

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

MEETING MINUTES OF Thursday, September 30, 2021

ITEM 1. - CALL TO ORDER

Call to order at 6:21 p.m. by Adam Gauthier, Chair of the Planning Board.

ITEM 2. – ROLL CALL

Adam Gauthier – Chair

Randy Severance

Jim Adams – Selectman Alt Rep.; arrived at 6:26 p.m.

Ed Trzcinski – Alternate; called to sit in for Matt St. George.

MEMBERS ABSENT

Matt St. George – Vice Chair

Carl Anderson – Selectman Rep.

Ray Ramsey

OTHERS PRESENT

Bonnie Theriault – Administrative Assistant

ITEM 3. –PUBLIC INPUT

Diane Rider wanted to know when a decision would be made in regards to subdividing and building regulations for a Class VI Road and if anyone has had the opportunity to look at Range Road.

Bonnie Theriault stated there had been a general discussion with the Supt. of Public Works Noel Gourley, Code Compliance Officer Scott LaCroix, and the Fire Chief Peter Pszonowsky to let them know about the subdivision proposal and they seemed to think the road was in pretty good shape according to what minimum standards could be, but that some roads might need additional requirements. The question of Class VI standards and whether to pave or gravel a road has been included in the Planning Board's agenda with CNHRPC and will be addressed at a future meeting.

Bonnie Theriault stated the Planning Board is hoping regulations and subdivision updates with CNHRPC to be completed by November 2021 for a Public Hearing. Adam Gauthier stated once the Board receives CNHRPC's recommendation, the Board could look at proceeding with the Select Board giving Diane Rider something in writing.

Diane Rider asked if it would be possible to have the past Supt. of Public Works George Bachelder give a recommendation of what he did in the past since he had worked with Class VI Roads for 20 years before retirement. Ed Trzcinski said he would reach out to George Bachelder to try to get further information.

Bonnie Theriault let Diane Rider know the Planning Board should have CNHRPC's recommendation at the October 14th meeting and an October 28th Work Session is scheduled to look over the updated regulations before the November Public Hearing.

Dan Rider asked how long it might take because he had concerns that the process would take 6 months or more before a decision could be made. Adam Gauthier let Dan & Diane Rider know the best course of action at this time would be to wait for CNHRPC to make a recommendation for road standards before proceeding so that the application will line up with the updated regulations. Bonnie Theriault stated the subdivision application deadlines could be found online for when the application process starts. Board members thanked Dan & Diane Rider for coming in.

**ITEM 4. – APPROVAL OF MINUTES for August 12, 2021 MEETING & July 22, 2021, Work Session
Minutes that were tabled at the August 12, 2021 meeting**

Adam Gauthier stated the Planning Board minutes for August 12, 2021, and the Work Session minutes for July 22, 2021, would be tabled because there was no quorum.

**ITEM 5. – CLASS VI ROADS – Developers, LLC & Use information from NHMA and Town of Pittsfield
Class VI Road Minimum Specifications copies for discussion**

Bonnie Theriault shared copies of Developers, LLC & Use information and Class VI Road Minimum Specifications for discussion. Bonnie let Board members know from the articles she has read from NHMA and the appeals Board; if there are any slight implications of application denial due to a future impact and the denial decision was not based on a specific current regulation in place there would be potential for finding fault in the reasoning for denying an application. Bonnie also let the Board members know the Notice of Decisions would also need to become more specific in the future.

ITEM 6. – BAILEY PARK SUBDIVISION

- a. Discuss the response from Town Counsel regarding his review of the Declaration of Open Space Covenants and Restrictions for Bailey Park Subdivision as presented by Manuel D. Sousa, Jr., Authorized Agent for K & M Developers LLC, through their Attorney at Prunier & Prolman, P.A. And, to vote to accept or deny the agreement as it is written and to have Bonnie send an email to Manuel D. Sousa, Jr., advising him of the board's decision.

Adam Gauthier stated they had received a copy of the Declaration of Open Space Covenants and Restrictions from K & M Developers LLC that was sent to the town attorney and was found satisfactory for its intended purpose and that it meets the requirements of the Zoning Ordinance.

Adam Gauthier: I make a motion to approve Bonnie Theriault to send the copy of Declaration of Open Space Covenants and Restrictions back to K & M Developers LLC to record as written with Merrimack Registry of Deeds.

Ed Trzcinski: Second.

Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, Jim Adams– yes, Randy Severance – yes, Ed Trzcinski – yes.

b. Copy of a Certification of Zoning Compliance form response from Zoning Administrator

Scott LaCroix, regarding the request of K & M Developers LLC, to allow for a 22 X 22 garage to be allowed on the Bailey Park subdivision lots, and have the 1,008 (or less) square foot stipulation be specifically for the home footprint. Discussion will be to determine how Mr. Sousa of K & M Developers LLC, should move forward with the request to the Planning Board. No vote or decision to change the conditions of the Bailey Park subdivision will be made during this meeting. This discussion is specifically to determine the process Mr. Sousa should take to move forward with this request as it is not a Zoning Ordinance issue and Mr. Sousa has been advised in the response from the Zoning Administrator that he needs to address this request with the planning board.

Adam Gauthier stated there was a request to have the 1,008 square foot (or less) stipulation be based on the home footprint and allow the home to be reduced down to 936 square feet to allow a 22' x 22' garage to be included. Bonnie Theriault stated she had spoken with the Code Enforcement officer Scott LaCroix and his response was that it should be up to the Planning Board to make the decision. Board members decided to table the discussion and look into whether amending the ratio in the Bailey Park subdivision lots would be legal for the Planning Board to decide on.

ITEM 7.- CORRESPONDENCE

a. Master Plan update letter from Ralph Odell

Adam Gauthier read a letter dated August 24, 2021, from Ralph Odell which is transcribed below;

Board of Selectmen,

Our family has recently moved from Pittsfield and I would like to be removed from all committee work. Our lifestyles have led us to a different type of housing. Participating in Town activities has always been enjoyable and I have had the opportunity to get to know many fine people. Pittsfield has many fine features.

The Master Plan has been approved by the Planning Board, but there are several items that need to be completed.

Table of contents, acknowledgments, pages number, cover, and other minor items need to be completed.

Final copies need to be made and a copy needs to be placed on the Town Website.

Committee files need to be compiled and left at the Town Hall.

Providing a summary and meeting with various committees to outline information that are relevant to their committee work.

If I can be of future assistance to the Town feel free to contact me.

Sincerely,

Ralph Odell

Board members thanked Ralph Odell for all of his years of hard work in the Town of Pittsfield while wishing him luck, noting that it will be hard to find someone else to fill his shoes.

b. Copies of important dates for 2021-2022 SB 2 Town Meeting

Board members discussed future meetings dates and agendas scheduled to allow enough time to hold public hearings for Warrant Articles and to meet with the Budget Committee. Some of the dates that have been reserved for the Planning Board to meet are December 9th, December 16th, and January 13th.

Adam Gauthier read an email dated September 23, 2021, from Katie Bachelder the Chair of the Budget Committee transcribed below;

Last night at the Budget Committee meeting we figured out the budget process schedule and determined that the Public Hearing should be on January 13th. There is also a Planning Board meeting scheduled at that same time. Someone needs to reschedule.

Adam Gauthier said he replied asking if the meeting could be moved to January 12th because the Planning Board needs the January 13th date. Bonnie Theriault noted that several meetings will need to be scheduled in November for the applications coming through the Zoning Board in addition to the possible amendments and Warrant Articles.

c. CNHRPC – biennial update of the NH DOT Ten Year Transportation Improvement Plan (TYP) to cover Fiscal Years 2023-2032

A copy of the biennial update for the NH DOT Ten Year Transportation Improvement Plan to cover Fiscal Years 2023-2032 was shared with Board members with a brief discussion.

d. CNHRPC – memo regarding estimated cost for zoning ordinance update for possible 2022 planning budget

Bonnie Theriault said that once the regulations are in place there will be a new document and the Planning Board would then need to worry about the Zoning Ordinance coming in compliance with the updated regulations. The estimated cost for CNHRPC to help with the Zoning Ordinance updates is around \$8,800 due to the overhaul. A letter dated September 28, 2021, from CNHRPC is transcribed below;

Subject: Zoning Ordinance update proposal

Dear Bonnie:

The following is an update to our discussion related to the potential process and cost to update the Pittsfield Zoning Ordinance, with the project broken up into phases if necessary. We understand that the initial phase of the project would seek to simplify and clarify the existing ordinance in order to make it easier to use document for the public, town boards and staff. A second future phase, if necessary, could update the Table of Uses and zoning district boundaries/designations. The following is a proposal for the initial phase of the project.

We feel that it would be best to start the project in April/May 2022 to prepare adequately for Town Meeting 2023. While much of the project will involve meetings with the Planning Board, ZBA and the Selectmen, an important part of the project would involve at least two public workshops in the fall.

To begin, we propose to undertake a detailed staff assessment of the ordinance and review that assessment with the Planning Board. As we have discussed, the ordinance could be greatly simplified in a similar manner to the current Land Use Regulation Handbook development project. CNHRPC staff would complete a thorough review of the definitions and outline potential measures to simplify and update the document. Working with the Planning Board through the summer, the goal would be to

complete the draft by early fall.

Beyond the work with the Planning Board, Board of Selectmen and ZBA, a series of public workshops/meetings in early to mid-fall would help with public understanding of the project, and hopefully lead to a successful adoption of the proposed changes at Town Meeting 2023.

CNHRPC staff would prepare working materials and the final document and attend/facilitate meetings as necessary during the process. We estimate the cost of this effort to be \$8,800, based upon an estimate of 160 hours of staff time.

I would be happy to discuss this further with you and the Planning Board at any time.

Sincerely,
Michael Tardiff
Executive Director

Board members discussed the possibility of any future grants that could significantly decrease the \$8,800 cost for updating the Zoning Ordinance. It was also suggested that the Board could start the process by adding half of the quote in the proposed Planning Board budget for this year so that it can go to the Select Board and Budget Committee for review before being brought to Town Meeting.

Adam Gauthier asked about the wording in the letter for the quoted price and if it included updating the Table of Uses and zoning district boundaries/designations. Bonnie Theriault said she would check with CNHRPC for clarification before the Board makes a final decision.

Board members agreed to pay \$1,650.00 as the second payment out of three for the current CNHRPC work session meetings to update regulations and subdivisions.

ITEM 8. – SELECTMEN’S REPORT

Jim Adams said the Select Board has been busy with budget planning like many of the other boards and committees at this time of year. Jim said there are a lot of potential expenses coming up such as needing a replacement dump truck and fire truck raising some concerns so the Board has been looking into various grants to alleviate the potential tax burden.

Jim Adams said work on a maintenance-free native flora and fauna garden will be started soon on the Main Street property which will add character to the Town. It was also noted the barn behind the Berry House on Main Street has been demolished and debris is being removed in order to add a gravel parking area adjacent to the library with a retaining wall.

ITEM 9. – MEMBERS CONCERNS

Bonnie Theriault said the Work Session minutes are being transcribed with the basic information discussed in the meetings. If there is anything specific a Board member would like to be included, please make a note of it on record during the meeting so that the minute taker can include it in the Work Session minutes.

ITEM 10. – ADJOURNMENT

Adam Gauthier: I make a motion to adjourn at 8:20 p.m.

Ed Trzcinski: Second.

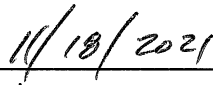
Discussion: None.

Motion carried 4-0-0. Adam Gauthier – yes, – yes, Jim Adams– yes, Randy Severance – yes, Ed Trzcinski – yes.

Approved:



Adam Gauthier, Chairman



Date