



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

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**WORK SESSION MINUTES OF Thursday May 27, 2021**

**ITEM 1. - CALL TO ORDER**

Call to order at 6:00 p.m. by Adam Gauthier, Chair of the Planning Board.

**ITEM 2. – ROLL CALL**

Adam Gauthier – Chair

Matt St. George – Vice Chair

Carl Anderson – Selectman Rep.

Randy Severance

Ed Trzcinski- Adam Gauthier called Ed Trzcinski to sit in for Ray Ramsey.

**MEMBERS ABSENT**

Jim Adams – Selectman Alt Rep.

Ray Ramsey

**OTHERS PRESENT**

Bonnie Theriault – Administrative Assistant

**ITEM 3. –PUBLIC INPUT**

None.

**ITEM 4. – MEET WITH MIKE TARDIFF OF CENTRAL NH REGIONAL PLANNING COMMISSION TO DISCUSS THE PROPOSAL TO WORK WITH THE PLANNING AND ZONING BOARDS TO UPDATE REGULATIONS AND APPLICATIONS**

Adam Gauthier stated the Planning Board got approval from the Select Board to work with the Central NH Regional Planning Commission on updating regulations and applications and introduced Mike Tardiff.

Mike Tardiff thanked the Board for inviting him to work with them stating the work could be completed in a 4 month time frame depending on the availability of the Planning Board. Central NH Regional Planning Commission will have two experienced employees help the Board combine regulations in order to make the application process easier for both the Planning Board members and the applicants. Matt Monahan who has been with CNHRP since 2006 and Steve Henninger who brings over 30 years' experience as a former Assistant Planner in Concord, together bringing 40-50 years of experience in the process.

CNHRPC will be able to give assessments to point out any conflicting documents or regulations and help

clarify the application process. The process will involve combining regulations in order to bring better clarification while streamlining the application process so outward facing documents are clear on both the website and through the office. It will also allow a predictable and reliable process of going to one place for land development regulations and follow a flow chart to see what needs to be completed in the application process without needing a 2-year degree in Planning to understand the application process.

Board members agreed the work was needed for both Planning Board members and citizen applicants. It was requested to have full Board meetings rather than a subcommittee due to newer board members wanting the training and experience. An agreement was reached to meet on Thursday June 24, 2021 at 6:00 p.m. to discuss and start the work. Adam Gauthier thanked Mike Tardiff for coming in stating the Board members were excited to begin working with CNHRPC at the next meeting.

**ITEM 5. – BAILEY PARK SUBDIVISION NOTICE OF DECISION AND BOND REQUIREMENTS – DISCUSS HOW K & M DEVELOPERS CAN MOVE FORWARD WITH BUILDING AND THE REQUIREMENTS THAT NEED TO BE COMPLETED**

Board members continued the conversation of the Bailey Park cluster subdivision. In a past Planning Board meeting on May 2, 2013, the developer was advised to meet with the Conservation Commission to write up an agreement for deeding the open space. In speaking with Chris Hill, the Chair of the Conservation Commission, it was stated that the developers have never reached out to the Committee to resolve the issue.

Adam Gauthier read the following Notice of Decision from March 31, 2006 signed by David Simpson who was the Vice Chairman of the Board at the time;

The following conditions;

1. Declaration of open space drafted by the Town attorney
2. Performance bond in amount of \$187,276.40 or other amount as provided and acceptable to the Town attorney and approved by the Select Board
3. Phase in under permit limitation be no more than 20% or 7 permits, whichever is less for 2006
4. The structure to be built to not exceed 1008 square feet footprint
5. Underground utilities located within the right of way
6. Must comply with all subdivision regulations as follows or unless otherwise approved by the board.

Board members were in agreement that the open space issue would need to be resolved before building could continue. There were also some questions about whether the road was accepted as a Town road through Town meeting.

Carl Anderson read the following;

Land which is part of a subdivision plot or site plan; no building shall be used or occupied prior to the

completion of required streets and utilities, except upon such terms as the Planning board may authorize as part of its decision of approving the plot or site plan.

Carl Anderson said due to current residents living in Bailey Park, the Planning Board seems to have approved the road as a private subdivision road which is the only authority the Board has and he would bring the topic up at the next Select Board meeting.

Board members asked for Bonnie Theriault to reach out to the developers and ask them to contact the Conservation Committee about the open space issue in order to proceed with the development and to also look into whether Town acceptance of the road would need to go on the next ballot.

#### **ITEM 6. – MEMBERS' CONCERNS**

Adam Gauthier wanted to remind Board members that meeting outside of the Planning Board with applicants would need to be restricted to approved visits by the Board because any comments or conversations with applicants could be reflected back on the Board members as a whole.

Adam Gauthier also asked that any comments or conversations during the Planning Board meetings or hearings be kept on topic with what is in the application or agenda and that all non-topic conversations or comments to be saved for outside of the recorded meeting.

Adam Gauthier let Board members know the Planning Board's proposed roads of Upper City/Norris Road, Fairview/Catamount Road, and Fairview/Clark Street were approved by the Select Board and will be added to the traffic study.

#### **ITEM 7.- SELECTMEN'S REPORT**

None.

#### **ITEM 8. – ADJOURNMENT**

Carl Anderson: I make a motion to adjourn at 7:59 p.m.

Ed Trzcinski: Second.

Discussion: None.

Motion carried 5-0-0. Adam Gauthier – yes, Matt St. George – yes, Carl Anderson – yes, Randy Severance – yes, Ed Trzcinski – yes.

Approved:

  
Adam Gauthier, Chairman

June 10, 2021  
Date