

1 Planning Board Meeting – Hearing and Work Session

2 June 25, 7 pm, Meeting House, Final Minutes

3 Members Present

4 Greg Meeh, (Chair), John Schneider, (Vice Chair), Rich Marcou, Kent Ruesswick, (BOS rep),
5 Logan Snyder, Megan Portnoy.

6 Members Absent

7 Joshua Gordon; no alternates present

8 Others Present

9 John Noonan, Fieldstone Land Consultants, Project Manager; Rick Zeller; Benjamin Matott,
10 (abutters); Mike Tardiff, (Director CNHRPC); Lenore Howe, and Howard Moffett,
11 (Canterbury Community Power Committee); Kal McKay, Administrative Assistant.

12 Agenda

13 1. Call to Order

14 Greg Meeh called the meeting to order at 7 pm. He postponed the voting upon previous
15 Draft Minutes until after the Site Plan review hearing and Master Plan discussions.

16 2. Patriot Holdings LLC, All Purpose Boat/RV Storage, Hall Road, amended Site Plan
17 Review Application

18 John Noonan of Fieldstone Land Consultants was invited to walk members through the
19 proposed changes to the site plans for the Boat/RV storage units. He pointed out the new
20 office in the first unit and the office in the mechanical room, the 3 new parking spaces, the
21 addition of a septic system and an RV sewage dump station. There would be a security
22 camera over that dump station. There was a notice on the plan stating no housing was
23 allowed in any of the storage units. There would be a public notice stating No Public
24 Dumping. The dump station tank would hold 5000 gallons and would have a float sensor
25 set at 85% tank volume, with an alarm set to go off at that point. A normal septic load in an
26 RV is about 80 gallons. The alarm was set to go off with space for about 10 more RV loads in
27 the tank before it reached capacity.

28 Greg stated the Board should consider completeness before the merits of the application.
29 Abutter Rick Zeller and members of the Board were to hold questions until completeness
30 was established.

31 John Schneider made a motion to decide that the application was complete. Megan
32 Portnoy seconded. All members present voted aye.

33 Greg asked if it would be determined to be of Regional Impact. Previously it had not been
34 deemed as such. Rich Marcou made a motion that the application was not of Regional
35 Impact. Logan Snyder seconded. All members present voted aye.

36 Greg asked if a Site Walk was needed. Previously it was determined that one was not
37 needed. John Schneider made a motion that a site walk was not necessary. Rich Marcou
38 seconded. All members present voted aye.

39 Greg then invited abutters and board members to ask questions about the merits of the
40 application presented.

41 Rick Zeller of Intervale Road asked about the ravine at the edge of the site. He stated he
42 lived downstream from it and was worried about runoff coming onto his property. John
43 Noonan said the plans had been looked over by the DES in the Alteration of Terrain
44 permitting. At the back of the site there is an infiltration basin, and another one at the front
45 with a culvert. All water drains into that. Rick Zeller asked to clarify that run off is to the
46 north. John Noonan said No. Greg asked if the DES permit encompassed the 50-year storm
47 event and that all infiltration is dealt with onsite. John Noonan said yes. Rick asked about
48 the railway tracks that are higher up. John Noonan thought any spillage would run onto the
49 flat portion of the site. It was unlikely to spill though. Users were to come to rinse off and
50 dump into an open tank. It was a pretty simple operation.

51 Benjamin Matott asked about the pavement that had been there last year. There had been a
52 lot of it. John Noonan said that they did not know why that part of the site was paved before
53 one of the four buildings was constructed. The paving was to be removed. Benjamin Matott
54 stated he lived behind the rail track and last year installed an artesian well, so he was
55 concerned about oil getting into the ground.

56 Greg read comments from Joel French, Code Enforcement Officer/Building Inspector. His
57 main concern was about having unmonitored sewage at the site, the potential health
58 hazard it could cause, and concern that the office area should be completely sealed from
59 storage area and utility area and include CO2 detection. John Noonan noted that the CO 2
60 detection would be required in the building permit.

61 Greg raised the issue that the site was within the Aquifer Protection Overlay zone. Rich
62 stated he had concerns about the dumping station, because most people would pay
63 attention, but someone in a hurry could spill a gallon or two of sewage and where would it
64 go on the asphalt – was it sloped? John Noonan said the slopes of the asphalt did run into
65 the basin and they could also add a curb. Rich wanted it close to the tank. John Noonan

66 offered the idea of building a berm round the tank which would be part of the permitting of
67 the tank by state and town.

68 Greg asked about the specific language – it could be something like a spill containment
69 around the tank. John Noonan said it would be pitched to drain back into the main holding
70 tank. Benjamin Matott asked about rainwater drainage and the original tank installed. John
71 Noonan said that was a rinse off station for the boats, to rinse off oils and other things,
72 which would go into the infiltration. Greg asked about the oil separation. It would be held in
73 a separate tank and be inspected annually. It would not be alarmed but it would be cleaned
74 out each year.

75 Kent Ruesswick asked about the risk of this oil going out onto someone’s field. John
76 Noonan said the septic field is separate. Kent noted that the town has an oil collection
77 point at the Transfer Station, but it has been contaminated by people dumping used oil,
78 wax and such like. John Noonan thought that if someone dumped oil into the sewage tank,
79 they would be charged a surcharge if that happened.

80 John Schneider asked if their client has other storage units around the country. They are
81 across the country, but this is the only boat storage in NH, John Noonan said.

82 Rich Marcou asked about placing the audible alarm for the holding tank. Would it be in the
83 office? John Noonan said there would be a beacon outside, which would blink and ring
84 remotely. Rich asked what would happen if that happened on a weekend, the light was
85 going off and no one was there? John Noonan said there would be texts and lights sent to
86 the monitoring company. Benjamin Matott stated that last year there was an alarm going off
87 numerous times and no one was paying attention, no one came, so they called the police.
88 He wanted the audible alarm to be in the office only, not outside, so abutters couldn’t hear
89 it. Greg said there should be no outdoor audible alarms, just alarms in the office.

90 John Schneider asked if there was a phone number for abutters to call to talk to someone if
91 things like that happened again? Benjamin Matott reiterated they had called the police
92 numerous times last year. John Noonan said Patriot Holdings had a website. John
93 Schneider noted not everyone was web savvy in town. Rich agreed with John that a phone
94 number for the public was reasonable. Logan Snyder was concerned that a fire alarm had
95 been going off and no one noticed.

96 Logan asked about the items the Board had requested John Noonan add to the site plan
97 when he had come for preconceptual.

98 John Noonan showed these items on the site plan. These included the septic area, notice
99 of the float sensors, audible alarms, notes for the office, no housing to be within the

100 storage space, the No Dumping sign and video camera for security, and a sign about No
101 Hazardous Waste, and a note about sewage volume.

102 Benjamin Matott asked who would be doing the monitoring? Presumably the owners were
103 paying for it? John Noonan said yes, and they want to have staff there more often. Board
104 members also focused on the issue of sewage being dumped with no monitoring, or at
105 best, remote monitoring. Megan Portnoy asked if there was a remediation plan for a spill.
106 John Noonan said no, there was not. The site was gated, there would be security. Rich
107 asked how users would be charged to use the dumping station – most likely by the gallon,
108 John Noonan said, and therefore by the size of their RV.

109 Rich asked for specifics about the proposed berm round the tank. How high, how large,
110 would it be? There was discussion about potential curb height (4 or 6 inches), and possible
111 spill buckets within the berm area for overflows, all draining into the holding tank.

112 Rich returned to the issue of the dumping being unmonitored. It was not a busy area, raw
113 sewage could be spilled, and no one would be paying attention, one person could make a
114 mess and drive away. How long would it sit there until it came to someone's attention? John
115 Noonan said he would talk to their client to see if they would agree to dumping only if
116 management or personnel were on site. Board members and Benjamin Matott were all
117 receptive to that idea. It would mean someone would be monitoring the dumping, the tank
118 would be locked except for when staff are on site. Rich suggested that the phone number
119 would be relevant for users wanting to dump – they could make an appointment and come
120 to use the tank when supervised by staff.

121 Greg summarized the items the Board was asking for if they approved the site plan with
122 conditions precedent:

123 **1.That the Office and utility areas would have CO 2 detection in them.**

124 **2.That the RV septic holding tank will be locked from dumping except when supervised**
125 **by staff.**

126 **3. That there be no outdoor alarms.**

127 **4. A company phone number be posted publicly at the site.**

128 Greg asked to see that all on the plan. John Noonan said he would do that and drop off the
129 plans at the office.

130 **Rich Marcou made a motion to approve the site plan review application with the**
131 **conditions precedent that were on the floor. John Schneider seconded. All members**
132 **present voted aye. Greg thanked John Noonan for attending.**

133 3. Mike Tardiff – Master Plan - update towards finishing

134 a) Draft Implementation chapter

135 Mike handed out pages with the Implementations draft chapter with the scoring from
136 Planning Board members who had submitted prioritization data. The goal was to find out
137 what the Board really wanted to highlight. It was agreed that the ‘Ongoing’ column was
138 useful for issues that were already begun or needed to be continuous. Greg’s notes would
139 be used in the text too. Mike noted the Planning Board seemed to have less interest in
140 prioritizing the formation of a Trails Committee. The Secretary suggested that was a
141 Conservation Commission priority. Mike noted he had been working with the newly formed
142 Loudon Trails Committee and they were working through issues with a solid working group.
143 By comparison, it was clear the Planning Board put a high priority on clean water in
144 Canterbury. Ultimately the scoring would help to draft the highest priorities among the key
145 objectives.

146 Greg asked if the Planning Board should be reaching out to other boards for this draft
147 chapter. **Mike said he would like the Conservation Commission to fill it in too – he**
148 **would reach out to Kelly Short with the scoring sheet and draft chapter. (Mike later**
149 **added he would see if the CCC data could be obtained in time to get results back to PB**
150 **by July 9.) Mike would also reach out to Ken Folsom so that the Board of Selectmen**
151 **had a chance to do the scoring too.**

152 b) Community Facilities draft Chapter

153 Mike said he had already incorporated Rich’s comments sent via email. This chapter was
154 about the things the town wanted to emphasize. Lenore Howe, attending on behalf of the
155 Community Power Committee, said they would like to include a statement that is forward
156 looking and would offer a framework to push the goals of the Community Power and Energy
157 committees. **She suggested that they have a 3-way meeting, CCPC, Energy and Mike,**
158 **and come up with a statement for this chapter.** It would be linked to the Implementation
159 chapter too. **Lenore will reach out to Jeff Beltramo for the Energy Committee and also**
160 **to Mike to set a date to meet.** Greg noted that there might be zoning changes coming out
161 of their collaboration. Greg also mentioned to Lenore that there would be an Appendix
162 section, so some of their material could be included there. Greg thanked Lenore for
163 attending.

164 **Mike said they would do another version and send it to Board members with the**
165 **changes.**

166 Greg suggested the Board also reach out to the Elkins Public Library. Rich noted that the
167 Elkins website had a lot of information. **The director Rachel Baker should have a chance**
168 **to review the language being used in this draft chapter.**

169 Greg suggested that the section on Shaker Village be reviewed. It was labeled a working
170 farm, but it is really an open air museum and the language in the draft does not reflect what
171 they really do. **Mike to check in with Canterbury Shaker Village staff too.**

172 **Members were asked to send edits directly to Mike.**

173 Megan asked about the reference to CIP being updated in early 2025. Greg clarified that
174 was due to the Board of Selectmen opting not to proceed with this work during this year.

175 It was agreed that to move towards the final steps for the Master Plan, the Board would
176 need to hold another public meeting, for hearing the Implementation, Community Facilities
177 and Vision draft chapters. **Mike said they would get drafts to Board members in time for**
178 **their meeting on Tuesday July 9. Then notices can be posted to let residents know**
179 **there will be a public meeting to hear these 3 draft chapters on Tuesday July 23. Greg**
180 **asked that it be posted in the town email two weeks prior and one week prior. Logan**
181 **offered to post the information on Facebook.**

182 Greg raised a question from the Conservation Commission. They had asked why the town
183 does not have a wetland buffer in the ordinance. **They will discuss this in their July**
184 **meeting (July 11) and it would be helpful to have a Planning Board member present**
185 **that evening. Logan volunteered to do that.**

186 Greg raised the issue of further zoning amendment work with CNHRPC. Mike said there
187 was funding available from Invest NH again, it would have to do with housing and/or
188 workforce housing. It would not directly cover wetlands, but his staff could also advise on
189 that. Mike noted that the workforce housing ordinance does not create housing but was
190 reactive to statute. It has never been used. Greg pointed out that if the town's workforce
191 housing ordinance is not in conformity with regulation, then the Board loses influence on
192 how changes might happen.

193 Greg thanked Mike for attending.

194 4. Minutes – previous Draft Minutes for June 11, 2024

195 Rich Marcou made a motion to approve the draft Minutes of June 11. Logan Snyder
196 seconded. There have not been any requested edits received by the Secretary. There being
197 no further discussion, all members present voted to approve those draft Minutes, with the
198 exception of Megan Portnoy who abstained due to absence that evening.

199 5. Other Business

200 a) Access to Town Counsel policy

201 Greg reported that the Select Board had released a new policy regarding access to town
202 counsel. He read the details. It was put in place to ensure budgetary limits were
203 maintained. The Select Board appoints town counsel and access to counsel has to be
204 through the Select Board or Town Administrator. Greg said the Select Board was over
205 budget and the Planning Board had contributed to some of that.

206 b) Rules of Procedure – ongoing work

207 Greg said he had not seen an email where the Secretary asked if the Rules would be on the
208 agenda tonight – so that item had not been posted. The Board could return to talk about
209 them at the next meeting, July 9. Rich asked if an updated draft could be made available.
210 The next draft would show what they are still waiting to finish or clarify with town counsel or
211 the NHMA. Greg thought some issues were dealt with but not all. **The Secretary will work**
212 **on making that draft.**

213 6. Adjournment

214 Logan made a motion to adjourn and Rich seconded. It was around 8.23 pm.

215 **ACTION ITEMS**

- 216 • **Lois/Greg to send Notice of Decision to Patriot Holdings LLC**
- 217 • **Mike Tardiff to contact Kelly Short for CCC to do scoring**
- 218 • **Mike T to reach out to Ken Folsom for BOS to do scoring**
- 219 • **Mike T to have drafts of Implementation/Community Facilities/Vision chapters**
220 **to PB members before July 9 meeting**
- 221 • **Mike to reach out to Canterbury Shaker Village for input for Community**
222 **Facilities chapter**
- 223 • **Mike to meet with Canterbury Community Power Committee and Energy**
224 **Committee – liaison with Lenore Howe of CCPC**
- 225 • **Greg to reach out to Library for input for Community Facilities chapter**
- 226 • **Lois to post notices of public meeting July 23 (in town and in town email)**
- 227 • **Logan to post public notice re July 23 meeting on Facebook**
- 228 • **Logan to attend Conservation Commission July 11 meeting**
- 229 • **Lois to prep next draft of Rules and Procedures and publicly notice these to be**
230 **heard on July 9**
- 231 • **All members to send any further edits to Mike T directly**

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Documents given out at the hearing: 6 copies of Patriot Holdings LLC site plan application, 3 large plans available from Fieldstone Land Consultants, summary email from John Noonan for Patriot Holdings, and email concerns from Joel French, Code Enforcement/Building Inspector.

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Documents given out for the work session: 6 copies of Master Plan draft chapter on Community Facilities. Mike Tardiff handed out Implementations scoring sheets.

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Respectfully submitted,

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Lois Scribner, secretary