

1 **Planning Board Meeting Work Session**

2 **Tuesday July 9, 7 pm, Meeting House, FINAL Minutes**

3 Members Present

4 Greg Meeh (Chair), John Schneider (Vice Chair), Rich Marcou, Joshua Gordon, Megan
5 Portnoy, Logan Snyder

6 Hillary Nelson and Brendan O'Donnell (alternates)

7 Members Absent

8 Kent Ruesswick (BOS rep), Ben Stonebraker and Jonas Sanborn (alternates)

9 Others Present

10 Mike Tardiff, Director CNHRPC: Cathy Viau, Michelle Hammond, Gail Ober; Lenore Howe
11 and Howard Moffett (Canterbury Community Power Committee)

12 Agenda

13 1. Call to Order

14 Greg Meeh called the meeting to order at 7 pm.

15 2. Previous Minutes of June 25

16 As customary when a guest is present, consideration of the previous minutes was
17 postponed until later in the meeting.

18 3. Mike Tardiff – 3 further draft chapters for the Master Plan

19 Mike distributed draft copies of 3 chapters, Community Facilities, Vision, and
20 Implementation.

21 He stated that his staff still needed to work on the Demographics chapter again since the
22 data they had used was now out of date. A new version of the American Community Survey
23 had just been released and they would refer to that.

24 a) Community Facilities draft chapter

25 Mike stated they had added some new language, which the Community Power Committee
26 had supplied. It was on pp. 7.13-7.14. Greg invited Lenore Howe from the CCPC to outline
27 their thinking about the text they had given.

28 Lenore said that there were several documents already available that both the Energy
29 Committee and CCPC had worked on, so she had drawn from them – particularly their EAP
30 (Electrical Aggregation Plan) from 2022. They were not talking about their achievements
31 but had looked to the future. Their text was relatively long but could be included in the
32 Appendix. Greg noted it was fine in the Appendix as it would be there for people looking

33 specifically for that material. Mike thought it important to include all the CCPC had written
34 in the Master Plan, to help with seeking grants and funds in the future.

35 It was acknowledged that some of the CCPC goals are ambitious (ex. EVs for the municipal
36 fleet). It was agreed to add to #1 goal that it includes supplying energy for EVs generally, in
37 addition to renewable energy for town buildings.

38 Megan Portnoy asked if there was anything at the state level that might align with what they
39 were doing. Mike said no. Howard Moffett said the state had pushed back against some of
40 these goals. Mike added the shift to Community Power was being led at the local level.
41 Lenore described the NH Community Power Coalition: it now consists of 60 communities
42 that have joined together to buy electricity wholesale and generate income locally to
43 undertake renewable energy projects.

44 Rich mentioned the need for charging stations and super chargers. Currently there are
45 some at Exit 17 but nothing in the Center or Exit 18. Mike knew of some studies into
46 charging locations. There is federal funding for these. CCPC will be writing a grant request
47 for funding for a charging station/s, the locations of which are not yet decided. Rich Marcou
48 advocated for the Center. Logan Snyder pointed out it would bring more traffic. Greg
49 requested language that would encourage the development of charging stations. **Mike**
50 **agreed to leave the point as a broad encouragement and make that goal #10 on p. 7.14.**

51 There was further discussion about language **to encourage future EV needs in the most**
52 **general terms, adding that to goal #1.** Megan asked about revenue generating options.
53 Mike explained there are substantial hoops to get through with federal funding and having
54 to use 'made in USA' equipment. Maybe there is a private/municipal arrangement
55 possible, as Megan mentioned at the Tilton Outlets. Lenore noted that the ideal would
56 never happen - the state of NH was not going to be in the business of collecting revenues
57 from charging stations and returning that to towns. It was still worth putting in the Master
58 Plan as a goal though.

59 Greg asked about battery back up as a revenue generator, storing electricity in batteries to
60 sell back at peak times. **Lenore agreed that could be added to goal #3.** Greg thanked
61 Lenore and Howard for attending and providing text.

62 Mike reported on other additions he had made recently. He had been in touch with Rachel
63 Baker at the Elkins Public Library, and she gave new language about their services, on p.
64 7.8. Greg asked about the use of the term Chrome Books, in case that was trademarked.
65 Logan pointed out it could well be irrelevant in future years. **Greg to call Rachel and**
66 **clarify the use of that wording.**

67 Mike noted they had received language for the section on Canterbury Shaker Village from
68 staff there – who were happy to be contacted. The header was missing from that section,
69 on p. 7.16.

70 Greg had wondered about the Canterbury Fair being mentioned and if they had needs for
71 the future. Secretary Lois had emailed 2 of the committee to see. Mike would need
72 language by Friday this week. Hillary asked if the Historical Society had been approached.
73 Mike would reach out to them.

74 Logan pointed out that the town website will be going to .gov, so the URLs quoted in the
75 Master Plan should be updated so they will work in the future.

76 Joshua Gordon pointed out that the word 'summary' should be between 'conservation
77 areas' and 'future' on p. 7.17.

78 Megan asked question if it is typical to put detail like hours of operation in a document like
79 this when it will be for 10 years. Logan argued to keep that in as an historical detail. It can
80 be interesting looking back on these Master Plans. Mike said Canterbury had been an early
81 adopter of these, back in the mid C20th.

82 Other committees' contributions? Mike is waiting to hear from Conservation, and the Fair
83 and Historical Society. Greg noted that the Conservation Commission is not discussing
84 wetland buffers at their meeting this week so Logan will not be attending. Mike is meeting
85 with Ken Folsom tomorrow. Greg mentioned the Recreation Committee and the reference
86 in past discussions to having a building for recreational activities in town. It was agreed
87 that at least the Master Plan could include reference to funding a property to
88 accommodate future recreational and Fair storage. Rich noted the town had long had the
89 need for a separate building, not connected to school, church or town administration. It
90 was not certain that this need had been flagged in the community survey results. Mike
91 suggested putting in something about the assessment of future needs. Rich noted the
92 good job that the Rec Committee is currently doing with parent volunteers for sports
93 activities and the annual Halloween celebrations in the Center. Secretary Lois to reach out
94 to Randi Johnson and Danielle Krautman to see if they wanted anything about Halloween
95 included.

96 b) Vision draft chapter

97 Mike noted that in terms of statute, the two chapters that must be included are Land Use
98 and Vision. Implementations was recently added as strongly recommended to ensure the
99 Master Plans remain a living document. The Vision chapter is a summary of all the other
100 chapters, less detailed than the others, and brings it all home. It should include a section
101 on regional concerns, which acknowledge connection with neighbors and gives a toehold
102 for requesting funding if there was to be a project with an adjoining town. This was the first
103 time that members had seen this section, so they needed time to look at it. Members made
104 some suggestions for formatting. Mike said their new staff person was going to be making
105 all the formatting consistent since they have been using InDesign as well as Word.

106 Members made some suggestions about typos and wording. It was decided to reword the
107 sentence (line 67) about ‘strong support for workforce housing’ to include ‘support for’
108 housing for seniors and young families etc. In the sentences about conservation (lines 54-
109 9) Joshua pointed out that all the undeveloped land north of Baptist Hill Road to the
110 Northfield line should be included. **Mike to find out that name of that conservation**
111 **easement from CCC.**

112 Greg raised the issue of language at line 89 listing items the town must pay for with limited
113 financial resources. There was discussion about adding schools to the list. Megan asked
114 about the funding of the school withdrawal committee – that was from a warrant article at
115 Town Meeting so it was municipal funding. Brendan suggested saying ‘the town budget
116 prioritizes’ and then listing all those items.

117 There was discussion about the paragraph on broadband and internet service. The cell
118 service was acknowledged to be getting worse with the transition to 5G and will need
119 improvement in the future. Brendan spoke about the limitations facing towns due to
120 agreements between the major companies not to compete, and constitutional limits that
121 prevent towns filling in gaps when private company providers won’t cover rural areas. It is
122 only the larger cities in NH, like Durham or Concord, that can try to have competing
123 internet companies. There was discussion about cable versus fiber. Rich said there was a
124 backup business line on Baptist Hill Road. Megan noted that she had fiber at home but had
125 to pay for the line. It is possible to do. Mike stated that both Canterbury and Loudon have
126 come a long way just getting Comcast to put in broad band. Members were not sure this
127 would be as comprehensive or as good as promised but it remains to be seen.

128 c) Implementation draft chapter

129 Mike had averaged out the priorities for Implementation based on the Planning Board’s
130 scoring for High and Ongoing priorities. There was some discussion about typos, and
131 language (ex. Oxford comma line 62, use of Existing and Future Land Use as it relates to
132 statute). Then Mike’s staff went through it and identified which committees were
133 responsible, including adding some that are not yet formed, (ex. a Trails Committee and
134 Municipal Communications Committee), as the statute does ask towns to do this. Mike
135 said members had mainly prioritized Land Use and Natural Feature issues over others.

136 There was further discussion about typos and language. Some sentences were very long
137 (ex. Lines 35-45, lines 74-86) and needed breaking up. Members suggested the use of
138 colons for such lists. Joshua noted some duplication in lines 29 and 58 regarding directing
139 development away from cleared fields and prime agricultural land. Greg asked about the
140 CIP – Mike would add that after tonight. There was a sense that this chapter was
141 impressionistic and ended up not really prioritizing anything. Mike said there were a lot of
142 recommendations. This did not include everything, but about 40% of them.

143 Members then worked with Mike to score the Community Facilities chapter using the sheet
144 Mike provided. It was suggested that in Objective 1, regarding promoting planning for the
145 town's infrastructure, high speed internet should be separated from cellular service since
146 the latter was an ongoing problem and not currently being dealt with. On Objective 2,
147 regarding long range planning for future needs, the CIP was felt to be high priority. Brendan
148 mentioned that the telecommunications ordinance could be reviewed and there might be
149 some zoning change the Board could work on.

150 There was reference to a community survey on solid waste. As Chair of the Solid Waste
151 Committee, Rich said that had already happened a couple years ago, when Kim Scamman
152 put data together. It proved to be cheaper to have Cassella or Shaver pick up household
153 waste than to run their own Transfer Station. There was general discussion about the fact
154 that Canterbury residents support recycling even though there is likely a majority of
155 residents who have their trash collected. Those who spoke at past Town Meetings were in
156 support of recycling. Brendan added that the waste collection companies are renowned
157 for setting low prices initially. Towns end up selling their equipment, and then when prices
158 go up, they have to start all over again and operating a Transfer Station is then
159 unaffordable. Rich wanted the language to be updated. Brendan suggested something like
160 **'continue to assess the town's waste management needs and household hazardous**
161 **waste'**. **Mike would talk to Rich about language for realistic goals for the Solid Waste**
162 **Committee in the Master Plan.**

163 **Next steps for the Master Plan draft chapters – there will be public hearings at the next**
164 **meeting on July 23, starting at 6.30 pm in the Meeting House. Mike will get amended**
165 **drafts to Lois by Friday so that they can be posted on the website and in town.**

166 4. Previous Draft Minutes of June 25

167 Rich Marcou moved to approve the draft Minutes of June 25. John Schneider seconded. The
168 Secretary not received any requested changes. There being no further discussion that
169 evening, members voted to approve those Minutes. Joshua abstained since he was absent
170 that evening.

171 5. Rules and Procedures Update

172 Members had an updated working draft of the Rules and Procedures and also a set of
173 notes from Greg explaining the additions and clarifying language specifically for members
174 to vote upon.

175 Greg noted it was getting late so they would deal with the first page and top of the second
176 and leave other issues that still required more research until later meetings.

177 (i) **Entering meeting materials in the record: ADD as Article III.2.H. *The secretary***
178 ***shall prepare a list of all documents submitted regarding an application that is***
179 ***circulated/distributed to members for a meeting and that list shall be entered in***
180 ***the minutes.***

181 Logan Snyder moved to accept that language and Rich Marcou seconded. All voted in
182 favor.

183 **(ii) Circulation of application materials: ADD as Article III.2.G.** *The secretary*
184 *shall email all available application documents to all board members at least 10*
185 *days prior to the meeting at which the application will be considered.*

186 Logan Snyder moved to approve that language and Rich Marcou seconded. All voted in
187 favor.

188 **(iii) Circulation of meeting preparation material: In new draft: Article III.2.F.**
189 *Meeting preparation material shall be assembled by the secretary and*
190 *electronically distributed in packets to all board members, not individually.*
191 *When practical the secretary will distribute packets at least 24 hours before*
192 *meetings.*

193 Members discussed this language further. Megan explained that ‘individually’ had been
194 there to address some people seeing materials beforehand and this was to ensure that
195 everyone gets them at the same time. It was agreed to change that to “*all board members*
196 *at the same time*”.

197 John Schneider moved to accept the language as amended. Megan Portnoy seconded.
198 Brendan asked what were meeting preparation materials – it would be anything members
199 received, either for applications or work sessions. Brendan reiterated application materials
200 are needed earlier. All voted in favor of the amended language.

201 **(iv) Time Limitations: In new draft: Article IV.9.F. Better placed as Article IV.8.A?**
202 *The board may adopt time limits for testimony, questions, comments, and*
203 *discussion of all issues before the board to ensure that the meeting is efficiently*
204 *run.*

205 There was some discussion about having a specific time limit, or just leaving it as ‘may’,
206 something to be decided on a per meeting basis. John Schneider moved to accept the
207 language and Joshua Gordon seconded. All voted in favor to move this to Article IV.8.A.

208 **(v) Minutes Procedure: In new draft Article III. 2.A.:** *The Board Secretary shall*
209 *draft meeting minutes and make available to the public within 5 business days of*
210 *the meeting. These draft minutes will be sent via email to all board members for*
211 *board members to review. Board members may reply to the Secretary only with*
212 *suggested minutes changes. The Secretary is NOT to circulate these suggested*
213 *changes prior to the meeting. In order to efficiently compile draft minutes, the*
214 *Board Chair and the Secretary may communicate regarding draft minutes. The*
215 *Secretary shall include a disclaimer when sending out draft minutes: “Please*
216 *see attached meeting minutes. Please do not circulate or reply all. You may*

217 *reply to this email only with any suggested changes.” Minutes procedure and*
218 *policies will be determined only by majority vote of the board.*

219 Members agreed that the first sentence should have ‘them’ added after ‘make’, and
220 also to change the caps ‘NOT’ to lower case ‘not’, and in the second sentence, put
221 ‘shall be sent’ not ‘will be sent’. Megan advocated for using the NHMA guidance, that
222 one person alone should prepare the draft minutes. She felt that the current language
223 proposed (‘may communicate’) was ambiguous. If ‘communicate’ was left in, it should
224 specify ‘digital communications’ so it could be tracked. Other members disagreed, and
225 Logan noted this had been discussed with town counsel. John Schneider moved to
226 accept the language as amended, and Logan Snyder seconded. All voted aye in favor,
227 and Megan voted nay.

228 **(vi) Alternates: In new draft: Article IV.5.A.:** *Alternates may serve on*
229 *subcommittees and may vote on subcommittee recommendations to the Board.*

230 Joshua Gordon moved to accept that language and Rich Marcou seconded. All voted in
231 favor.

232 **(vii) Absence from meeting: In new draft: Article IV.1:** *Board members and*
233 *alternates should advise the Secretary at least 24 hours in advance if they know*
234 *they will not be attending a meeting.*

235 Joshua Gordon moved to accept that language and Logan Snyder seconded. All voted in
236 favor.

237 **(viii) Recordings of meetings: ADD to Article III.5.:** *The official audio/video*
238 *recordings of a meeting will be those made by a town employee on town*
239 *equipment or as otherwise determined by a majority of the board members in*
240 *the event that an employee is not available to record.*

241 There was discussion about what makes a recording official and that there should not be
242 multiple recordings. The Board could vote if an employee was not available. It was agreed
243 to add ‘and equipment’ in the last sentence in case that was also not available. Greg noted
244 that the Board could not guarantee to record all meetings, but in effect the Board was
245 doing it now, without a specific policy in place. It was dependent on Kal McKay,
246 Administrative Assistant or the community volunteer Edgar Rivera. Greg requested that the
247 option of having a policy to record be added to the list of further items needing guidance
248 and research with either town counsel or more likely, the NHMA.

249 Joshua Gordon moved to vote only on the language as they had amended it (without policy
250 statement) and John Schneider seconded. All voted in favor.

251 **6. Other Business**

252 **(i) Megan Portnoy’s letter of June 25**

253 Megan stated she had submitted a letter, which had been circulated to members, and
254 requested that letter be put it on website available now that it had been mentioned in a
255 meeting. Lois would post it with the other agenda materials for this evening's meeting.
256 Megan asked if the Board wished to discuss it. Greg questioned if discussion was needed.
257 Rich did not accept some of the arguments in the letter about intent versus perception.
258 Logan Snyder moved that the Board did not discuss this anymore and this was seconded
259 by ?? (*recording not available at time of writing*). All voted aye, except Megan Portnoy who
260 abstained.

261 7. Adjournment

262 Joshua Gordon moved to adjourn, and John Schneider seconded. It was 8.52 pm.

263 **ACTION ITEMS**

- 264 • **Mike Tardiff to continue Master Plan draft edits, talk to CCC and also Solid**
- 265 **Waste, and maybe include anything from Fair/Rec committee if they responded**
- 266 **and then send 'final' drafts for public hearing by Friday**
- 267 • **Greg to call Rachel Baker at library re Chrome books**
- 268 • **Lois to post hearings and then draft chapters when available on website**
- 269 • **Greg to pursue remaining Rules and Procedures issues with NHMA**
- 270 • **Lois to include this evening's amended language into next draft update.**

271 **PLEASE NOTE NEXT MEETING IS TUESDAY JULY 23, STARTING 6.30 PM, MEETING**
272 **HOUSE.**

273 Respectfully submitted,

274 Lois Scribner, secretary.