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4 **Members Present:**

- 5 Doug Knott, Chairman
- 6 Janet Langdell, Vice Chairman
- 7 Pete Basiliere, Member
- 8 Elaine Cohen, Alternate Member
- 9 Paul Amato, Member (via zoom-arrived 6:45 p.m.)
- 10 Susan Robinson, Member
- 11 Tim Finan, Selectmen’s Rep

**Staff:**

- Lincoln Daley, Comm. Dev. Director
- Darlene Bouffard, Recording Secretary (via zoom)

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14 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to  
15 Executive Order 2020-04. As such, the meeting was conducted in person and on zoom.

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17 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is for the  
18 public hearing of two Planning Board schedules. D. Knott asked that E. Cohen vote in the absence of P.  
19 Amato. Planning Board members and staff were introduced by D. Knott.

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21 **2. Work Session:**

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23 a. **Subdivision and Site Plan Fee Schedule Update Discussion.** L. Daley explained that  
24 the Fee schedule was previously discussed and he has included a memo to the Board  
25 reviewing the elements of an application. The intent is to capture the full costs required  
26 in the RSA for Subdivision and Site Plan applications when submitted. These changes  
27 are the added cost of public notice of \$75 and the certified mailing of the meeting notice  
28 which should be the “current cost of a certified letter plus \$1 additional cost.” This is  
29 because the Town wants to be consistent with the statute, the costs, and the  
30 administration of those aspects. L. Daley would like to get a positive recommendation  
31 from the Planning Board in order to bring the proposed fee changes to the Board of  
32 Selectmen for approval.

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34 D. Knott asked that L. Daley summarize the recommendation from the last Planning  
35 Board meeting. L. Daley said he is trying to focus on the costs that are required when a  
36 Subdivision or Site Plan application is submitted to the town. P. Basiliere moved to  
37 accept the recommendation from staff for the \$75 (public notice) and Certified Abutter  
38 Notices at “Current USPS Rate plus \$1” to cover administrative costs. D. Knott asked if  
39 the motion should include “and that L. Daley can present these recommendations to the  
40 Board of Selectmen”? P. Basiliere amended his motion to include same. J. Langdell  
41 seconded. P. Basiliere in favor; J. Langdell in favor, S. Robinson in favor, T. Finan in  
42 favor; E. Cohen in favor; D. Knott in favor. Motion passed. S. Robinson asked about the  
43 cost of abutters and why an amount is not stated for abutter fees, are we staying  
44 consistent? L. Daley explained that is done intentionally because USPS rates change  
45 frequently. D. Knott stated the USPS abutter fee is not identified intentionally because it  
46 changes, so by putting in “current USPS certified rate plus \$1” we are covered.

47  
48 b. **Impact Fee Revenue Data Discussion.** L. Daley explained that staff needs to have a  
49 little more time on the impact fee review. He is looking to propose new impact fees,  
50 currently the town charges Police impact fees for the new police station which has finally  
51 been paid off; L. Daley is looking to adopt other impact fees such as a school impact fee  
52 to assist with some of the planned school improvements over time and asked if those can  
53 be collected for that. L. Daley wants to provide additional information for that discussion  
54 at the next Planning Board Work Session.

55 c. ***Zoning Ordinance and Development Regulations.*** L. Daley indicated as projects come  
 56 into town, is there any desire from the Planning Board to look at the town ordinances and  
 57 within them create a sense of place? Does the Planning Board want to help in the design  
 58 process to achieve a sense of connectivity within the town? Are there other opportunities  
 59 to focus on all uses for example, mixed uses are allowed in Res B, but not in the  
 60 downtown area. Is there an opportunity to re-visit the density? Does the density  
 61 calculation for downtown need to be looked at? Currently it is five units per acre allowed  
 62 in other zones. J. Langdell said the Board started looking at that several times, we  
 63 allowed mixed use in the Commercial Zone, for two residential units within a commercial  
 64 use building. L. Daley indicated the Middle Street senior housing development is another  
 65 multi-unit application that was granted approval in the downtown area. J. Langdell  
 66 responded to connectivity, stating that had been discussed in 2016 regarding bicycles and  
 67 pedestrians, but not looking at the housing, it could bring the housing situation to the top  
 68 of the priorities of the Planning Board. L. Daley said the community stakeholders  
 69 meeting has a housing theme which is to create neighborhoods and would be part of the  
 70 Master Plan as well. J. Langdell said there are some places in the Master Plan that have  
 71 been developed to have stores within residential areas, sidewalks and gathering places.  
 72 The Elm Street Overlay District tries to create some of that.

73  
 74 D. Knott said when new applications come in, that should be looked at that. J. Langdell  
 75 suggested looking at the Nashua Street Overlay District which has some of that too. L.  
 76 Daley asked if this is an opportunity to change the regulations to “shall” instead of  
 77 “should”. S. Robinson would be in favor of requiring more landscaping on any of the  
 78 developments in town. L. Daley said the discussion should also include off-site  
 79 improvements to accomplish what we are talking about. There was discussion about a  
 80 particular building recently built that was built outside of the approved site plan. J.  
 81 Langdell suggested that we all take a look at that plan after tonight’s meeting, L. Daley  
 82 said he can pull that plan out. D. Knott said the Board needs to be sure that whatever is  
 83 put in for screening on that site is properly maintained so it looks okay. J. Langdell said  
 84 that sometimes changes do happen during construction. D. Knott acknowledged that  
 85 there are field changes but this discussion is not about field changes, it was put in a  
 86 completely different place.

87  
 88 L. Daley said typically changes of this nature are brought to staff and in this particular  
 89 instance it was done without any discussion. J. Langdell said we can put together some  
 90 type of outreach plan to engage other Boards to ask how people would like to see the  
 91 town in the next five years and then talk about changes to the regulations and ordinances.  
 92 J. Langdell said Chapter One of the Master Plan is the starting point. P. Basiliere  
 93 understood that the Planning Board is going to look at the entire Master Plan. J. Langdell  
 94 agreed, but she wants to get information from the Community and start with Chapter  
 95 One. L. Daley said the stakeholders meeting could be held to ask those questions. J.  
 96 Langdell also added it could also be a combination of different options to collect the  
 97 information. D. Knott asked what can we do between now and when that data is  
 98 collected? J. Langdell suggested the Board can take a look at what we already have to be  
 99 in tune with that. D. Knott recently read something on the “human scale” and what  
 100 people will actually use. T. Finan suggested that is dictating tastes. J. Langdell agreed.

101  
 102 L. Daley asked how the Board feels about pocket neighborhoods, by locating the single  
 103 family homes close together and have them surround one common area with full farmer  
 104 porches on the homes to create a sense of neighborhood. E. Cohen said in Florida they  
 105 have those types of communities, L. Daley said we need to do some research to identify

106 what residents want. J. Langdell said that would be a good project for an intern and to  
107 use in the Master Plan.

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110 **3. Meeting Minutes:**

111 T. Finan moved to approve the minutes of 2/5/22 as presented. S. Robinson seconded.  
112 All were in favor. Motion passed.

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114 S. Robinson moved to approve the minutes of 3/1/22 as presented. T. Finan seconded.  
115 All were in favor. Motion passed.

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117 J. Langdell requested amendments to the minutes of 2/15/22. J. Langdell moved to  
118 approve the minutes of 2/15/22 as amended. T. Finan seconded. All were in favor.  
119 Motion passed.

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121 J. Langdell moved to approve the minutes of 3/15/22. T. Finan seconded. All were in  
122 favor. Motion passed.

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124 **4. Other Business:** D. Knott indicated that E. Cohen is currently a Planning Board Alternate  
125 Member, however with T. Finan being elected a Selectman he can no longer be on a Planning  
126 Board member. J. Langdell moved to recommend requesting the Board of Selectmen to approve  
127 E. Cohen as a Full Member of the Planning Board until 2024. P. Basiliere seconded. All were in  
128 favor, with P. Amato voting in favor via Zoom. L. Daley asked if he should put that on the  
129 Board of Selectmen agenda for next week? T. Finan responded yes and the questions should be  
130 minimal as she just became an Alternate in 2021 and is just becoming a Full member.

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132 Janet Langdell moved to nominate D. Knott as Chair for another year. P. Amato seconded. All  
133 were in favor. P. Amato in favor on Zoom. Motion passed.

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135 P. Amato moved to nominate J. Langdell as Vice Chair for the year. T. Finan seconded and  
136 asked if she would accept the nomination? J. Langdell said she will accept. All were in favor.  
137 P. Amato in favor on zoom. Motion passed.

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139 **5. Upcoming Meetings:**

140 4/19/22 –Regular Meeting

141 5/3/22 – Work Session

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143 **6. Adjournment.** The meeting was adjourned at 7:45 p.m. on a motion made by T. Finan and seconded by  
144 J. Langdell. All were in favor. Motion passed unanimously.

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148 \_\_\_\_\_ Date: \_\_\_\_\_  
149 Signature of the Chairperson/Vice-Chairperson:  
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