

**Planning Board Meeting**  
**7:00 p.m. May 27, 2025 at the Meeting House**

**Members Present:** Rich Marcou (Vice-Chair), Greg Meeh, Megan Portnoy, Joshua Gordon, Logan Snyder, Scott Doherty (Selectboard Rep)

**Members Absent:** Brendan O'Donnell (Chair), Hillary Nelson (Alternate), Clifton Mathieu (Alternate)

**Others Present:** Mike Tardiff (CNHRPC), Beth Blair (Selectboard via Zoom), Michelle Hammond (Planning Board Secretary)

**Call to Order**

The Planning Board meeting was called to order at 7:04 PM.

**Capital Improvements Program (CIP) Update**

Mike Tardiff of Central New Hampshire Regional Planning Commission (CNHRPC) shared his experience with CIP stemming back from when he was a young planning technician in the late 1980's.

Mike explained that this is a compressed CIP process, one page that gives context to what it is, what it is not, objectives of what the CIP, stabilizing the municipal tax rate, a tool that the budget committee can use as they see fit and a process that can be set aside because it is an advisory document.

Mike felt it is best used by individual department heads to make a pitch for CAP reserves to lay out the thought pattern behind what the needs are, it is not maintenance, it is Capital Expenditures.

Mike reviewed the CIP with Ken Folsom, Town Administrator, and would like to cycle back through with the BOS because he has a question; Wouldn't this be stronger if we had the road improvement program within it instead of having a number for road improvements every year but to lighten what the potential plan is for the next 5-6 years? He typically finds about half of the CIPs include road improvements.

In addition, it is helpful for defending the funding for the road program year after year because the plan is laid out. He stated that the key to the CAP is having an understanding that use of cap reserves is the key.

Mike said that they did do a road management system two summers ago and the base is there for that information to lay out what potential roads could be in that system.

Greg reiterated that Canterbury is unusual in the high number of town-maintained roads it has, so road improvements should be included in the CIP.

Mike continued explaining that town staff put together the narrative, he was struck by the police vehicles in the same year but that is sometimes the role of the CIP committee is to make a recommendations, sometimes things get stacked up in year four and it is good process to maybe put things into year three or year five and that might happen when this a more mature process. For example, maybe every other year a police vehicle verses them stack up in one year.

Megan asked Mike to clarify whether the expense figures submitted by department heads represented needs or wants. Mike explained that this is an advisory document that the Budget Committee and Selectboard could use. No expenses would be approved until Town Meeting.

Sometimes PB's will interrogate Dept. Heads about these numbers, but he feels the Budget Committee meetings and Town Meeting are more appropriate places for that level of scrutiny.

Mike presented the CIP document to the board, which included a description of what a CIP is, a narrative about the project, and the status as of March 30, 2025.

The spreadsheet represents the Capital Improvement Program (CIP) and extends for 15 years, whereas our traditional CIP covers a period of 6 years. Thus, we are currently up to date. The forecasted capital expenses by department for the next six years are shown above the line, while the funds available to offset these expenses are indicated below the line.

The Planning Board is responsible for reviewing the capital improvement plan (CIP) in January, adjusting the timeline by removing a year and adding a new one, and updating the CIP in April. There is ongoing discussion about developing a checklist for this process. Currently, the CIP is maintained as an Excel spreadsheet. Mike advised that skipping a year poses challenges. The minimum capital expenditure typically utilized is \$10,000.

Mike emphasized that this document serves as an advisory tool for the budget committee. It provides the budget committee and planning board with a clear understanding of expenses, and it is necessary to have them in place when there is a building permit limitation.

Mike recommended evergreen content for the Master Plan, with one updated chapter per year. Logan suggested adding a last updated date to each chapter.

Mike stated that his team will assist with the road plan. The process will include a Public Hearing, similar to the adoption of the Master Plan. The timeline for completing the road plan should only take a few weeks. Mike will confer with Ken about the details. A draft will be posted prior to the public hearing.

Megan emphasized the importance of clearly communicating that the CIP is an advisory document, not a suggested budget.

### **(HOP) Housing Opportunity Planning Grant**

Mike announced that it is time to conduct a public session with an introductory meeting. The agenda will include topics such as past activities, future direction, housing, zoning, and regulatory changes. The Central New Hampshire Regional Planning Commission (CNHRPC) will be prepared to host an informational meeting as early as next month. This session will provide residents with the opportunity to offer recommendations for the town meeting in 2026.

Mike provided an update on the current legislation. Class 6 roads must meet the liability requirements and demonstrate insurability, which could be a restriction for development on those roads. If passed, this legislation will significantly impact Class 6 roads.

#### **Public Engagement:**

- Discussion on whether to wait for July legislation results before holding a Community Engagement session or hold it on June 24th at 6 PM with pizza at the Town Hall.
- The event will be promoted on social media, town newsletter, and website. Mike will provide language, recap the housing chapter, and present context about ADUs, cluster development, mixed-use definitions, and workforce housing. Rich wants public feedback included. Mike mentioned incorporating this into the legislation discussion, including the New Hampshire housing study. The board seeks a clear definition of mixed-use with examples.
- Mike will ensure that Brendan has all necessary resources for community engagement. Mike mentioned that Canterbury was highlighted as a success story.

- Logan noted that people with children often find it difficult to attend these meetings due to the time. There was discussion about possible solutions including providing childcare and changing the time of the meeting. The Board agreed to an early start time of 6 p.m.
  - The Conservation Committee should be involved in the planning process.
- Mike expressed gratitude for being placed at the beginning of the agenda tonight.

#### **Approval of May 13, 2025, Draft Meeting Minutes**

- Logan Snyder should be put under absent members.
- Line 54 a period to follow Property. Capitalized PRIOR
- Line 121 divided

Greg moved to accept the minutes of the meeting held on May 13, 2025, as amended, Megan seconded. Logan and Joshua abstained as they were not at the meeting.

#### **Town of Canterbury Contaminated Materials Ordinance (Sludge DRAFT Ordinance)**

This draft was prepared by Brendan. Joshua commented on RSA 147:1 Regulations, noting that the BOS are not authorized to adopt ordinances and stating that the term "ordinances" throughout the document is legally incorrect. He suggested replacing "ordinance" with "regulation" in the entire text.

Both Joshua and Rich stated that they considered the draft well-written. Rich referred to a case in Tilton where the legality of the BOS ordinance was upheld.

Greg recommended discussing the terminology issue with Brendan to ensure the appropriate use of "ordinance" and "regulation".

Definition of Sludge was discussed by the board and how it is processed with further discussion to be continued.

Questions for Brendan:

- Greg asked if PFAS chemicals should be included. Logan noted that the phrase “pose a present or potential threat to human health or the environment” might be too broad. Joshua mentioned he had discussed this issue with the Conservation Commission a year ago, who had well-developed thoughts on it. The Board suggested consulting Ken Stern and Kelly Short from the Conservation Commission for advice on the wording.
- Logan and Joshua spoke in favor of increasing the fine. Rich explained that violations are intended to result in low-level fines, with the main penalty being the requirement to fix the problem. Logan expressed concern that a \$50 fine may not be effective for commercial entities. Megan noted the lack of clarity, as written, on how this would be enforced. She inquired about who would issue fines and determine what remediation was needed. Logan assumed it would be the Board of Selectmen (BOS) since they created the regulation. There was some discussion about what fines the RSAs allow and about whether the Health Officer would be in charge of enforcement.

The board will invite the Conservation Commission and Geoff Hubbell, Health Officer, to provide input at the next meeting.

#### **Chapter 9 Master Plan Solid Waste**

Mike commended the Solid Waste Chapter, stating that it should be a stand-alone chapter.

Rich drafted this section six months ago, following the legislature's authorization of Chapter 9 by the state of New Hampshire for towns with multi-chapter master plans. He

discovered that no other town had a draft prepared at that time. Rich utilized the 10-year State of New Hampshire Solid Waste Master Plan as the basis for his format and planning process.

The State of New Hampshire adopted their own Master Plan for solid waste in September 2022. Subsequently, Rich presented the draft to Mike Tardiff and Riley to incorporate into the format displayed at the meeting.

Rich proposed reviewing the document paragraph by paragraph for edits, and that Brendan intended the meeting as a working session for Chapter 9. At 8:30 PM, Rich asked whether the board wished to proceed with the review. Logan suggested submitting a list of edits similar to how minutes are handled, and Megan concurred. The board continued with edits as follows:

**Suggestions and Edits from the board:**

- Joshua:
  - NRRA define
  - Recommendation section, join the state surplus program, not mentioned in the body.
- Scott:
  - 9.2 Survey results, response rate in first paragraph, what is the specific number? 36% of what number of total mailings, Define more closely.
  - Define 85.5% respondents (367 total responses)
  - 9.3 First paragraph, air and water monitoring by the state, what is air monitoring? Rich will define
  - Objectives and Recommendations, “continue to fund a capital reserve account to prepare for” 9.5 for future purchases. be specific.
  - 9.1 bullet point future purposes should be defined
- Town of Gilford, take out U
- Megan:
  - Asked about separating Styrofoam. Rich said we do not separate. Logan asked when the Styrofoam collection started, Gilford has been doing it for a few years. It was discussed by the solid waste committee but there is no space at the transfer station. Styrofoam is slowly overwhelming access into the packer truck. It is the rigid Styrofoam, not the Styrofoam cups.
  - Rich shared that Gilford is looking for volunteers, 2-hour shift, you can find information online and sign up. The process involves melting down the material, after which it forms into a braid. It is then resold and repurposed. Logan suggested that information be inserted into a newsletter and Rich said that they have tried.
  - 9.3 says light and it should say rigid

Rich tabled until next meeting for edits to be received. Rich said send to him, he will collate and write an updated version. Joshua suggested making this the first chapter of the "rolling" Master Plan. **Action Item:** All Members read Chapter 9 Draft and send edits to Rich. The board felt Rich did a great job and thanked him.

**Adoption of Land Use Regulations**

They were adopted and effective November 12, 2024, and signed and will be filed with Sam at the town this week. Land Use Regulations will be posted this week on the website by

Kal. The subcommittee will be meeting on June 17<sup>th</sup> to work on the checklist that will be added when complete. This is a living document. The November 12 meeting minutes were referenced.

**Megan analysis of our ordinances with AI**

Megan ran an analysis of the Land Use Regulations and handed out a resulting document. The first section is minimal technological issues. Only three sections that showed errors. The next section policy and strategic improvements, keeping in mind changes in legislation and pages 2 and 3 gave recommendations that would be under our control. In addition, ideas for managing large developments (under 3 and 4) and she noted that discussions on CUP on pages 6 and 7. She noticed in her notes from a prior session that the Board was interested in improving our Ag Zone Use and Mixed Use, and she can ask AI for suggestions. AI picks up specifically what is asked for. She will further work on improving our Agriculture Zone and Mixed Use. She reiterated that these are just ideas to consider as we make improvements to our Land Use Regulations. The board thanked Megan for her work on this.

**Adjournment**

Joshua moved to adjourn Logan seconded at 8:41 p.m., all voted in favor.

***Next Meeting: June 10, 2025, at 7 p.m. at the Meeting House***

Respectfully Submitted,  
Michelle Hammond, Planning Board Secretary