



**TOWN OF PITTSFIELD  
PLANNING BOARD  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263**

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**MEETING MINUTES OF Thursday, July 28, 2022**

**ITEM 1. - CALL TO ORDER**

Call to order at 7:02 p.m. by Adam Gauthier, Chair of the Planning Board.

**ITEM 2. – ROLL CALL**

Adam Gauthier – Chair

Ray Ramsey – Vice Chair

Carl Anderson – Selectman Rep.

Ed Trzcinski – Alternate (called to the table in place of Matt St. George)

**MEMBERS ABSENT**

Matt St. George

Randy Severance

Jim Adams – Selectman Alt Rep.

**OTHERS PRESENT**

Bonnie Theriault – Office Assistant

**ITEM 3. –PUBLIC INPUT**

None.

**ITEM 4. – APPROVAL OF MINUTES OF THE JUNE 9, 2022 MEETING**

Ray Ramsey: I make a motion to approve the June 9, 2022 meeting minutes.

Adam Gauthier: Second.

Discussion: None.

Motion carried 3-0-1. Adam Gauthier – yes, Ray Ramsey – yes, Randy Severance – yes, Ed Trzcinski – yes. Carl Anderson abstained.

**ITEM 5. – PUBLIC HEARING SUBDIVISION SIDE BY SIDE ENTERPRISES, INC. U2-19**

Adam Gauthier read the following;

Notice is hereby given in accordance with RSA 676:4 & 675:7 that an application for a Minor 2-lot Subdivision by Side by Side Enterprises, Inc., 31 Hampshire Hills Road, Bow, NH 03304, for property located at 71 Catamount Road, Tax Map U2, Lot 19, located in the Urban Zoning District, will be submitted to the Pittsfield Planning Board on Thursday, July 28, 2022, at the Pittsfield Town Hall 85 Main Street, Pittsfield NH, during a regular meeting of the Board which starts at 7:00 PM.

Upon a finding by the Board that the application meets the submission requirements of the Town of Pittsfield subdivision regulations, the Board will vote to accept the application as complete, and a Public Hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the Public Hearing, this application will stay on the Planning Board's agenda until such time as it is either approved or disapproved.

Application materials are available for review at Pittsfield Town Hall, 85 Main Street during normal business hours.

Bill Gagan from Side By Side Enterprises, Inc. introduced himself along with New Hampshire Land Consultants, PLLC. surveyor Scott Frankiewicz. Bill Gagan stated the application is a proposal to subdivide Map U2 Lot 19 on .55 acres of land into two residential lots in the Urban Zone located at 71 Catamount Road in Pittsfield, NH.

Board members went over the Town of Pittsfield Land Use Application Department Head Review forms as noted below;

**Building Inspector Scott LaCroix** – Have reviewed the plan and have no problem with it. Dated 7/28/22

**Fire Chief Peter Pszonowsky** – All building life safety codes met for 2022 codes. Dated 7/28/22

**Police Chief Joe Collins** – no comment. Dated 6/28/22

**Public Works Noel Gourley** – Please note that the sidewalk is in future plans to continue down Clark St. (west side). This way the future land owners are aware of the town's intent. Dated 7/28/22

**Waste Water Bill Gilpatric** – I have no issues with this. Dated 6/28/22

Carl Anderson: I make a motion there is no regional impact.

Ray Ramsey: Second.

Discussion: Board members discussed adding a condition for the town's future phase of continuing a sidewalk on Clark Street to the plans.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey – yes, Carl Anderson – yes, Ed Trzcinski – yes.

Adam Gauthier stated out all the setbacks have been met, the application has no waiver requests, and went over a checklist submitted by Matt Monahan of CNHRPC in the application review from July 8, 2022, with applicant Bill Gagan;

**Pittsfield Subdivision Checklist Requirements:**

**1. Checklist Item #4, letter or authorization was not included with the information provided.**

N/A Applicants were present for the meeting.

**2. Checklist Item #37 (5.B.2.b.13), time schedule could not be located.**

Adam Gauthier notified the applicant there is a 2-year time schedule upon approval for the building to be complete or the applicant will need to return to the Planning Board for an extension.

**3. Checklist Item #38 (5.B.2.b.14), house numbering could not be located.**

N/A

**4. Checklist Item #45, (RSA 236:13), NHDOT driveway permit required for access to Catamount Road.**

Applicant noted the NHDOT driveway permit has already been submitted.

**5. Checklist Item #47, Performance bond as required by the Planning Board**

N/A Proposed lot will not involve excavation into new sidewalk

**6. Checklist Items #50-56 (10.G), Driveway not shown.**

Proposed driveway will be off Clark Street.

**7. Checklist Item #58 (10.H), Connection to sewer not shown.**

Applicant stated they could not tie into the manhole, so the applicant will be working with sewer company when the time comes.

**8. Checklist Item #59 (10.H), Letter from Town Sewer Dept not included.**

N/A Board members already received department head letters.

**9. Checklist Item #61 (10.I), Connection to water not shown**

N/A

**10. Checklist Item #62 (10.I), Letter from Town Water Dept not included.**

N/A

**11. Checklist Item #65 (10.L), Electric and water & sewer connections not shown.**

Applicant will show electrical connections once determined.

Ray Ramsey: I motion the application is complete.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Adam Gauthier reread the following;

Notice is hereby given in accordance with RSA 676:4 & 675:7 that an application for a Minor 2-lot Subdivision by Side by Side Enterprises, Inc., 31 Hampshire Hills Road, Bow, NH 03304, for property located at 71 Catamount Road, Tax Map U2, Lot 19, located in the Urban Zoning District, will be submitted to the Pittsfield Planning Board on Thursday, July 28, 2022, at the Pittsfield Town Hall 85 Main Street, Pittsfield NH, during a regular meeting of the Board which starts at 7:00 PM.

Upon a finding by the Board that the application meets the submission requirements of the Town of Pittsfield subdivision regulations, the Board will vote to accept the application as complete, and a Public Hearing on the merits of the proposal will follow immediately.

Should a decision not be reached at the Public Hearing, this application will stay on the Planning Board's agenda until such time as it is either approved or disapproved.

Application materials are available for review at Pittsfield Town Hall, 85 Main Street during normal business hours.

Adam Gauthier opened and closed public input at 7:18 p.m. with no comments.

Adam Gauthier: I motion to approve the application with a condition of wetland and all required signatures & stamps to be included on the plans.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Adam Gauthier: I motion to approve the application with a condition of obtaining NHDOT driveway permit and Town of Pittsfield driveway permit for Clark Street.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Adam Gauthier: I motion to approve the application with a condition of adding the Pittsfield town future phase of sidewalk renovations running from the top of Catamount Road down to the town shed on the west side of Clark Street to the plans.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Adam Gauthier: I motion to approve the application for 71 Catamount Road, Pittsfield, NH Side by Side Enterprises, Inc. with the following conditions;

1. Wetland and all required signatures & stamps to be included on the plans.
2. Obtaining NHDOT driveway permit and Town of Pittsfield driveway permit for Clark Street.
3. Adding the Pittsfield town future phase of sidewalk renovations running from the top of Catamount Road down to the town shed on the west side of Clark Street to the plans.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Board members thanked the applicants for coming in and Adam Gauthier notified the applicant that there is a 30-day appeal process.

#### **ITEM 6. – MEMBERS' CONCERNS**

Adam Gauthier noted confusion in the June meeting about minutes being posted online and said statute states the town shall have a note dictating where minutes can be found which is currently located on the town website.

Board members discussed nominating someone from the Planning Board as a rep on CIP committee to make sure a quorum could be reached at future CIP meetings.

Adam Gauthier: I nominate Randy Severance as a Planning Board representative on the CIP committee.

Ray Ramsey: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Board members briefly discussed upcoming ZBA and Planning Board applications for the month of August 2022.

Bonnie Theriault noted new state regulations took effect on July 23, 2022 and added New Hampshire Municipal Association (NHMA) is currently working on trying to get the information together in a webinar for August 10, 2022 that she will be attending.

**ITEM 7. - ADJOURNMENT**

Ray Ramsey: I make a motion to adjourn at 7:39 p.m.

Carl Anderson: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Ray Ramsey– yes, Carl Anderson – yes, Ed Trzcinski – yes.

Approved:



Adam Gauthier, Chair

8/1/2022  
Date