

**Town of Boscawen  
PLANNING BOARD  
Boscawen Municipal Complex  
FINAL MEETING MINUTES  
Tuesday, May 4, 2021 at 6:30 PM**

**Present:** Mark Varney – Chair; Fred Reagan–Vice Chair; Barbara Randall; Gary Tillman;  
Roberta Witham; Lorrie Carey –Ex-Officio; Loren Martin;  
Paul Dickey –Alternate Ex-Officio,

**Staff Present:** Kellee Jo Easler – Planning & Community Development Director; Crystal Tuttle–  
Recording Secretary

**Guests:** Web Stout

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Chair Mark Varney opened the public meeting at 6:30pm.

Chair Varney read off the Covid-19 Public Meeting Notice of Telephonic Meetings, which reads as follows: In light of the state of emergency declared by the Governor on March 13, 2020, and to respond to the COVID-19 pandemic, the chair has determined that an emergency exists and that accordingly, until further notice, (a) members of the board may attend all board meetings telephonically, without the physical presence of a quorum; and (b) members of the public who wish to participate in hearings may, on request, participate telephonically or submit comments in writing to be included in the record of the hearing.

Roll call completed by Crystal Tuttle.

**Minutes**

Director Easler recommended changes to Line 39 to read, “Article 10, 1, B”; “Article 10, 7”. Ms. Carey recommended changes to Line 78 to read “engineer”.

**Motion to accept minutes with changes made by Mr. Tillman, Seconded by Mrs. Randall. All in favor. None Opposed.**

Chair Varney asked the Committee if there were any nominations for Chair and Vice Chair of the Planning Board.

**Mr. Tillman motioned to keep Chair Varney and Vice Chair Reagan as is. Mrs. Randall seconded. All in favor. None Opposed.**

**Rhoda Hardy, Alternate arrived to the meeting.**

Chair Varney asked for volunteers to record Action Items.

**Mr. Reagan nominated Mrs. Randall. Ms. Carey seconded that nomination. All in favor. None Opposed.**

**Old Business:**

Director Easler stated that a meeting regarding Map 183D Lot 16 was held in the Town office conference room with Web Stout- Surveyor, Jeff Burd- Engineer, and Tom Berkeley. Mr. Berkeley has changed the conceptual to 19 lots, all connected to sewer. Dean Hollins had some questions regarding the road and curbing that were answered. Bill Murphy from the PBWP stated that they would be able to service this subdivision with water. Questions arose about flow issues and Bill Murphy said he will be in touch with Pennichuck. It was verified that with adding more lots all the lots will be serviced by municipal sewer.

Director Easler informed the Board that she would have the updated Rules of Procedure for next month. CNHRPC has not gotten back to her regarding the Village District Conditional Use as of right now. Ms. Carey asked how far south the Village District goes and Director Easler said she would provide maps for the Board. Ms. Carey also asked about leveling the sidewalk at the property at 170 North Main Street and Director Easler said it is contingent on where the water line is, but that it is a possibility.

**New Business:**

Ms. Tuttle read the Application for 109 High Street, Boscawen NH 03303 Change of Use. Notice is hereby given in accordance with NH RSA 676:4, I, D1 and the Town of Boscawen Land Development Regulations that the Planning Board will meet on Tuesday, April 6, 2021 at 6:30 PM, virtually with GoToMeeting application, during a regular meeting of the Board to hear an application submitted by Stewart Jones, 109 High Street Boscawen, NH 03303 for a Change of Use from COM to Residential in a COM zone. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Discussion ensued with a brief review of the history for the property. Director Easler stated that a septic design has been submitted to DES in case of a failure of the current septic system. The current septic system has been inspected and approved for three bedrooms. Director Easler reported that everything was in the package that was required.

Stewart Jones, owner and applicant discussed his plans for changing the use from COM to Residential. He is selling the property and closing is tied up until the Change of Use is completed and accepted.

**Chair Varney opened Public Hearing at 6:56 PM. Chair Varney closed Public Hearing with no public input at 6:57 PM.**

Director Easler read two waivers to be submitted, one for the sign and one for lighting. Conditional Use Permit is required but Director Easler would like to waive the fees because many items are already addressed in the Change of Use. Discussion ensued on the recommendations by staff and were in agreement. After questions in regards to the waivers by the Board, they decided to change these waivers to conditions for approval. The conditions are as follows:

1. New owner shall apply for a Building Permit;
2. New Owner shall have a Certificate of Occupancy;
3. Septic Plan will show maximum of 3 bedrooms;
4. Sign will be removed;
5. All lighting must comply with dark sky ordinance.

Mrs. Martin asked Mr. Jones if there is anyone residing currently in the home. Mr. Jones stated that he does occasionally and he verified that there are two bathrooms and bedrooms in the building. Chair Varney said this is a violation as there is no current Certificate of Occupancy for the property. Ms. Carey asked Director Easler if this property is included in the Economic Revitalization Zone and if tax incentives can be given for this property. Director Easler said she can find out from CNHRPC.

**Ms. Martin motioned to approve the applications for a Change of Use and Conditional Use Permit with conditions. Mr. Tillman seconded. All in favor. None opposed.**

Chair Varney gave an update on the Exit 17 project, stating that a decision should be made this month and that Concord could be breaking ground as soon as May 1. The Liquor store is slated to open by the end of this year, and Market Basket by Spring of 2022. This construction is contingent on the rotary being completed.

**Mr. Tillman Motioned to adjourn. Ms. Witham seconded. All in favor. None Opposed.**

**Next meeting will be May 4, 2021 at 6:30pm**

*Respectfully submitted by, Crystal Tuttle.*