

**Town of Boscawen  
PLANNING BOARD  
Boscawen Municipal Complex  
FINAL MEETING MINUTES  
Tuesday, December 1, 2020 at 6:30 PM**

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

**Staff Present:** Kellee Jo Easler–Planning & Community Development Director; Kearsten O’Brien–Planning and Community Development Assistant, Crystal Tuttle–Recording Secretary;

**Others Present:** Stephanie Alexander, Senior Planner– CNHRPC, Craig Tufts, Principal GIS/Transportation Planner–CNHRPC, Dan Mullen of Richard Bartlett & Associates, Mason Donovan and Mark Kaplan

---

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**

**November 10, 2020 –Barbara Randall asked for grammatical errors to be corrected. Lorrie Carey motioned to accept the minutes as amended. Seconded by Gary Tillman. All in favor. None opposed.**

### **Old Business:**

Planning and Community Development Director Kellee Easler invited Stephanie Alexander and Craig Tufts from CNHRPC to speak on the Natural Resources Inventory (NRI) Appendix and Energy Chapter update for the Master Plan. Ms. Alexander stated changes were updated in the NRI from the previous meeting. Chair Varney asked if anyone has questions about the NRI and would like to move on it tonight. Mr. Kaplan wanted to make sure the Board had a thorough understanding of the documents. Mr. Tufts spoke about the areas in Town that have a lot of conservation value along the Merrimack River and a large portion in the South West corner of Town that are undeveloped and these represent areas that have the highest conservation value.

These areas should not conflict with the Town's economic plans. The NRI contains many other tools that will help with decision making and planning for the future. Mrs. Carey stated that there are areas that the Town may want to purchase in the future, to expand the Town forest or encourage conservation. These areas can also be developed for business use. Mrs. Carey questioned if the Town would refer to this document if people are interested in developing and would this document be considered a living document. Mr. Tufts stated that the Town can use this document at their discretion and gave the example that if someone wanted to create a large subdivision, the Town can look at the parcel and decide what lot has the highest value opportunities for cluster developments or what parcel needs to be protected. Ms. Alexander agreed with the Board as having this document as an appendix to the Master Plan because it gives the document more standing than just a document by the Conservation Committee. In this respect, it can be used to decide what lands are better suited to development and can be used as a guide for developers. Chair Varney extends his gratitude to Ms. Alexander and her team for this document and its recommendations. Mr. Kaplan and the Conservation Committee are interested in the land that will connect to the Northern Rail Trail and how this may open economic opportunities while conserving the waterway and how this document can be a junction of the Conservation Committee and the Planning Board. Mrs. Carey stated that this refers to the 6/10ths of a mile that the Friends of the Northern Rail Trail are looking to purchase. Director Easler stated that if everyone is in agreement with the NRI, she would be happy to add it with the Economic Development and Energy Chapter and set up a Public Hearing. Director Easler stated that whenever there is a new site plan review or subdivision in Town, the Land Development Regulations requires Departmental review and she will be happy to notify the entire Conservation Committee.

Moving onto the revised Energy Chapter, Ms. Alexander said the only change is the Table 10-7. Ms. Alexander along with Director Easler and Alan Hardy- Town Administrator, reviewed this and found that there was a meter being alternately assigned to 173 North Main Street and 116 North Main Street, causing the confusion. This is why some large utility costs were being attributed to 173 North Main Street, when it should have been attributed to the Municipal Buildings at 116 North Main Street. The Torrent Building natural gas bill went from \$9,500 down to \$1,600, making the total energy cost \$2,260 versus the original \$10,159. Ms. Alexander stated that this had a trickle-down effect, changing some of the numbers in Table 10-8, but that the Town will now be able to track what facilities are using what for energy costs. Ms. Alexander reiterated the conversation about the solar glass shortage discussed at the last meeting, and has added some information about this on Page 6 of the Energy Chapter. She commented that this shortage may be long term, and will impact solar panel installations causing a backlog.

**Gary Tillman motioned to accept the Energy Chapter, Barbara Randall Seconded. All in favor. None Opposed.**

**Chair Varney moved to proceed with a Public Hearing on the revised chapter. Roll Call Vote, All in favor. None Opposed.**

Ms. Alexander moved onto the Renewable Energy Systems Ordinance and stated that only minor changes were made. The section on Noise Ordinances were removed and she found no State Noise Ordinances applicable to this chapter. On the table of uses, the Board requested a special

demarcation of “SE” for special exceptions instead of the “X” originally used. Ms. Alexander left the technology open ended for legal, considering only surface area and not wattage. Concerning the Outdoor Wood Burning Hydronic Heaters, the yearly time limits were removed as well as the vegetative buffer wording. Director Easler states she will contact legal prior to Public Hearing on January 5<sup>th</sup>. Chair Varney asked if it can be approved pending legal verification. Director Easler said we will need to schedule December 22, 2020, 6pm for final review and approval by the Board after review by counsel. Ms. Randall asked about the possibility of widening the acreage for solar panels and Ms. Carey states that residents can apply for waivers.

**Ms. Tuttle read the application for Lot Line Adjustment of Map 45 Lot 4 and Map 45, Lot 5, Water Street, Boscawen NH.**

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, December 1, 2020 after 6:30 PM**, at the Boscawen Municipal Complex, 116 North Main St, during a *regular meeting* of the Board to hear an Application submitted by **Mason Donovan & Mark Kaplan, PO Box 172 , Salisbury NH 03258**, for a **Lot Line Adjustment** with a location of **Map 45 Lot 4 and Map 45, Lot 5, Water Street, Boscawen NH**, located in an **AR zone** . Upon a finding by the Board that the application meets the submission requirements of the Zoning Ordinance and the Land Development Regulations, the Board will vote to accept the application as complete and a Public Hearing on the merits of the proposal will follow. 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.

Dan Mullen of Richard Bartlett and Associates spoke on behalf of the applicants. The original lot size is 6.06 acres, the intent being to create a single family lot that is slightly smaller. The remaining 4.22 acres will be annexed with the abutting 106 acre lot. The proposed lot will be 1.84 acres, with a frontage of 298 ft. The only outstanding item currently is to have the NHDES complete a new test pit and submit this. All Town Departments have agreed and all questions from the department of Planning and Community Development have been answered. On the plan, Mr. Mullen has provided space for conditions of the waivers he submitted. PDF versions of the plans have been provided to the Town. A synopsis of all the lots are provided on the plan, so it is clear what is being transferred. Three waivers were submitted, one was to omit all existing features of the abutting properties. The Second was to omit the site distances of existing driveways, and the third was to omit wells and septic systems approved in 2015. Mr. Mullen does not feel this would impact the plans being shown.

Chair Varney opened Public Comment at 19:13. No Comments made, Chair Varney closed Public Hearing at 19:14.

**First waiver, Subdivision Regulation 6.5.3 to not show all existing features on abutting properties within 200’. Motioned by Ms. Carey, seconded by Chair Varney. All in Favor. None Opposed.**

**Second Waiver, Subdivision Regulation 6.5.7 to not show site distance from the existing drive. Motioned by Chair Varney, seconded by Mrs. Hardy. All in Favor. None Opposed.**

**Third Waiver, Subdivision 6.5.10 to not show septic systems and wells within 200' of the site. Motioned by Mr. Tillman, seconded by Mrs. Hardy. All in Favor. None Opposed.**

**Chair Varney moved to accept application with two conditions. The first being approval by NHDES for subdivision and second being all conditions of approval of waivers to be listed on plans. Ms. Randall seconds. All in Favor. None Opposed.**

**New Business:**

Director Easler spoke with Mike Tardiff–Executive Director CNHRPC, about Economic Development for the Town. Mr. Tardiff would like to provide Economic Development planning assistance to the Town to undertake projects and support the initiation of an Economic Development Committee. Director Easler is proposing this to the Select Board to use a portion of the remaining funds from this year’s Planning and Community Development budget. If the Planning Board is in agreement, she will bring it to the Select Board for signature and authorize payment to CNHRPC. Half of this payment will be made now and the rest encumbered for the end of March 2021. Director Easler discussed that Bridget Beckwith from the State of NH and Executive Director Tardiff will be speaking to the Select Board on December 17, 2020 in regards to the ERZ, encouraging approval by the Select Board for 2021. Director Easler discussed the Master Plan work with CNHRPC for 2021 that will include Economic Development work and a reset on town demographics. Her office will be updating the Master Plan itself with current businesses along with updating pictures and information throughout 2021.

**Chair Varney motioned to send the CNHRPC agreement to the Select Board for signature, seconded by Mr. Tillman. All in Favor. None Opposed.**

Ms. Randall mentioned the Whitney Road Project and stated the Concord Planning Board will be addressing this project on December 16, 2020 at 7 PM. Mrs. O’Brien reminded the Board that all plans are available on the website or can be reviewed at the office of the Community Planning and Development.

Next Meeting scheduled for December 22, 2021 at 6:00 P.M. for reviewing the Renewable Energy Systems Ordinance and January 5, 2021 will be the regular monthly meeting.

**Mr. Tillman motioned to adjourn. Seconded by Ms. Randall. All in favor. None opposed. Meeting adjourned at 7:28 P.M**

*Respectfully submitted by, Crystal Tuttle.*

