

1 **Planning Board Meeting 7pm, December 23, 2024, Meeting House**

2 **Members Present:** Greg Meeh (Chair), Rich Marcou, Joshua Gordon, Kent Ruesswick (BOS
3 rep), John Schneider (Vice Chair)

4 **Members Absent:** Hillary Nelson (Alternate), Logan Snyder, Megan Portnoy, Brendan
5 O'Donnell (Alternate)

6 **Others Present:** Mike Tardiff (CNHRPC)

7 **1. Agenda**

8
9 **2. Call to Order**

10 Greg called the meeting to order at 7:00 PM
11

12 **3. Previous Minutes from November 26, 2024, and December 10, 2024**

- 13 • The board finds the procedure inefficient and confusing and wants the chair and the
14 secretary to work together before posting or distribution to resolve issues of
15 technical terms and references, clarity, extraneous content, grammar, punctuation,
16 etc. so the board discussion and approval can be more efficient, less frustrating and
17 time consuming.
- 18 • The secretary is going to create drafts for 11/26/24 and 12/10/2024 with edits from
19 Greg and Joshua and will be distributed as drafts for approval at the January 14,
20 2024, meeting.
- 21 • Kent suggested the board attend the BOS open hearing on January 30, 2024, to
22 discuss and supply input regarding minute process and procedures.
23

24 **4. Old Business:**

25 Master Plan Revisions:

26 **Chapter 1 Executive Summary**

- 27 • Previously adopted

28 **Chapter 2 Vision**

- 29 • Page 2.2, 4th paragraph: In previous corrected version, the 7th word “strong”
30 was deleted
- 31 • Page 2.3, Text paragraph, 3rd sentence: The word “discourages” was replaced
32 with “challenges”
- 33 • Same page and paragraph, last sentence: the M in May should be lower case.

- 34 • Page 2.4, the “Transportation” bubble text is identical to the “Existing &
35 Future Land Use” bubble. Mike will find the correct wording and replace.

36 **Chapter 3 Implementation**

- 37 • Page 3.1, second paragraph: It refers to a table on page 3.3, it should be 3.4
38 • Page 3.2, 4th paragraph, Housing: “...and the update the Zoning...”. Remove
39 the first “the”
40 • Same paragraph, last sentence: Strike “ed” on supported
41 • Page 3.4 through 3.18. indicators for the goals are NOT correct. Previous
42 versions of this had them in “Low-High-Medium-Ongoing” order. Their order
43 was adjusted to read “L-M-H” with asterisks for “ongoing”. The placement of
44 the indicators did NOT move along with the order change (*Mike will go back
45 and edit with Matt and Riley*)
46 • Each new objective should start on a new page with the associated goals. It
47 is confusing to read formatted like this. Each objective should have its own
48 page
49 • Page 3.5, Land use objective 3, 1st goal: strike the last “s” in “services”
50 • Page 3.6, the last goal: Previous changes stated we wanted to add wording
51 “...and to be compliant with State law”
52 • Page 3.7, 3rd goal: make culvert plural
53 • Page 3.8, objective 2, 2nd goal: Add the words “...and compliance” to the end
54 of the sentence. (Previous correction by the board that was not carried over).
55 • Page 3.11, objective 3, second goal: Strike the quotes around “building
56 permit cap”
57 • Page 3.12, objective 1, 3rd goal: Insert the word “of” between the words
58 “placement towers”
59 • 3.13 strike “by residents at their homes” and replace with throughout town

60 **Chapter 4 Existing & Future Land Use**

- 61 • Page 4.2, 3rd paragraph: Refers to a graphic on page 4.3, should it be 4.4 and
62 which one of the 2 that are there? (*Mike will clarify that language*)
63 • Page 4.3, 1st paragraph, last sentence: There are too many “and”s, the first
64 one should be a comma
65 • Page 4.4, 1st paragraph: “strike the whole town center sentence”
66 • Transfer Station: strike “two” replace with “a single” and strike the “s” in
67 trucks.

- 68 • Page 4.6, 3rd paragraph, 4th sentence: Replace the word “Additional” with the
- 69 words “Most of these”
- 70 • Pages 4.7-8: The descriptions for each zoning district should be in a new
- 71 paragraph
- 72 • Same location: The solid, horizontal black lines are confusing. These black
- 73 lines used to be vertical and to the left of the quoted text that is below them.
- 74 • Same location: The “purpose” of each district should be UNbolded and the
- 75 specific district itself should be bolded. Bold the name of the zone and italic.
- 76 • 4.10 top paragraph strike “the”
- 77 • Page 4.11, factor III: remove the long space before COVID-19.
- 78 • Factor VII: Period missing
- 79 • 4.11 #9 strike “zoning and subdivision. Replace with “land development
- 80 regulations.”
- 81 • #10 strike “estate” and replace with “property”
- 82 • Page 4.12: In list of other issues, between “energy demands and new energy
- 83 sources”, the word “and” should be a comma, especially since semi-colons
- 84 are used between the different issues

85 **Chapter 5 Transportation**

- 86 • Page 5.5 End of 2nd paragraph: Delete last 2 sentences. Content not
- 87 applicable
- 88 • Page 5.6, Pie charts on the right side are identical. The state one is OK, the
- 89 bottom, town one info is incorrect (due to copy/pasting of top one?): It should
- 90 be: 31 good, 8 fair, 4 poor, 1 very poor
- 91 • Page 5.9, 3rd paragraph, last sentence: There is a large space. (extra carriage
- 92 return?)
- 93 • Page 5.9, left column, missing last word, “speeds”.
- 94 • 5.12 end of 3rd paragraph strike “major cities South of Concord.” Replace with
- 95 “Other parts of New Hampshire and beyond.”
- 96 • 5:13 #1 strike higher taxes sentence

97 **Chapter 6 Housing**

- 98 • Page 6.3, Right column “Key Findings”, 5th finding, typos “dwelling**S**” and
- 99 “fle**X**ible”.
- 100 • 7th finding typo “curre**N**t”.
- 101 • 6.7 right column four lines from the bottom, graph population shows
- 102 increase is in 21/22. Text should agree with graph.

- 103 • Page 6.9, 3rd paragraph, 3rd sentence: add “’s” after ADU.
- 104 • Left column, 3rd paragraph, 3 lines from the top, change sentence to read:
- 105 “They can offer flexible housing options for multi-generational living and for
- 106 seniors to stay in their homes and age in place. Strike “as they call for...”
- 107 • Next paragraph, 2nd sentence is incorrect. It should read: They are allowed
- 108 by right in all districts except Industrial
- 109 • Same location, last sentence, incorrect punctuation. Change “;” to
- 110 “including” strike the “to”
- 111 • 6.11 second paragraph, light green, replace alter with “address.
- 112 • 6.11 objective 3, strike “bed and breakfast”

113 **Chapter 7 Community Facilities**

- 114 • Page 7.2, right side column, 2nd paragraph last sentence: Change last words
- 115 “the library” to “a resident volunteer.”
- 116 • 7.4 left column, second paragraph, last two should read: “The Town
- 117 anticipates a need for better audio-visual equipment,
- 118 • communications technology, computer, software, telephone
- 119 • lines, new internet, and furniture for future Emergency
- 120 • operations in the safety complex building. Security cameras need to be
- 121 added for both employee and visitor safety.
- 122 • Fully staffed should be hyphenated.
- 123 • Page 7.7, 2nd paragraph: Municipal water comes from the Sam Lake house
- 124 property, not the town hall
- 125 • Same page: Strike one “summary” in Library Summary. (Repeated)
- 126 • Page 7.9 replace bottom picture (Mike will edit with different photo) Strike the
- 127 word “old” at top of page
- 128 • Page 7.11, Right column: Change cemetery “Matthews” to the correct name
- 129 “Mathes”
- 130 • 7.13 Left column, 3rd paragraph Strike, “to areas of
- 131 Concord, Boscawen, Bow, Canterbury, Loudon and Northfield.” Replace
- 132 with, “along Shaker Road.”
- 133 • 7.13, Energy resources summary, last sentence, strike “lower”, eliminate
- 134 comma, left hand column, end of paragraph extra carriage return.

135

136 *Motion to approve and adopt chapters 2-6 as amended, Kent so moved and Rich*
137 *seconded, no further discussion, all voted in favor, aye.*

138 **Updates from Mike (CNHRPC):**

- 139
- 140 • *New top grant approved; Housing Opportunity Program allows for more time*
 - 141 *to talk about housing changes for the town meeting 2026*
 - 142 • *CIP: Mike and Matt B will work with Jan*
 - 143 • *Land Board Regulations: Matt M will continue working with members*
 - 144 • *Masterplan: Mike will make new edits and post them, next meeting he will*
 - 145 *print out Chapter 8: Natural Features and Chapter 9: Appendix and Maps*
 - 146 • *Warrant Articles: Matt M is working with the planning board for the coming*
 - 147 *town meeting; The board determined with input from CNHRPC and NHMA*
 - 148 *legal services that a sludge ordinance is best addressed as a BOS ordinance*
 - 149 *and will recommend this to the BOS with suggested language based on the*
 - 150 *Tilton ordinance adapted for Canterbury by Matt M of CNHRPC*
 - 151 • *Other Ordinances must be in finalized form and notice ten calendar days*
 - 152 *prior to the January 14th meeting (January 3rd)*

152 **Adjournment:**

153 John moved to adjourn at 8:58pm, Joshua seconded, all voted in favor.

154 **Action Items:**

- 155 • **NOTICE OF PUBLIC HEARING ON ZONING AMENDMENTS by January 3rd**
- 156 • **Draft Minutes 11/26 and 12/10 completed for approval at 1/14/2024 meeting**

157 *Next Meeting, January 14, 2024, at the Meeting House at 7PM*

158 Respectfully Submitted,

159 Michelle Hammond,

160 Planning Board Secretary

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