

TOWN OF NEW BOSTON
NEW BOSTON PLANNING BOARD
Minutes of 2020 - Meeting conducted virtually, using ZOOM due to COVID-19 pandemic.

11/10/2020

1
2 The virtual meeting was called to order at 6:30 p.m. by Planning Board Chairman Peter
3 Hogan. Present virtually at the opening of the meeting were Vice Chairman Mark Suennen, Ex-
4 Officio David Litwinovich, and regular Board member Ed Carroll.

5
6 Also present virtually were Planning Coordinator Shannon Silver and Planning Board
7 Assistant Nadine Scholes.

8
9 Absent were regular Board member Amy Sanders and Planning Consultant Mark Foug-
10 ere.

11
12 Present in the audience for all or part of the virtual meeting was Fred Hayes.

13
14 Peter Hogan read the meeting preamble as follows,

15
16 **'MEETING PREAMBLE DURING COVID-19 EMERGENCY**

17 Good evening, as Chairman of the Town of New Boston Planning Board, I am invoking
18 the provisions of RSA 91-A:2, III (b) during the current State of Emergency. Governor Sununu
19 has issued Emergency Order #12, pursuant to Executive Order 2020-04, that allows local gov-
20 ernment and this public body to meet virtually. I am declaring that conducting this meeting is
21 imperative and required in order to continue vital Town government, services and operations.

22 We have utilized the Zoom platform to conduct the meeting and all Board members will
23 have the ability to communicate concurrently and the public has access to concurrently listen
24 and if necessary, will be given the opportunity to participate in the meeting when opened for
25 public comment.

26 If anyone has an issue connecting, they should contact Nadine Scholes [REDACTED]
27 [REDACTED]

28 Property owners, applicant and direct abutters were given proper notice of this hearing,
29 along with the instructions of how to access the meeting. Public Notice and Zoom access in-
30 structions were also posted for public view on Town website.

31 To help minimize background noise and provide privacy to everyone, we have started
32 this meeting with all microphones muted and video cameras off. You do not need to turn on
33 your camera to participate in the meeting and we ask that everyone keep their microphones
34 muted unless you would like to speak. Any public comment will need to wait until the meeting
35 is opened to the public and will need full name and address stated for the record.

36 If anyone accessing this meeting is disruptive, they will be asked to cease the disruptive
37 behavior. Should the disruption continue thereafter, that person will be automatically removed
38 from the meeting.

39 Please be aware all votes taken during this meeting will be done by Roll Call vote. Let's
40 start the meeting by taking a Roll Call attendance. When each member states their name, please
41 also state if there is anyone else in the room with you during this meeting, under the provisions
42 of the Right-to-know law.'

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1 Roll Call attendance, Peter Hogan present and alone, Mark Suennen present and alone,
2 Amy Sanders present and alone, Ed Carroll present and alone, David Litwinovich present and
3 alone, Mark Fougere, Planning Consultant, present and alone, Shannon Silver, Planning Coordi-
4 nator, present and alone and Nadine Scholes, Planning Assistant, present and alone.

5
6 **Public Hearing on the Capital Improvements Program, Plan of 2021, as proposed by the**
7 **C.I.P. Committee.**

8 **SEE SEPARATE NOTICE**
9

10 Fred Hayes presented for the CIP Committee and explained that there were no major
11 changes or new projects to report this year.

12
13 Fred Hayes noted that the Fire Department Command Vehicle, which was a topic of dis-
14 cussion with the Planning Board last year, project submission date had been verified and is
15 shown 6 years out on the schedule to be purchased in 2024.

16
17 Fred Hayes noted that the Bridges and Road Improvements had been updated per the In-
18 terim Road Agent, John Allen Brown, as to what projects and what order those would be com-
19 pleted. Fred Hayes noted that a new Highway Department truck was brought to CIP for re-
20 placement that was not included in the fleet in prior years. The Planning Coordinator, Shannon
21 Silver explained that the truck was purchased with a Block Grant, which shouldn't happen again
22 but the truck needs to be added to the schedule for replacement. That would be up to the Plan-
23 ning Board if that truck should be added to be replaced in 2025 or pushed out. Fred Hayes
24 noted the CIP Committee added the \$65k in the column for 2025 to be transparent and make it
25 obvious that this was added to the fleet on the schedule. Fred Hayes recommended to the Board
26 of Selectmen to include a separate warrant article in 2025 for the purchase because the truck had
27 not been originally purchased with the Highway Department CRF.

28
29 Fred Hayes noted that the Heavy Equipment CRF amount was increased by \$5k to cover
30 the shortfall out in 2030 when both the loader and grader would be up for replacement based on
31 the expected life cycles.

32
33 Fred Hayes explained that the 2021 Ballot would include the Warrant Article for collec-
34 tion of the first half of the funds for the Highway Garage Addition and the second half would be
35 collected the following year.

36
37 Fred Hayes noted that the Interim Road Agent had presented Road Improvement Pro-
38 jects for the next 3 years. He mentioned that there had been heavy discussions regarding road
39 improvements/repairs needed around Town. Initially, the Town Administrator had told the
40 Committee that the Road Improvements CRF amount may need to be increased but at the final
41 meeting the Town Administrator and the Road Agent said that they may suggest that the Board
42 of Selectmen propose a couple separate warrant articles to cover the much needed road repairs.
43 Fred Hayes mentioned that the Road Agent and Town Administrator had stated that the High-
44 way Block Grant money would exclusively be used on repairing roads until all the projects are

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Public Hearing on the Capital Improvements Program, Plan of 2021, cont.

caught up. Fred Hayes noted that the CRF collection amount for Road Improvements would remain the same.

Fred Hayes noted that the full property reval was currently underway and the Committee decided to drop the collection by \$5k for the next 5 years and then increase back to \$30k in 2026 to cover the cost for another full property reval in 2031.

Fred Hayes stated that he had confirmed the GIS Mapping System project had been presented to CIP in 2017. The first collection of \$60k would be on a Warrant Article in 2022 and continue in 2023 and 2024. The project would be phased and the \$60k would be used in 2022 to start the first step required to create and upload the mapping database for the Town, which could take 3 years to implement the final product.

Mark Suennen questioned if the Town had already solicited bids for the GIS Mapping System. Fred Hayes replied no, the Town Administrator had a few estimates and confirmed that the cost of \$172k is still a valid estimate.

Fred Hayes explained that the Composting System had been pushed out for re-evaluation by the Transfer Manager, Gerry Cornett. He noted that Gerry Cornett had initially requested to pull the project off the schedule but the CIP Committee recommended the project stay on as a place holder and pushed out to 2026 to give Gerry Cornett time to evaluate the project being valuable to the Town in the future. There are some private companies starting up to use similar composting systems and it may not be as profitable as Gerry Cornett had anticipated with competition from private vendors and he wanted to do more research.

Fred Hayes noted that the transfer trailer replacement was shown on the schedule as a place holder to be purchased in 2027.

Fred Hayes noted the Warrant Article had passed in March 2020 to add a new CRF for Emergency Management, and that was added to the schedule, with the first maintenance update to the systems/equipment due in 2027 and the maintenance should be completed subsequently every 10 years. Fred Hayes explained that Chief MacDonald provided an estimated cost of \$120k for the update in 2027 but noted that the Chief mentioned that there could be grants available for the 10-year maintenance updates.

Fred Hayes noted that the bonds were updated for the School and Fire Department with the construction cost increases and current interest rates.

Fred Hayes explained that once either the School addition or Fire Station passed at Town Vote, that item would drop off the CIP Schedule and go into the operating budget, there is some legal budgeting mechanism that requires any approved project with a bond to be moved to the operating budget after they pass.

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Public Hearing on the Capital Improvements Program, Plan of 2021, cont.

Fred Hayes stated that the yearly totals over the 6 year time frame varies between \$490k and \$583k and he thought that the schedule was well prepared and balanced.

Ed Carroll mentioned that in the CIP Narrative, it is noted that this year's CRF total decreased by \$18k compared to the total for 2020. He questioned what caused the decrease in the totals. Mark Suennen noted that the total in 2020 included the Fire Department Command Car and stated that the total in 2020 was \$568k, the decrease in the Narrative should be \$78k versus \$18k. Fred Hayes stated he would update the Narrative with the correct decrease in the total for 2021 and submit to the Planning office.

Mark Suennen mentioned that this years CIP total was closer to the 2019 totals, so he thought that looked good and steady.

Ed Carroll asked if the 5 year reval is also required by the State as the 10 year full reval is required. Fred Hayes replied that he had always been told that both the 5 year and the 10 year reval are required by the State.

Mark Suennen questioned the new pumper added to the Fire Department's schedule this year for purchase in 2027. Fred Hayes noted that the trucks were changed this year by the Fire Department and the new pumper scheduled to be purchased in 2027 would replace the truck at the main station with the highest miles and the replaced truck would be moved to Hilltop and the older pumper would be sold, keeping 3 pumpers in the fleet, with 2 at the Engine House and 1 at Hilltop.

Mark Suennen questioned why the bond for the Fire Station did not have the usual half payment in the first year. Fred Hayes said that could have been the dates provided for the bond schedule. Mark Suennen also mentioned that although the construction cost increased the total bond amount, the payments are substantially lower than they were 2 years ago. Fred Hayes noted that the bond payments were lower than 2 years ago because of the current interest rates.

Mark Suennen noted that the Highway Department F-250 listed on this years schedule was not included in the fleet last year. The Planning Coordinator, Shannon Silver explained that all of the Highway Department trucks were modified this year to be consistent and easier to identify. The Board discussed the Highway truck fleet and clarified that the F-250 was not included in the fleet prior to this year and the F-550 was labeled as the SML Dump Truck #6. The Road Agent had added the F-250 to the fleet because it would need to be replaced in 2021. Mark Suennen suggested that the cost for replacement be shown in the column for 2021 as it had been for the Chevrolet 2500 pickup in 2025. The Board discussed the need for the smaller pickup trucks and how the trucks were added to the schedule. It should be explained to the public how these trucks were purchased with grants and how these trucks need to be added to the fleet and on the schedule for replacement.

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Peter Hogan opined that he doesn't agree with how the Highway trucks were added to the fleet. Mark Suennen noted that the Warrant Article should specifically identify the truck that is going to be replaced and the Town would vote on that item.

Peter Hogan noted that he still disagrees with 2 new trucks being added to the Highway department fleet.

David Litwinovich stated that the Highway trucks should remain as shown on the schedule and it could be explained at the deliberative session and let the taxpayers vote on the Warrant Article.

Mark Suennen **MOVED** to first direct the CIP Committee & Selectmen to identify how the F-250 was originally purchased and if the truck was purchased through CIP then it would be kept on as is with it noted as a bookkeeping error but if the truck were purchased with other capital funds then the Board of Selectmen should address the purchase of the replacement as a separate Warrant Article with the monies called out as an expenditure in 2021. Ed Carroll seconded the motion. Motion **PASSED** unanimously. 5-0, Roll Call Vote: Ed Carroll-yes, Mark Suennen-yes, David Litwinovich-yes, Amy Sanders-yes, Peter Hogan-yes.

Mark Suennen **MOVED** to recommend approval of the 2021-2026 CIP Schedule, as amended, to the Board of Selectmen. Ed Carroll seconded the motion. Motion **PASSED** unanimously. 5-0, Roll Call Vote: Ed Carroll-yes, Mark Suennen-yes, David Litwinovich-yes, Amy Sanders-yes, Peter Hogan-yes.

Fred Hayes noted that he would check records for purchase of the truck with CIP funding and would advise his findings to the Planning Board via email.

The Planning Board thanked Fred Hayes and the rest of the CIP Committee.

Discussion, re: Planning Board Goals Review & Updates for 2021.

The Planning Coordinator, Shannon Silver noted that the Site Plan Regulations still need to be reviewed and updated this coming up year with Mark Fougere.

The Planning Coordinator, Shannon Silver explained that goal items 2 & 3, 'Review Off Site Road Improvements & 2 Year Road Maintenance Bond Final Inspection' could be combined as one item, to be discussed and completed with the Road Agent, Town Engineer, and the Planning Board.

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Discussion, re: Planning Board Goals Review & Updates for 2021, cont.

The Planning Coordinator, Shannon Silver noted the Planning Board Goals that the Board should start discussing, i.e. Workforce Housing, and prepare something that would be added into the Regulations. She opined that items 1 through 3 should be priority, including the Site Plan Regulations to be more user friendly for the general public. Mark Suennen said that along with adding a Solar Ordinance, it would work well to update both the Zoning and Site Plan Regulations simultaneously.

Mark Suennen asked Ed Carroll where the CEDS Committee stands. Ed Carroll said the Committee had not met this year and he has reached out but gotten no response, most likely because of the pandemic but he would try again to reach out to the Committee and advise the Planning Board of any updates regarding CEDS program.

David Litwinovich mentioned that the Water Management Resource Plan update could be finalized if the Board found it to be useful to the Town. He noted that Mark Fougere could provide his input and maybe asked SNHPC why an update to the Plan would be valuable to the Town. He explained that it was a few decades since the last time this document was updated, and the Planning Board had not used it as a resource and may not be able to prove that it would be useful to update. The Board agreed to have Mark Fougere present suggestions that would prove this to be a useful resource and should be updated.

David Litwinovich requested the Planning Board's assistance with gathering some suggestions to present to NHMA to amend the State RSA in re: Impact Fees, to make it easier for the Town to implement the Impact Fee Ordinance that was adopted by the Town. He explained that the Board would need to prepare and submit the suggestions by the end of Quarter 1, sometime in April to NHMA. The Board agreed to discuss amendments that could be suggested for the Impact Fee Statute in January 2021.

Miscellaneous Business and correspondence for the meeting of November 10, 2020, including, but not limited to:

1. Distribution of the September 22, 2020, meeting minutes, for approval at the December 8, 2020, meeting, with or without changes. (to be distributed by email)
2. Distribution of the October 27, 2020, meeting minutes, for approval at the December 8, 2020, meeting, with or without changes. (to be distributed by email)
3. Endorsement of a Subdivision Plan, for Jessica L. & Joshua W. Edwards, Tax Map/Lot #2/151, Tucker Mill Road and Dougherty Lane, by the Planning Board Chairman & Secretary.

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Miscellaneous Business and correspondence, cont.

4. Endorsement of a Notice of Decision Cover Sheet, for Jessica L. & Joshua W. Edwards, Tax Map/Lot #2/151, Tucker Mill Road and Dougherty Lane, by the Planning Board Chairman.
5. Endorsement of a Driveway Permit, for Jessica L. & Joshua W. Edwards, Tax Map/Lot #2/151-1, Tucker Mill Road, by the Planning Board Chairman.
6. Construction Service Reports, received October 30, 2020, for services rendered from October 19, 2020 to October 25, 2020, from Northpoint Engineering, LLC, for Forest View II, Phase II & III, for the Board's information.
7. Email received November 3, 2020, with attached memo, from Noah Hodgetts, NH OSI, to Planning Assistant, Nadine Scholes, re: OSI 2019-2020 Municipal Land Use Regulation Survey Results, for the Board's information.

The Planning Assistant, Nadine Scholes noted that she would forward the email received with the links to the Board.

There were no other items to be discussed.

Mark Suennen **MOVED** to adjourn the meeting at 7:34 p.m. Ed Carroll seconded the motion and it **PASSED** unanimously.

Respectfully submitted,
Nadine Scholes, Planning Board Assistant

Minutes Approved: 1/12/21