

Planning Board Meeting
7:00 p.m. July 8, 2025 at the Meeting House

Members Present: Brendan O'Donnell (Chair), Rich Marcou (Vice-Chair), Greg Meeh, Logan Snyder, Megan Portnoy, Scott Doherty (Selectboard Rep)

Members Absent: Joshua Gordon, Clifton Mathieu (Alternate), Hillary Nelson (Alternate)

Others Present: Kal McKay (Admin Assistant), Beth Blair (Selectboard), Calvin Todd (Selectboard), Ken Stern (Conservation Commission Chair), Lisa Carlson, Betty Fifield, Stephen Fifield

Call to Order

The Planning Board meeting was called to order at 7:02 p.m.

Greg made a motion to move the Conditional Use Permit for 207 Shaker Road to the top of the agenda. Megan seconded. All in favor by roll call, motion carried.

Conditional Use Permit: 207 Shaker Road

Betty and Stephen Fifield submitted an application on 7/2/25 for a Conditional Use Permit to have a detached accessory dwelling unit (ADU) on their property at 207 Shaker Road. Both applicants attended the meeting.

Brendan explained the process to the applicants and asked them to present their application. The Board must first determine if the application is complete before considering the merits. That way when the Board makes their decision, they have proof that the application met or did not meet all of the criteria in the Zoning Ordinance.

Stephen and Betty reviewed their application for the Board and explained the diagrams and pictures submitted with the application. The ADU will be about 200ft from the existing house. They stated that the parcel is 46 acres, but the documentation shows the property is 42 acres. The driveway enters on Shaker Road.

One of the included diagrams was a partial scan of the septic design for the ADU. The design has been approved by the state. It would only service the ADU, not the house, and it is designed for a 1 bedroom house. The septic plan was prepared by Bear Hill Survey and Design in Chichester.

The Fifield's stated that the ADU would be 14ft by 26ft.

The Board discussed if the application was complete. Brendan read aloud the standards listed in 18.3.1 and 18.3.3 of the Zoning Ordinance.

The Board discussed items that they felt were missing: floor plan of the ADU with dimensions, height of the ADU, details about parking spaces, documentation of distances to neighboring properties and the existing house. They don't expect any of these items to be issues because of how big the property is, but they will need documentation when considering the merits.

Stephen presented the full septic plan to the Board which showed the entire property, the scale, and the approval number from the State. There was discussion about if the approval needed to be verified. It was explained that the Board can take approved and unapproved septic designs with applications. If the septic was not approved yet, they would just make that a condition of the approval.

The ADU will be tied into the well from the existing house.

Logan moved to find the application incomplete because it is missing a floor plan with ceiling height, dimensions of each room, and total square footage, parking spaces marked on the plan for both the existing house and the ADU, marks on the plan that show setbacks to property boundaries and the existing house, and a copy of the full septic plan. Megan seconded. All in favor by roll call, motion carried.

Logan moved to continue this hearing on August 12th. Greg seconded. All in favor by roll call, motion carried.

The Fifield's will bring the requested information to the Town Office so it can be added to the application and presented at the August 12th Planning Board meeting.

Approval of Draft Meeting Minutes

Kal reviewed the proposed changes to the May 27, 2025 Planning Board meeting minutes. (See 2025-07-08 Planning Board Draft Minutes Suggestions for details.) All proposed changes were agreed upon except for one.

The suggestion for Line 161 was "Joshua suggested making this the first chapter of the "rolling" Master Plan and the Board agreed." The Board members present do not recall him making this suggestion or agreeing to the idea. Kal confirmed that the video shows Joshua saying this and several Board members giving murmurs of agreement. Since the Board doesn't feel that was actually officially agreed to, they accepted the change without "and the Board agreed".

Megan made a motion to approve the public minutes as amended for the Planning Board meeting on May 27, 2025. Logan seconded. All in favor by roll call, motion carried.

Kal reviewed the proposed change to the June 24, 2025 Planning Board meeting minutes. (See 2025-07-08 Planning Board Draft Minutes Suggestions for details.) The proposed change was agreed upon.

Logan made a motion to approve the public minutes as amended for the Planning Board meeting on June 24, 2025. Megan seconded. All in favor by roll call, motion carried.

Since the Subcommittee is not meeting again, the minutes from their last meeting need to be approved tonight. Rich, Greg, and Joshua were on the Subcommittee. Rich and Greg were present.

Rich suggested changing Line 37 to “They initially couldn’t find any difference...” since eventually they were able to find the differences.

Rich made a motion to approve the public minutes as amended for the Planning Board Subcommittee meeting on July 1, 2025. Greg seconded. Rich and Greg voted aye, motion carried.

HOP Grant Housing Public Input Session Planning

Mike Tardiff distributed several documents:

- Workforce Housing Ordinance
- Missing Middle Housing Types
- Age-Friendly Neighborhoods

Mike explained that he has been thinking about topics for the public input session and how to present them. These documents are a couple of examples for the Board to review. He was thinking of having some folks from NH Housing speak at the session. He also suggested starting the session with a period where people could walk up to stations and discuss specific topics with CNHRPC and Board members before bringing everyone back together in a larger group.

There was discussion about what time the session should start and what day it should be scheduled for. The Board would like to make sure people with families can attend.

Megan suggested setting up the chairs for the session in a circle to make it more like a conversation and less like a hearing. Mike liked this idea but was worried that a circle of chairs would be hard to scale up/down depending on the crowd size.

The Board decided that Mike will return to the August 12th meeting so topics, layout, speakers, etc. could be determined. The first public input session will be on September 23rd and begin at 5:30 p.m. so that there will be time for that discussion before the regular Board meeting begins at 7 p.m. The second public input session will be on October 28th also at 5:30 p.m.

Sludge Ordinance

Ken Stern (Conservation Commission Chair) attended and asked that this topic be handled next. The Board agreed.

Brendan recapped the Board’s discussion of this ordinance so far. They original considered making it part of the Zoning Ordinance, but decided that it was better suited as a Public Health Ordinance that would be proposed by the Health Officer and approved by the Selectboard under RSA 147.

The intent for this evening was for Ken and the Selectboard to have reviewed the draft and provide feedback/discuss improvements. The draft wasn’t sent out before the meeting.

Ken read aloud a letter that the Conservation Commission sent to the Selectboard March 25, 2024. In the letter, the Conservation Commission advocates for banning the use of sludge-based fertilizer and thermally treated dirt in Canterbury.

Brendan suggested that the draft ordinance could keep the definition of contaminated materials and add below it definitions for sludge-based fertilizer and thermally treated dirt. That way the ordinance can specifically target the two most worrisome categories while also remaining broad enough to include other materials.

So that the Conservation Commission has time to receive and discuss the draft ordinance, this conversation will resume at the August 26th Planning Board meeting.

Master Plan Solid Waste Chapter 9

The Board reviewed and edited the draft of Chapter 9 of the Master Plan about Solid Waste Management. This document needs to be revised and agreed upon before holding a public hearing.

This discussion was paused at 9 p.m. before the graphics on page 9.3. This conversation will be resumed either at the July 22nd meeting (assuming the hearings don't run too late) or at the August 12th meeting.

Adjournment

Logan made a motion to adjourn the meeting at 9:06 p.m. Brendan seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 July 22, 6:00 p.m. Site-walk at 114 West Road
7:00 p.m. at Town Hall

Minutes submitted by Kathleen McKay, Administrative Assistant