



1 **Planning Board Approved Minutes**

2 September 6, 2023

3 7:00 pm at Community Development Meeting Room

4 3 North Lowell Road

5
6 **Attendance:**

7 Chair Tom Earley, Present

8 Vice Chair Derek Monson, Present

9 Jennean Mason, Excused

10 Jacob Cross, Present

11 Matt Rounds, Present

12 Alan Carpenter, Present

13 Pam McCarthy (alternate), Excused

14 Timothy Zurowski (alternate), Excused

15 Roger Hohenberger, Board of Selectmen ex Officio, Present

16 Bruce Breton, Board of Selectmen ex Officio (alternate), Excused

17 Also present was: Alexander Mello, AICP - Community Development Director

18

19 *Draft minutes provided by Alexander Mello.*

20

21 The meeting opened at 7:00pm with the pledge of allegiance and the introduction of members.

22

23 **Case 2023-18 - 1 Bancroft Street - Parcel 14-B-3825; Conditional Use Permit for Customary Home**

24 **Occupation; Zone – Rural and WWPD**

25 Chair Earley read the hearing notice into the record.

26 Mr. Mello provided an overview of the request and recommended that the application was complete.

27 **Mr. Cross made a motion to open the public hearing. Mr. Rounds seconded. The motion passed**
28 **unanimously.**

29

30 Roman Dolezal, provided an overview of the proposal. He proposes to park the mobile trailer in an area
31 where the previous owner parked a long recreational vehicle and had access to electricity. Mr. Dolezal
32 stated that he will need to finish the trailer to meet State health codes.

33

34 Mr. Rounds inquired how wastewater from the trailer will be disposed of.

35 Mr. Hohenberger referred the Applicant to the NH Dept. of Health and Human service to ensure
36 compliance with applicable food safety/health regulations.

37 Mr. Dolezal stated that he intends on buying food wholesale and just preparing food in the trailer.

38 Mr. Carpenter inquired about customers and delivery trucks coming on-site. Mr. Dolezal stated that he
39 will not have customers come to the site and food will be sold off-site. He will buy food wholesale
40 himself and will not have delivery trucks come to the site. Mr. Carpenter inquired on the location of
41 neighboring houses. Mr. Dolezal stated that neighboring houses are far away and separated by thick tree
42 buffers.

43 Mr. Hohenberger inquired about cleaning the trailer. Mr. Dolezal stated that the trailer has a self-
44 contained drain that goes underneath the trailer. Graywater will then go into his septic system.



45 Chair Earley asked if there was any public comment. There was none.

46

47 **Mr. Carpenter made a motion to approve with the condition that the Applicant get any applicable**
48 **approvals from the New Hampshire Department of Health and Human Services (DHHS) for any cooking**
49 **conducted on the premises. Mr. Rounds seconded. Mr. Carpenter amended his motion to include a**
50 **provision that the Applicant shall not dispense wastewater from the self-contained drainage tank on**
51 **the trailer into the soil and the Applicant shall follow best management practices for emptying such**
52 **tank. Mr. Rounds stated that his second still stood. The motion passed with the following roll-call vote:**

53 Chair Earley, aye
54 Vice Chair Monson, aye
55 Mr. Cross, aye
56 Mr. Hohenberger, aye
57 Mr. Rounds, aye
58 Mr. Carpenter, aye

59

60 **Case 2023-19 - 12 Hawthorne Road - Parcel 11-A-1602; Conditional Use Permit for Customary Home**
61 **Occupation; Zone – Rural**

62 Chair Earley read the hearing notice into the record.

63 Mr. Carpenter noted his personal relationship with the Applicant/Owner, Mr. Hutchings, but can remain
64 impartial.

65 Mr. Mello provided an overview of the request and recommended that the application was complete.

66 **Mr. Monson made a motion to open the public hearing. Mr. Hohenberger seconded. The motion**
67 **passed unanimously.**

68

69 Mr. Hutchings provided an overview of the proposal and his background as a tennis pro in Maine. He
70 stated that his property has a tennis court, half of which has painted lines for a pickleball/badminton
71 court. He is looking to host instruction on racket sports.

72

73 Chair Earley asked if there was any public comment. There was none.

74

75 **Mr. Rounds made a motion to approve as presented. Mr. Monson seconded. The motion passed with**
76 **the following roll-call vote:**

77 Chair Earley, aye
78 Vice Chair Monson, aye
79 Mr. Cross, aye
80 Mr. Hohenberger, aye
81 Mr. Rounds, aye
82 Mr. Carpenter, abstain

83

84 **Old / New Business**

85 • **Rt. 111 Corridor Study – Public Advisory Committee (PAC) representative**

86 Mr. Carpenter made a motion to nominate Mr. Rounds as the Public Advisory Committee (PAC)
87 Representative for the Planning Board. Mr. Cross seconded the motion. Mr. Rounds stated that
88 he is not interested. Mr. Carpenter withdrew his motion.



89 **Mr. Carpenter made a motion to nominate Mr. Cross for the same. Mr. Hohenberger seconded.**
90 **The motion passed with the following roll-call vote:**

- 91 **Chair Earley, aye**
- 92 **Vice Chair Monson, aye**
- 93 **Mr. Cross, aye**
- 94 **Mr. Hohenberger, aye**
- 95 **Mr. Rounds, aye**
- 96 **Mr. Carpenter, aye**

97 Mr. Rounds stated that he thinks its legally the PB responsibility to oversee the study because
98 the PB has purview of utility structures in the right-of-way and can prevent water lines from Rt.
99 111. He stated that the Planning Board is supposed to work with state agencies on roads.

100 Mr. Cross shared shares Mr. Rounds's concerns. He believes the project got off on the wrong foot
101 but thinks the projects can still happen in a good manner. He would appreciate more information
102 sharing going forward. Mr. Cross stated that he thinks it a good time to look at seeing if Nashua
103 Regional Planning Commission (NRPC) is a better fit.

- 104
- 105 • **Provide Comments to the Board of Selectmen for their September 18, 2023 meeting re: NH**
106 **DOT Discontinuance of a portion of NH Route 111A (a/k/a Range Road)**

107 Mr. Mello provided an overview of the request. Chair Earley noted that the Planning Board, on
108 May 3, 2023, previously recommend purchasing it. Mr. Cross stated that he has no opinion on
109 the Class V aspect of the request, but thinks the area has value for conservation.

110 **Mr. Cross made a motion to recommend to the Board of Selectmen that they purchase the**
111 **land for the purposes of conservation and protecting the tributary that flows into Canobie**
112 **Lake, public safety, and to prepare for future water needs. Mr. Rounds seconded the motion.**
113 **The motion passed with the following roll-call vote:**

- 114 **Chair Earley, aye**
- 115 **Vice Chair Monson, aye**
- 116 **Mr. Cross, aye**
- 117 **Mr. Hohenberger, abstain**
- 118 **Mr. Rounds, aye**
- 119 **Mr. Carpenter, aye**

- 120
- 121 • **Community Development Update**

122 Mr. Mello noted the following:

- 123 - CIP is underway and planning to wrap up in September for a presentation to the Planning Board
124 in October.
- 125 - The zoning amendment window was announced in a calendar published by the NH Office of
126 Planning and Development. Petitions can be accepted between 11/13/23 and 12/13/23.
- 127 - Housing Opportunity Planning (HOP) grant, Phase I, \$25,000. The Board of Selectmen, on August
128 21, 2023, selected Barrett Planning Group out of four firms that responded to the RFP. The
129 Planning Board discussed wanting to review the proposal. Mr. Mello said he would send it to
130 them but awarding contracts/proposals to vendors is the responsibility of the Board of



131 Selectmen and the scope cannot change much. He noted that the scope includes a public
132 engagement piece and four meetings with the Planning Board.

133

134 **Review and Approval of the minutes for:**

135 **August 16, 2023**

136 Mr. Rounds made a motion to approve as presented. Mr. Monson seconded. The motion passed
137 with the following roll-call vote:

138 Chair Earley, aye

139 Vice Chair Monson, aye

140 Mr. Cross, aye

141 Mr. Hohenberger, aye

142 Mr. Rounds, aye

143 Mr. Carpenter, aye

144

145 **At 8:13 PM, Mr. Rounds made a motion to adjourn the meeting. Seconded by Mr. Monson. The motion**
146 **passed with the following roll-call vote:**

147 Chair Earley, aye

148 Vice Chair Monson, aye

149 Mr. Cross, aye

150 Mr. Hohenberger, aye

151 Mr. Rounds, aye

152 Mr. Carpenter, aye

APPROVED