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4 **Members Present:**

5 Doug Knott, Chairman (arrived 6:35)  
6 Tim Finan, Vice Chairman  
7 Paul Amato, Member  
8 Janet Langdell, Member  
9 Pete Basiliere, Member (arrived 7:09)  
10 Susan Robinson, Member

**Staff:**

Jason Cleghorn, Town Planner  
Lincoln Daley, Community Dev Director  
Darlene Bouffard, Recording Secretary

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12 **Members Excused:**

13 Laura Dudziak, Selectmen's Rep

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17 **MEETING PREAMBLE DURING COVID-19 EMERGENCY**

18 *Good Evening, as Chairman of the Planning Board, I am declaring that an emergency exists and I am*  
19 *invoking the provisions of RSA 91-A:2, III (b). Federal, State, and Local officials have determined that*  
20 *gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to*  
21 *combat the spear of COVID-19. In concurring with their determination, I also find that this meeting is*  
22 *imperative to the continued operation of Town government and services, which are vital to public safety*  
23 *and confidence during this emergency. As such, this meeting will be conducted without a quorum of this*  
24 *body physically present in the same location.*

25 *At this time, I also welcome members of the public accessing this meeting remotely. Even though this*  
26 *meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct*  
27 *and decorum apply.*

28 *Public comments will be limited to three minutes per person. Any person found to be disrupting this*  
29 *meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that*  
30 *person will be removed from this meeting.*

31 *Please note that all votes that are taken during this meeting must and will be done by Roll Call Vote.*  
32 *Let's start the meeting by taking a Roll Call attendance. When each member states their name, also*  
33 *please state whether there is anyone in the room with you during this meeting, which is required under*  
34 *the Right-to-Know Law.*

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36 Members and staff were polled individually; T. Finan was in his office alone; J. Langdell at her home in the  
37 room alone; P. Amato was at his home in the room alone; S. Robinson was at her home in the room alone; J.  
38 Cleghorn was alone in his home office alone, L. Daley was in his office alone; D. Bouffard was in her home  
39 office alone; D. Knott arrived at 6:35 p.m. and was in his office alone

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41 **1. Call to order:**

42 Chairman D. Knott called the meeting to order at 6:31 p.m. indicating that tonight there are three applications  
43 to be heard.

44  
45 **2. Public Hearing(s):**

- 46  
47 **a. Case SP2021-03: Zachary Clark (applicant/owner) – Review for acceptance and consideration of**  
48 **final approval for a site plan and conditional use permit to construct a 1,300 square foot building to**  
49 **be used as a home industry based business. The parcel is located at 557 Route 13 South in the**  
50 **Residential R zoning district. Tax Map 47, Lot 39 (Continuance request to 4/20/21)**

51  
52 T. Finan explained that staff received an e-mail this afternoon from Fieldstone requesting a continuation  
53 of this application in order to address concerns in the staff memo and Conservation Commission  
54 comments. T. Finan asked for a motion for continuation to April 20, 2021. P. Amato moved to continue  
55 the application to April 20 16, 2021 for review. S. Robinson seconded. J. Langdell asked if the

56 Conservation Commission memo was received just recently? L. Daley responded the memo was received  
57 just prior to the last meeting. L. Daley will forward it to members. A poll was taken: P. Amato yes; J.  
58 Langdell yes; S. Robinson yes; T. Finan yes. Motion passed. L. Daley indicated that this will require  
59 another notice and re-notification of abutters because of the timing. Carl Foley, Fieldstone engineer,  
60 indicated he requested the continuance to April 2021 and understands it requires another legal notice and  
61 re-notification of abutters. Mr. Foley also noted a revised plan will be coming soon.  
62

63 **b. Case SP2021-02: B33 Lordens Plaza, LLC (owner) and St. Mary’s Bank (applicant) – Review for**  
64 **acceptance and consideration of final approval for a site plan to renovate the existing bank building**  
65 **on the newly subdivided parcel with an additional bank drive aisle and 182 square foot building**  
66 **expansion. The parcels are located at 586 Nashua Street in the Commercial zoning district. Tax**  
67 **Map 44, Lot 6. (Continued from 1/19/21)**  
68

69 P. Amato moved to accept the application for review. T. Finan seconded. A poll was taken: S. Robinson  
70 yes; P. Amato yes; T. Finan yes; D. Knott yes; J. Langdell yes. D. Knott indicated that Regional Impact  
71 was addressed at the January 19, 2021 meeting. J. Cleghorn read the abutters list. Attorney McHugh  
72 indicated he is present.  
73

74 D. MacGuire, representing the applicant and owner, said this was a site reduction and the applicant wants  
75 to upgrade the site and have a slight modification of the building. A parking memo was prepared for  
76 tonight’s packet and we are over the parking requirement including the elimination of the few spaces near  
77 the drive through. The other item was the signage. We have submitted a full sign package.  
78

79 D. MacGuire explained there was thought of a new pylon sign, but in talking with St. Mary’s they are  
80 comfortable with just utilizing the existing pylon sign. The signage on the building is available to be  
81 presented tonight if you would like. J. Cleghorn shared the screen with D. MacGuire to show the signage  
82 which is smaller than signage requirements. P. Amato asked if the signs follow the town ordinance. D.  
83 MacGuire said they do and are a grandfathered use and that information was delivered to L. Daley last  
84 week. P. Amato appreciates the effort to use the existing pylon.  
85

86 S. Robinson reviewed the package for tonight and she feels it is very complete. J. Cleghorn said there is  
87 just the matter of the easements that staff has not reviewed and they will be completed before this gets  
88 finalized. Attorney McHugh said these are reciprocal easements and were discussed last week with L.  
89 Daley to finalize. P. Amato said staff recommends approval on this application. D. Knott said yes, and  
90 the easements need to be finalized prior to recording the plan. He asked for further comments from the  
91 Board. There were none. D. Knott opened the meeting to the public for comments or questions. There  
92 were no people waiting to speak, so the public portion of the meeting was closed.  
93

94 J. Langdell referred to the memo about the parking requirements and asked what is the total number  
95 required for the bank? D. MacGuire said there is a cross easement for parking between the two lots. J.  
96 Langdell asked if there are 76.8 parking spaces with 75 required spaces? D. MacGuire said that is correct  
97 and the intent is to allow parking in other areas. P. Amato asked what requires approval tonight? D.  
98 MacGuire stated the subdivision was approved at the January 2021 meeting and the Site Plan was  
99 conditionally approved, so tonight the conditions have been presented, so the applicant is looking for a  
100 final approval  
101

102 T. Finan said the site plan was continued to this evening to approve, but the Subdivision was already  
103 approved. P. Amato moved to approve the Site Plan conditionally on the finalization of easements for  
104 access, stormwater easement and parking. J. Langdell seconded. A poll was taken: S. Robinson aye, T.  
105 Finan aye; J. Langdell aye; P. Amato aye, D. Knott aye. Motion passed. D. MacGuire and Attorney  
106 McHugh both thanked the Planning Board for their time.  
107

108 **c. Case SD2021-04: TFF Realty, LLC (owner/applicant) – Review for acceptance and consideration of**  
109 **final approval for a condominium conversion of a previously approved 9 unit multifamily**  
110 **development. Subject property is located at Tax Map 43, Lot 61, 34 Ponemah Hill Road in the**  
111 **Residence A District.**

112 J. Langdell moved to accept the application for review. T. Finan seconded. A poll was taken: T. Finan  
113 yes; J. Langdell yes; S. Robinson yes; P. Amato yes; D. Knott yes;

114  
115 J. Langdell moved no potential regional impact for this application. P. Amato seconded. A poll was  
116 taken: T. Finan yes; S. Robinson yes; J. Langdell yes; P. Amato yes; D. Knott yes.

117  
118 J. Cleghorn read the abutters list. P. Basiliere joined the meeting at 7:09 p.m. M. Ploof, Meridian Land  
119 Services, representing Ponemah Pines explained this is a declaration of condominium documents to  
120 convert the units being built at 34 Ponemah Hill Road to condominiums, which requires a subdivision  
121 plan. The condo documents will be finalized with staff, L. Daley and J. Cleghorn. Tonight the final  
122 subdivision plan is presented for that conversion. D. Knott asked about where the snow will be stored on  
123 the site. M. Ploof explained where it will be stored, utilizing the extra drive for emergency vehicles; he  
124 noted that a gravel area can be put in the turn around and the snow will be pushed farther back on that  
125 drive. P. Basiliere was surprised that this was asked for, that there is no access from the rear of the  
126 building. J. Langdell said it might have been given to someone else and they originally wanted access to  
127 the back of the building but emergency services did not require that; so there is no access to the interior  
128 from the back. S. Robinson said the gravel mentioned for the emergency turn around should be noted on  
129 the plan.

130  
131 D. Knott said tonight is just a condo conversion, it is not for land use items. D. Knott opened the public  
132 hearing. Nancy Wojtas, 22 Ponemah Hill Road, asked if there will be any fencing along the back of these  
133 condos? M. Ploof responded that the Site Plan presentation was done previously, the plan shows some  
134 vegetation along the property lines; there will be arborvitaes along the property line. Nancy Wojtas  
135 asked if this will affect her water or sewer? M. Ploof responded that these units are on town water and  
136 sewer so it should not. There were no other comments from the public. D. Knott closed the public  
137 portion of the meeting.

138  
139 P. Amato moved to approve the Condominium Conversion Subdivision. S. Robinson seconded. A poll  
140 was taken: J. Langdell aye; T. Finan aye; P. Basiliere aye; P. Amato aye; D. Knott aye. Motion passed.

141  
142 **3. Other Business:** D. Knott indicated he will be unable to attend the March 2, 2021 meeting. T. Finan said he  
143 can act as Chair for that meeting.

144  
145 **4. Meeting Minutes:** 1/5/21, 1/19/21

146 T. Finan moved to approve the minutes of January 5, 2021 as presented. P. Amato seconded. A poll was  
147 taken: T. Finan yes; P. Amato yes; J. Langdell yes; S. Robinson yes; D. Knott yes.

148  
149 P. Basiliere asked for one amendment. T. Finan moved to approve the minutes of January 19, 2021 as  
150 amended. P. Amato seconded. A poll was taken: T. Finan yes; P. Amato yes; J. Langdell yes; S. Robinson  
151 yes; D. Knott yes.

152  
153 **5. Adjournment.** The meeting was adjourned at 7:37 p.m. on a motion made by P. Amato and seconded by P.  
154 Basiliere. A poll was taken: P. Amato, yes; T. Finan, yes; P. Basiliere, yes; J. Langdell, yes; S. Robinson,  
155 yes; D. Knott yes. The next Planning Board meeting is March 2, 2021

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159 \_\_\_\_\_ Date: \_\_\_\_\_  
160 Signature of the Chairperson/Vice-Chairperson:

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162  
163 **MINUTES OF THE 2/16/21 MEETING WERE APPROVED** \_\_\_\_\_