the exploration of new options for a Town Engineer, T. D'Arcy shares with the board the contract the Town has with the current firm, Stantec. He clarifies that the contract is not a formal contract but rather a "terms and conditions". The contract's scope is determined by signed work orders, and the agreement isn't necessarily exclusive, allowing for flexibility in choosing to work with others. He also notes that terminating the agreement is optional and can be considered once all other work currently being performed by Stantec is completed. The board agrees to bring in other engineering firms and assess the best options. L. Carroll states she contacted some of the references provided for Steve Keach and they had glowing reviews.

The Chair introduces the need to digitize old town documents, particularly planning board case files, to easily retrieve important information for residents, reference material for future cases, and to be prepared for potential future litigation. Additionally, this would ensure the documents remain accessible. Paper documents are susceptible to being misplaced or damaged; a flood that destroyed many older files in the Town Hall years ago is mentioned as an example. The board agrees that options for digitizing documents should be explored. L. Carroll offers to research available options and costs.

The board discusses potential zoning ordinance changes for the upcoming year. Suggestions include adding solar ordinances, amending the lighting requirements, and amending the Accessory Dwelling Unit (ADU) ordinance to require ADUs to be included on the site plans for major subdivisions when applicable.

K. Coughlin asks for an update on the excavation on Deer Run Road. The project is operating according to the approved plans. The building inspector reports that the work appears to be compliant with regulations as well.

J. Lindsey: **Motion** to adjourn. D. Labbe: **Second**. All in favor. **Motion passed**. The meeting adjourned at approximately 7:15pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file