

1 **Planning Board Meeting.**

2 **6.30 pm, July 23, 2024, Meeting House – FINAL MINUTES**

3 **Public Hearings for the Community Facilities, Vision and Implementation draft**  
4 **chapters of the Master Plan**

5 Present

6 Greg Meeh, (Chair), John Schneider, (Vice Chair), Kent Ruesswick, (BOS rep), Rich  
7 Marcou, Joshua Gordon, Logan Snyder, Megan Portnoy; and alternates Jonas Sanborn,  
8 Ben Stonebraker, Hillary Nelson

9 Absent

10 Brendan O'Donnell, alternate

11 Others Present

12 Mike Tardiff, (Director Central New Hampshire Regional Planning Commission) and Matt  
13 Monahan (Senior Planner, CNHRPC); Scott Doherty, (Chair Board of Selectmen – BOS),  
14 Rick Crockford (Canterbury Fair), Kevin Bragg, (Chair Historic District Commission -  
15 HDC), Calvin Todd (Zoning Board of Adjustment, ZBA), Lenore Howe, and Howard  
16 Moffett, (Chair), (Canterbury Community Power Committee - CCPC); Ken Stern (Co-  
17 Chair Canterbury Conservation Commission - CCC), Lisa Carlson (ZBA), Al Edelstein,  
18 (Canterbury Fair), Beth McGuinn, (Energy Committee and CCPC), Michelle Hammond,  
19 (observing) and ? (one gentleman whose name I did not get).

20 Agenda

21 1. Call to Order

22 Greg Meeh, Chair, called the meeting to order at 6.33 pm. Matt Monahan was present to  
23 cover for Mike Tardiff who was at another meeting and would be along soon.

24 2. Previous Draft Minutes of July 9, 2024

25 Kent Ruesswick made a motion to consider the draft Minutes from July 9. John  
26 Schneider seconded.

27 The Secretary said there was one request for an edit to line 109 from Joshua Gordon.  
28 Instead of referencing the Stern's conservation land, which was a subset of a larger  
29 area, he wanted all the land north of Baptist Hill Road to be mentioned. It was agreed to  
30 rephrase that sentence to include 'all the undeveloped land north of Baptist Hill Road  
31 and the Northfield line'.

32 Greg asked Ken Stern if there was a name for that area. Ken said it was the Deepwood  
33 Forest, and he referred to that whole area of 12,000 acres as the ‘Canterbury Northfield  
34 Highlands’.

35 Megan Portnoy had not sent email but requested one inclusion after the sentence at  
36 line 221 where there was reference that the Chair and Secretary ‘may communicate’.  
37 There should be an addition because she had said it should specify ‘digital  
38 communications’ that could be tracked. This was to be added to the Minutes.

39 With those corrections, all members voted in favor of approving the Minutes of July 9 as  
40 amended.

### 41 3. Master Plan – Hearings for 3 Draft Chapters

42 Greg introduced the last 3 draft chapters of the Master Plan for public hearing. Staff at  
43 CNHRPC were going to take vacation in August. They still had some demographic data  
44 to add.

45 The whole of the updated Master Plan would be heard at the first September meeting.  
46 Greg and Matt Monahan offered the general rationale for a Master Plan or Plan for  
47 Tomorrow:

- 48 • Essentially it articulates the vision, desires, and concerns of the community’ and  
49 offers suggestions for the wishes of citizens for the next 10 years or so. Some  
50 things had changed during the time this one was being put together – for  
51 example Community Power did not exist in 2020 but now was a big item for the  
52 town.
- 53 • There is a connection between town Master Plans and zoning ordinances. The  
54 Master Plan is the high overview, and the specifics are found in the zoning.
- 55 • Joshua Gordon added that it can be a way to defend the ordinance in a court  
56 case, in that the Master Plan is reflected in the ordinance.
- 57 • Greg noted that the Master Plan can be referred to for grant applications for a  
58 variety of issues. Matt cited the example of Epsom, where expansion of their  
59 sewer and water was added to the Master Plan in 1992 and each time thereafter,  
60 until it was achieved.
- 61 • Megan said that it also helps elected officials in their decision making, as well as  
62 helping the town in long term financial planning.

63 Members then shared the rest of the evening presenting the 3 draft chapters, with input,  
64 comments and questions from both the Board and residents present. Mike Tardiff and Matt  
65 Monahan gained feedback to integrate into the final drafts of these chapters.

66 The full texts are included as a digital Appendix for these Minutes, so that anyone can read  
67 them again, and these Minutes will focus more upon the summarizations that were not  
68 based on the texts, and points of discussion and decisions made.

69 a) Community Facilities Draft Chapter  
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- 71 • Greg introduced this Chapter ‘Vision’, emphasizing the strong sense of  
72 community, the rural character of town and some of the services where  
73 residential needs are not being met.
- 74 • Kent Ruesswick, Select Man, gave a summary of the Municipal Buildings,  
75 which were built back in 2005, and the much more new Sam Lake House. The  
76 bond for the municipal buildings was paid off last year. Most of these  
77 buildings were working well and serving the purposes they were designed for.  
78 They were looking to use clean energy in the future. The Police had made  
79 some updates in their holding cell. At the Fire Station, volunteers had built  
80 storage facilities. The Transfer Station, by comparison, ‘worked but not much  
81 more’. In the 1950s the Dump had been an open pit, things just thrown over  
82 into it, and that was a legacy that could not be ignored. The Highway  
83 Department was in a lull. There is one Road Agent and one employee so  
84 there is currently a great need for more workers, rather than equipment.
- 85 • Hillary Nelson raised the issue of adding this problem to the document. It  
86 was both current and ongoing. CNHRPC had tried to be diplomatic about  
87 staffing difficulties. Language would be added about a ‘target’ for 4  
88 employees.
- 89 • Scott Doherty, Chair of the BOS, summarized the Volunteer Fire and Rescue  
90 issues. The one full time EMT retired and was replaced by part time EMTs and  
91 paramedics. The call volume this year was abnormally high. 80% of the calls  
92 are medical and this will only increase as the town population ages. In terms  
93 of equipment, they were considering replacing the rescue vehicle with  
94 something cheaper and smaller. The 2016 engine would need replacing at  
95 some point. They were at least a year away from receiving the new engine  
96 ordered over a year ago. The money being put away each year for the capital  
97 reserve funds may not be sufficient given impending changes in the delivery  
98 services that the town is buying from Penacook. There is talk about a fly  
99 response vehicle and/or a second ambulance. These services will cost more  
100 in the future and it was agreed that should be mentioned in the Master Plan.
- 101 • Kent summarized the Police Department staffing. They have hired a new  
102 chief and have staff. There is reference in the draft to the need for security  
103 cameras at the Municipal Complex. Security cameras are already at Sam  
104 Lake House.
- 105 • The Town Center: the Town mows and plows the Center but the main  
106 problem now is that there is an invasive species in the Center. They use the  
107 Cemetery mower. They do not have equipment to tackle the invasive species.  
108 It was agreed that there should be a call out block about the multifaceted  
109 problem of ‘invasive species’ everywhere in town as well as in the Center.  
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- Capital Improvement Program (CIP) - Joshua summarized the CIP section. It is mandatory to support the growth cap. It addresses the longer-term needs of the Town for efficient services. The annual budget is short term, and the CIP looks at 6-year periods and forecasts needs, although it should be revisited every year on a sliding 6 year basis, so there are no big surprises about needs. It should consist of both dollars and cents and a plan. Currently there is a spreadsheet but no overall plan. In terms of the chronology each year, it would follow the Master Plan rather than the annual Town Report. It is a piece of the overall budget though so should it be included in the Town Report, and ideally be worked on in the summer so it is in place by 'budget season' in the fall/winter months.
  - Elkins Public Library – there was a library program that evening so no staff were present. Hillary summarized from the draft text, citing the data about numbers of uses and functions that the library fulfills. It was noted that more money was being requested for staffing, to be competitive. It was also agreed to add something to the language about a general anticipated need for more space for programming.
  - Kevin Bragg pointed out that the formal addresses in the text might be wrong. The Town Hall is not 3 Center Road, that is the Store. The library is 9. The tax cards would have the correct information regarding the Center buildings.
  - Megan asked if there had been a new update survey done, given the original was from a few years ago. No – but there had been numerous public meetings that had enabled new issues to be raised.
  - Transfer Station, Recycling and Landfill – Rich Marcou, as Chair of the Solid Waste Committee, summarized this section. There was discussion about the need for a long overdue Hazardous Waste Day. Rich would like to see a line item for that operation. Calvin Todd asked if there had been projections of the feasibility of the whole site, looking ahead to 20 years. Rich said the state had essentially said 'do nothing' because there was no money for any capping. It was agreed that there should be something in the Master Plan and the CIP about recommending yearly contributions to the Transfer Station for both capping and hazardous waste. There was mention of other towns/cities such as Keene where hazardous waste collections happen on a regular basis. Sometimes towns join to help with costs. Megan suggested language more assertive, such as 'this document strongly encourages some future planning for the Transfer Station' and the CIP could look into it.
  - Cemeteries - Kent summarized the section covering the 33 cemeteries in town. The Trustees had provided more burial spaces this year with a recent land purchase at the Maple Cemetery, and they had opened up the Shell Meeting House cemetery on Baptist Hill/Shaker Road.

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- Canterbury School District – the Secretary summarized the data for this section. It was agreed to change the language of the final paragraph to make clear that ‘functional capacity’ for 147 students required modifications to meet the previously listed needs for staff and space.
  - Utilities – Lenore Howe summarized the work of the CCPC, and the work the committee had done from 2022 onwards. They had worked with the Energy Committee, and the Planning Board had been involved in this draft as well. Their goals include getting funding for various projects to provide 100% renewable energy.
  - Beth McGuinn, a member of both the Energy Committee and CCPC asked for clarification about the renewables to be mentioned – was it just for electricity or would it include oil and gas. It was decided to use the language ‘electric and other fossil fuels’.
  - Calvin Todd asked about costs to some of these ambitious goals, for example with municipal EVs or heat pumps. Although the Master Plan is an aspirational, higher-level document, not a figures document, Beth Blair, BOS, said it was valid to have figures included somewhere – the costs would have to be considered. The CIP would be the place for figures.
  - Beth McGuinn pointed out a further clarification regarding how the EC and CCPC were dividing up work in town between residential and commercial projects. There had been no formal decision between them. It was agreed that Mike would liaise with both Beth and Lenore and draft new language.
  - Water and Sewer – Greg summarized this section, noting there are not many water systems in town, except there was a shared system for the different institutions in the Center. Jonas confirmed that Sherwood Forest water is private, since they did not have enough buildings to register with the state. Future development would likely be at Exit 17.
  - Telephone and Broadband – Logan summarized this section by saying everyone wished it was better but had little control over it. The coverage is inadequate in the Center and elsewhere. The tower on Intervale Rd is for emergency services. These services are a high priority for everyone. More cell towers are needed. Where would they be ‘aesthetically not horrible’? Scott noted Comcast are about a month behind due to supply chain problems. Greg commended the BOS and town administration for being stubborn in claiming money for the improvement. Kevin recalled there had been an earlier attempt to bring services with ATT and that never came to fruition. Everyone now should have the newest technology, not just selected roads. Megan asked about node points. Scott did not have that information from Comcast. It was decided to add a sentence about ‘staying on top of new developments and new technologies to get them installed when possible’, or ‘make sure the town has the most up to date technology’. Possibly there can be a push like the Community Power initiative to work on phone and cell

197 service. Howard Moffett confirmed there was a CCPC subcommittee looking  
198 at cell coverage in town. Beth McGuinn was on that subcommittee and  
199 confirmed they were looking at what coverage exists and what is needed. It  
200 was also decided to name the companies involved since different parts of  
201 town had different providers – so Verizon should be added to the list of  
202 providers especially for the east of town.

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- 204 • Recreational Facilities and Staffing – Rich summarized this section, sharing  
205 what he knew from personal involvement. The committee is a volunteer  
206 organization, it ebbs and wanes. Halloween in the Center gives children a  
207 blast. The soccer program has been phenomenal. The beaches in town are  
208 underserved, given the amount of shoreline that Canterbury has on the  
209 Merrimack. But boat ramps etc. are expensive, and the town has focused on  
210 safety needs at the beaches. Scott confirmed the life safety rings had not  
211 been vandalized. There was discussion about the references to trails  
212 maintained by Conservation, and the snowmobile group the Sno Shakers, in  
213 terms of who was still doing trail maintenance when the recent past winters  
214 had so little snow. It was decided to use language like ‘with diminished snow  
215 fall’ and that the trails were ‘historically maintained by’ the Sno Shakers. The  
216 longer-term goal of having a Trails Committee remains in place. Conservation  
217 has talked about this and how to work with changing landowners.

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- 220 • Canterbury Shaker Village – Hillary summarized the section on CVS. It  
221 remains a much-loved resource in town and brings people from all over the  
222 world. There is always a need for resources.

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- 224 • Historic District Commission – Kevin Bragg noted that in this summary of the  
225 HDC it would be better to phrase the first sentence using ‘rural historic  
226 character’ rather than ‘architectural style’. He hoped that with an improved  
227 town website the HDC would be able to let people know if they live within the  
228 two historic districts. The point about removing mature trees should be  
229 removed since there had been push back against it.

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- 231 • Conservation Areas – Ken Stern asked to edit this section. The list of  
232 conservation properties needed reordering. He asked that the dollar amount  
233 of their fund be removed since no such dollar amount was mentioned for any  
234 other commission. The CCC is at a tipping point in approaching landowners  
235 to see if they are interested in conservation. Beth McGuinn requested that  
236 CSV and Nature Conservancy be removed as easement holders. Mike would  
237 send the text to Ken so he could change it.

238 Greg expressed appreciation for the work that the CCC had done over time on  
239 the Master Plan.

- 240 • Objectives and Recommendations – Greg read from the last page of this chapter,  
241 summing up continued and new objectives from the preceding sections, relative to  
242 Infrastructure services and longer-term planning for future needs.

243 The next steps for the Master Plan would be Mike sending the Board the full document  
244 with revisions and edits, to be heard as a final document on September 10.

245 Lisa Carlson raised the issue of storage needed by the Fair as well as the Rec  
246 department for activities that were for the whole town. There was a long-standing  
247 unresolved conversation in town about using the Sam Lake House garage. It involved  
248 the issue of separation of church and state/town government. Megan suggested a pop  
249 out box in the section about the Town Center referring to storage facilities, for the Rec  
250 Committee, the Fair, Halloween, Tree lighting etc. Some higher level language such as  
251 ‘current storage needs of the community being met at various disparate sites to serve  
252 community needs.’ The problem was of long standing and not something that could be  
253 resolved this evening but should be in the Master Plan.

254 b) Draft Vision Chapter

255 The Board had already been meeting for 2 hours at that point so the presentation of the  
256 other two, shorter, draft chapters was speedier than the longer Community Facilities  
257 text.

258 Megan ran through the draft Vision Chapter (see full text in Appendix in digital draft  
259 Minutes). Much of what is in that chapter, which would be early on in the Master Plan,  
260 was redundant, having come up in preceding discussions. The Vision chapter was in  
261 essence a guidebook for the community. The survey results being used were from 10%  
262 of the population, a moderate response, and the summary of those inputs was on page  
263 2.2. There was an alteration needed in the paragraph about housing. Previously the  
264 Board had voted to delete the ‘strong support for workforce and affordable housing’  
265 phrase but it was still included. It should say something like ‘support for housing ---’ etc.

266 The Survey preferences were summarized on page 2.3, again reflecting the desire to  
267 protect community, maintain the rural character of Canterbury, provide more housing  
268 and opportunities for residents, expand the tax base in the commercial zones, and  
269 support a diverse population. These ideas were further expanded on page 2.4, with  
270 objectives laid out for Existing and Future Land Use, Transportation, Housing,  
271 Community Facilities and Natural Features.

272 On pages 2.5 and 2.6, in How to Achieve the Vision, objectives were laid out and would  
273 be further expanded in subsequent chapters. Recent Ordinance changes have made  
274 some progress in terms of the Land use and Housing development objectives. The final  
275 box laid out some Regional Concerns, noting that some services, such as  
276 transportation, housing and natural resource management are of regional importance.

277 Beth Blair asked about the Transportation goal on page 2.4, to meet the ‘mobility needs  
278 of all residents’. Mike said that referred to the CAP services and would clarify that. There  
279 was discussion about transportation and trails not being the same, although some trails  
280 in town were used for transport on bikes, like a subclass of roads. However, the  
281 transportation system in effect means ‘roads’ so should be clarified. Kevin asked about  
282 the percentage of state-owned roads in town. Mike said there was much more detail  
283 about that in the Transportation chapter and the Vision chapter was just whetting the  
284 appetite.

285 c) Draft Implementation Chapter

286 Greg read from the introduction on page 3.1. This text highlighted some of the priorities  
287 that the Planning Board had identified in recent previous meetings. These were then  
288 reflected in tables, listing the Objectives from each chapter, together with the level of  
289 priority and which boards or commissions in town would take responsibility for each  
290 issue. These include the Planning Board, the Conservation Commission, the Ag  
291 Commission, the Board of Selectmen, a future Economic Development Committee and  
292 a future Trails Committee. (See full text in digital Appendix to the draft Minutes).

293 Rich summarized quickly some of the key priorities from the Land Use chapter. These  
294 included encouraging mixed use development, making changes to the subdivision and  
295 site plan regulations, steer development away from cleared fields and towards areas of  
296 limited conservation use. In the Transportation chapter, he highlighted the continued  
297 monitoring of Rt 106 widening and the Exit 17/ Whitney Road development. For  
298 Housing, some of the objectives were addressed in changing the ADU ordinance. For  
299 Community Facilities it was noted that most of the objectives were ongoing. In terms of  
300 Community Power, Rich noted that NH has some of the highest electric rates in the  
301 country.

302 Greg summarized the objectives from Natural Features on page 3.7. The conservation  
303 goals had been repeated over and over in town. One piece of the protection that needed  
304 to be mentioned was for un-joined, undeveloped areas that were not a high priority for  
305 the CCC. There was a need to monitor such areas.

306 Megan asked about ‘ongoing’. Generally, it means that some action was already being  
307 taken on an issue, such as access to Broadband. That was ongoing and a high priority.  
308 Beth McGuinn suggested using ‘ongoing in 2024’ since the document was to last some  
309 years and even by 2028, something may not be ongoing. It was also pointed out that this  
310 was the 2024 Master Plan, not 2023. There was a request to rephrase the sentence at  
311 the bottom of page 3.1 around ‘limited’ agricultural or conservation uses.

312 Kevin mentioned the issue of the cost to the whole town if areas were conserved, left for  
313 wildlife, and not farmed – then were overgrown with invasive species. If it was town  
314 land, then there would be a cost for clearing it and maintaining it. It was agreed that



315 there should be something in the Master Plan (Natural Features) about costs of dealing  
316 with invasive species, to give the Select Board tools to deal with the problem.

317 Megan suggested adding something about extra space for the library since other things  
318 not in the survey had been added. It was thought that Rachel had seen what Mike wrote  
319 and then edited it. Megan asked for an Oxford comma in the Vision chapter, in a list with  
320 outdoor recreation, and restaurants, on page 2.2.

321 Greg noted it was past 9 pm, they had been working for two and a half hours and  
322 thanked everyone for remaining focused and for doing the homework. He thanked Mike  
323 and Matt and previous staff who have worked with the Board.

324 5. Other Business

325 Joshua had sent an article from the Washington Post via email and there were some hard  
326 copies available. It was about internet data centers in North Virginia. He suggested that  
327 data centers should be added to the Table of Uses in the Ordinance. Rich disagreed,  
328 because the state has such high electricity rates. The issue could be discussed in the run  
329 up to preparing for Town Meeting 2025.

330 6. Adjournment

331 Logan made a motion to adjourn and Rich seconded. It was after 9pm.

332 Respectfully submitted,

333 Lois Scribner, secretary

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