Goffstown Planning Board Meeting
Minutes of September 10, 2026

Present: Tim Redmond – Chairman, Philip D'Avanza, Tim Searles, Barbara Griffin, Richard Freeman, David Pierce - Alternate Member, Jo Ann Duffy - Planning & Economic Development Director, Scott Ozana -Town Engineer, and Joshua Douglas - Selectman — arrived at approximately 7:15 PM. Absent: Kimberly Peace.

The Board members introduced themselves to the public. The Pledge of Allegiance was led by Tim Redmond. David Pierce was confirmed to be voting alternate member on all matters in place of the absent member.

Planning & Economic Development Director Jo Ann Duffy announced that two applications on the evening's agenda would not be heard:

Map 14, Lot 5 — 165 St. Anselm Drive (2-lot subdivision) was continued to the October 8, 2026 Planning Board meeting. Abutters would not receive a second notice letter; questions could be directed to the planning office.

Map 26, Lot 19 — 40 Henry Bridge Road (4-unit residential multifamily development) was continued to the September 24, 2026 Planning Board meeting.

<u>Public Hearing: Presentation of the 2027-2032 CIP Matrix:</u>

The Chair Tim Redmond invited James Raymond, Vice Chair of the Capital Improvements Program (CIP) Committee, to lead the presentation of the 2027–2032 CIP Matrix. Raymond provided an overview of the CIP process, explaining that the committee — appointed by the Planning Board — reviews department head presentations and recommends a capital improvements program as a planning tool for the Select Board and School Committee. He emphasized that the CIP is not a budget committee, that the dollar figures in the matrix are estimates rather than formal bids, and that the inclusion of a project in a given year does not guarantee it will be funded or executed in that year. He noted that funding sources may include tax appropriation, bonding, capital reserve funds (CRFs), and impact fees.

James Raymond introduced the CIP committee members: Chair Tim Redmond, Select Board Representative Richard Manzo, Budget Committee Representative Olivia Welch-Erdahl, School Board Representative Daniel McInnis, Community at large representatives Davis Allen and Tim Searles. James Raymond stated he was a Community at large member as well as Vice Chairman.

<u>Administration — Presented by Davis Allen</u>:

Davis Allen, Community at Large Representative, summarized the Administration section of the matrix. He noted the absence of new items compared to the prior year, with the exception of three technology refresh line items planned between FY2029 and FY2031, all to be funded through tax appropriation. Nothing is scheduled for FY2027 in the Administration section.

Davis Allen highlighted two larger-ticket items: the Grasmere Town Hall ADA Elevator Addition, which is expected to be covered 50% by an LCHIP grant, and the Village Pedestrian Bridge over the Piscataquog River, anticipated to receive an 80% NH DOT grant. Both projects have designated commissions or boards actively pursuing grant funding. Also noted was the Town Hall Parking Lot Repair and Reclamation ($80,000 in FY2028, tax appropriation), which may shift in timing to align with the Church Street reclamation project. Finally, Allen drew attention to the Goffstown Master Plan Update in FY2028, noting that the last update was completed in approximately 2016 and that an up-to-date master plan is critical to many functions of the Planning Board, Zoning Board, and other town bodies. No questions were raised.

Fire Department — Presented by Davis Allen:

Davis Allen presented the Fire Department section, which included scheduled vehicle replacements (cars and UTVs) from FY2028 through FY2031, funded by tax appropriation, and two ambulance replacements funded through the EMS fund with no tax impact. Apparatus replacements are supported by the Fire Department's capital reserve fund (CRF), with a Tower 1 replacement of $2,200,000 planned in FY2030 and a Tanker 1 replacement of approximately $1,500,000 in FY2032.

A significant item was a proposed increase in the annual CRF deposit from the current level to $450,000 per year beginning in FY2027. Allen explained that the Fire Department presented three scenarios ($450K, $400K, and $350K annual deposits) and that the $450,000 level was the only scenario that would maintain CRF solvency through FY2030.

Also noted was the Fire Rescue Boat Replacement ($25,000 in FY2027), which had previously been approved by the Planning Board for FY2026 but was not included in the adopted budget due to the default budget. Selectman Joshua Douglas clarified that the omission was a result of the default budget, not a budget process decision. Finally, Allen described the Station 2 Critical System Life Extension Evaluation ($28,000 in FY2028), a smaller expenditure intended to assess how much longer Station 2 — built in the 1980s — can be extended before a larger capital investment is required. The SCBA Replacement ($31,000 in FY2031) was also noted, as the breathing apparatus is expected to reach end of life around that time.

Olivia Welch-Erdahl, Budget Committee Representative, presented the Parks & Recreation and Library Sections:

Parks & Recreation: The highest-priority item is the Glenlake Waterfront Rehabilitation ($50,000 in FY2027, revolving fund), described as a placeholder toward a total estimated project cost of approximately $200,000. The waterfront is currently non-functional as originally designed due to washout, drainage issues, and safety hazards. Steps to the waterfront and the boat launch area also require attention. Further out, Sports Complex Phases 2 and 3 (each $1,000,000 in FY2028 and FY2029, revolving fund/tax appropriation/impact fees) are identified as lower priority but anticipated elements of the ongoing complex buildout. The Barnard Tennis Court Resurfacing ($75,000 in FY2029) would be funded through a revolving fund and a yet-to-be-determined match from the high school, as the tennis program practices at that location. A large placeholder of $5,000,000 in FY2031 was also noted for a Community Center and Field House, reflecting longstanding deferred needs.

Selectman Joshua Douglas inquired about the breakdown of funding between impact fees and the revolving fund for the sports complex; it was confirmed that CIP does not delineate funding percentages at this stage.

Library: The near-term priority is the Third-Floor HVAC Replacement (FY2027, tax appropriation). The current system, installed in 1997, failed in FY2025 and was only temporarily restored. The replacement is considered critical due to both staff occupancy and the presence of temperature-sensitive historical collections. The Exterior Library Restoration (masonry and repointing, FY2028–FY2029, tax appropriation) was also identified, though rated as necessary but less urgent than the HVAC work. Both items are complicated by the building's historical designation.

Member Barbara Griffin raised the question of whether a continued CRF contribution for the library — which had been approved in a prior year — should appear in the out-years of the matrix. It was acknowledged that this likely was not carried forward in the current submission and may need to be addressed with the library.

Richard Manzo, Select Board Representative, presented both the Department of Public Works (DPW) and Sewer sections.

DPW: The Road Plan represents the largest item, at $2,060,000 in FY2027, with a five-year total of approximately $13,300,000, inclusive of inflation projections. The Culvert Replacement Program is projected at $206,000 in FY2027, with a five-year total of approximately $1,300,000. Vehicle replacements for FY2027 include a Freightliner tractor, a Vermont message trailer, a Tow master trailer, a Peterbilt curbside packer (trash truck), and a Ford F-550 with sand and plow equipment. Selectman Richard Manzo noted that several of these vehicles had been deferred from prior years due to the default budget.

Discussion arose regarding the trash packer, with Selectman Joshua Douglas clarifying that the town is currently operating with three packers and renting a standby unit, after a warrant article to replace a packer through taxation was voted down. Selectman Richard Manzo noted the department is exploring a leasing model for the packer to convert large capital expenses into smoother operating expenditures. The DPW Facilities Capital Reserve Fund was also noted as a new item, with the funding level still to be determined at the Select Board level.

Sewer: Selectman Richard Manzo noted that the sewer department is funded through user fees, not taxation. Key FY2027 items include upgrading electrical equipment, pump controls, and adding a standalone generator at the Moose Club Pump Station (equipment original to the 1997 building). The Cross Street Sewer Main Replacement — a clay pipe in poor condition — is also slated for FY2027. Further out, a CCTV inspection of sewer mains and a sewer rehab on Rochambeau Street are planned, along with a Ford F-250 XL vehicle replacement in FY2030.

School Department — Presented by Daniel McInnis:

Daniel McInnis, School Board Representative, presented the School Department section, noting the volume and complexity of the requests and focusing on highlights rather than reading every line.

Across all schools, recurring items include laptop cart replacements and Promethean board replacements. Daniel McInnis cautioned that laptop cost estimates in the matrix are likely too low given recent price increases — machines that previously cost $800 now cost approximately $1,200 — resulting in fewer units being purchased per cycle. He confirmed the recommended replacement cycle is five years, though some units have been pushed to eight years. The Promethean boards, described as "getting old enough to vote," are past their useful life, with the vendor having retired the product line; delays in replacement risk emergency funding requests.

A notable placeholder is Line 229 — Full Day Kindergarten Exploration ($10,000,000 in FY2031–FY2032) for the Glenlake School, reflecting the fact that Goffstown is one of very few New Hampshire communities without full-day kindergarten. This item includes potential building additions.

The GHS Generator (Line 266) was discussed at some length. A prior grant application to power the entire school was declined; a revised application to power only a portion of the building has been resubmitted, with the item moved from FY2025–2026 to FY2026–2027 at the same $500,000 estimate, still contingent on grant funding.

The GHS Parking Lot Expansion (Line 286, FY2026–2027, impact fees) received discussion. Daniel McInnis noted the school board had recently approved moving forward with an RFP for engineering, and that contributing factors to the project's urgency include post-school pickup delays of up to 90 minutes for students traveling from New Boston. Member Barbara Griffin raised the question of whether the cost of expanded parking is factored into tuition calculations for sending districts; Daniel McInnis acknowledged it was a fair point, though it had not been discussed.

The Varsity Baseball Field (Line 287, $1,000,000, warrant article) was described as likely insufficient to cover the full cost of clearing rock, building access roads, and constructing facilities. Lines 298 and 299 — impact fee requests for road access creation and site engineering for future school development on school-owned land behind the high school — prompted questions. It was clarified that the school had purchased additional land behind the high school for potential future campus expansion, and that Lines 295 ($80,000,000 in FY2031, new elementary school) and 288 (Line 288, GHS 1-to-1 devices) were placeholders for long-range planning purposes.

Member Barbara Griffin noted that the 1-to-1 device initiative and the laptop cart program potentially duplicated each other, and Selectman Joshua Douglas agreed the rationale for both was unclear. It was noted this would be addressed in the budget process.

Daniel McInnis also referenced an increase in the School Capital Reserve Fund deposit, stepping up from $50,000 in FY2026–2027 to $400,000–$500,000 in subsequent years, to help fund anticipated facility needs including roof replacements.

The Chair, Tim Redmond, offered clarifying remarks that the CIP matrix does not fix projects in concrete for the out-years, that the committee's review is focused primarily on the upcoming fiscal year, and that items in subsequent years are effectively planning placeholders that move as circumstances change.

Police Department — Presented by James Raymond:

James Raymond presented the Police Department section, noting it was the most straightforward of the departments he had reviewed.

The primary recurring item is the replacement of three frontline cruisers per year at approximately $45,000 each, plus $15,000–$25,000 for fit-up, funded by tax appropriation. The department maintains a total fleet of 15 vehicles — 10 frontline, plus unmarked vehicles, a pickup, and two command vehicles — and has largely maintained its replacement schedule despite the default budget environment. Additional vehicle replacements for a pickup truck and a command vehicle are planned in later years.

James Raymond also highlighted two building items: a Locker Room Expansion, considered important for staff retention given the significant growth in personnel from 19 to approximately 42 officers and staff since the current fire-police facility was built, and a Police Headquarters Building placeholder in the out-years. James Raymond noted that while a police station committee has been formed to study the matter, its realization remains uncertain. He argued that the locker room expansion should proceed regardless of the longer-term police station plans, as the current facilities — including inadequate accommodations for female officers — are a meaningful factor in recruiting and retaining officers.

Board Discussion and Vote:

Member Barbara Griffin offered substantive comments on the CIP process generally. She observed that the matrix's planning horizon has shortened over the years, that numbers are rarely scrutinized or amended at the Planning Board level, and that some items — such as individual laptop carts totaling $60,000 — may not properly belong in a capital improvements program. She acknowledged the significant needs reflected in the document and the hard work of committee members but expressed concern that the process as currently structured does not fully serve its intended purpose.

In response to Barbara Griffin's comment regarding laptop computers, the Chair, Tim Redmond, noted that computers had previously been excluded from CIP due to their short lifespan not meeting the five-year capital threshold, but have since been reintroduced as their effective lifespans have extended to five to eight years.

James Raymond reiterated that the Planning Board's adoption of the matrix does not bind any particular year's projects; the document is a flexible planning tool, and the board has the authority to amend it before forwarding it to the Select Board and Budget Committee. He requested that the Planning Board adopt the matrix as presented.

Motion to adopt the 2027–2032 CIP Matrix as presented was made by Tim Redmond. Seconded by Philip D'Avanza. The vote was 5 in favor, 1 opposed (Barbara Griffin), and 1 abstention (Joshua Douglas). Motion passed 5-1-1.

The Chair, Tim Redmond, thanked the CIP committee and all department heads for their work.

OLD BUSINESS:

Map 18, Lot 58B, Site Plan Waiver Request Review Hearing for a proposed dog daycare business that will have long term and overnight boarding as part of a commercial kennel business. The property is located at 553 Mast Road (Goffstown Plaza), owned by 553 Mast Road, LLC, and the applicants are Z.A.K. LLC. The property is Zoned: Commercial. (Continued from 8/13/2026)

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Planning & Economic Development Director Jo Ann Duffy introduced the application, which was continued from the August 13, 2026 meeting. The proposal is for a dog daycare business with long-term and overnight boarding as part of a commercial kennel at 553 Mast Road (Goffstown Plaza), zoned Commercial. The applicant is Z.A.K. LLC; the property is owned by 553 Mast Road, LLC. Director Duffy noted that the ZBA had previously granted a variance for the overnight pet care use.

JoAnn Duffy summarized the additional information received since the August meeting in response to the board's prior requests:

- The rear fenced-in area will be enclosed by an 8-foot solid vinyl fence with a 4-foot access gate, with an interior door allowing direct dog access to the area while preventing escape into the alleyway.
- Six bollards at 6-foot spacing were added along the alleyway where utility and emergency vehicles may travel.
- Two downcast exterior lights were added, mounted 10 feet above grade and 15 feet apart, with specifications and photos provided.
- Specifications and photos for the roof-open drainage tile system beneath the artificial turf were included, providing for absorption of pet waste.
- The New Hampshire Department of Environmental Services (DES) responded to the applicant's inquiry, confirming in writing that the facility does not constitute a septic system and requires no DES approval.

JoAnn Duffy stated that in her assessment, the applicant had addressed all of the board's outstanding questions.

Board Discussion: Philip D'Avanza, who had been absent from the August meeting, raised several questions based on the prior minutes. He confirmed with the applicants that dogs will not be placed in the outdoor area before 7:00 AM, consistent with the town's noise ordinance. The applicants clarified that drop-off hours begin at 6:30 AM, but outdoor group activity will not occur until after 7:00 AM; after 7:00 PM, dogs will be taken outside individually for bathroom purposes only, with no group play. Philip D'Avanza also raised the concern that tenants of adjacent units in the plaza — who, unlike property owners, do not receive abutter notification — may be caught off guard by barking. The Chair Tim Redmond and Member Barbara Griffin noted this had been discussed at the prior meeting, that the property owner signed the application, and that JoAnn Duffy had added a condition (Condition 4) reserving the board's right to call the applicant back before the board should issues arise related to noise, runoff, or abutters.

Member Barbara Griffin addressed a comment from the fire department in the staff report, which stated that the fire chief's office had communicated requirements directly to the applicant without specifying those requirements in writing for the board's record. Barbara Griffin stated that going forward she would not support approvals where fire department requirements are referenced only in general terms. JoAnn Duffy clarified that the fire department appears to have conflated site plan review requirements with building-permit-stage life safety plan requirements. She agreed to clarify the fire department's role in the site plan review process and confirmed the board's purview does not extend to life safety plans.

Application Completeness: The board had not formally accepted the application at the August meeting, as a waiver of the engineered site plan requirement was involved. The board proceeded to make a completeness finding.

Motion to find the application for Map 18, Lot 58B at 553 Mast Road complete, finding no regional impact and accepting the waiver request for acceptance purposes only, was made by Barbara Griffin. Seconded by Philip D'Avanza. The motion passed unanimously (7-0-0). Conditions are as follows:

1. **Review and determination that the waiver does not exempt the applicant from obligation to meet all applicable required codes, including but not limited to Building, Electrical, Health, Safety, Fire, etc.**
2. **Site inspection by Town or Town's representative, paid for by the owner, shall be required for general plan conformance, erosion control, and drainage. A final inspection is required before a Certificate of Occupancy is issued. An escrow payment shall be made to the Town prior to the pre-construction meeting.**
3. **After researching the different air grid systems that were shown, please add geotextile below the grid tiles. This is recommended for two of the three systems.**
4. **The Planning Board has the right to call the applicant in before the Board to deal with any issues that may arise due to run-off, odors, and noise.**

Public Hearing: The Chair Tim Redmond opened the public hearing. No members of the public came forward. The public hearing was closed.

Waiver Discussion: JoAnn Duffy explained the waiver request: the applicant seeks to proceed without submitting a new engineered site plan, given that an engineered site plan for the entire Goffstown Plaza is already on file. The board noted this is consistent with how similar tenancy changes at the plaza have been handled previously.

Motion to grant the waiver of the engineered site plan requirement for Map 18, Lot 58B, finding that strict compliance would cause unnecessary hardship, that while unique physical circumstances do not exist an engineered site plan is already on file for the building in which this use is located, and that granting the waiver aligns with the spirit and intent of the regulations; and further finding that a variance has been granted by the ZBA for overnight pet care, an engineered site plan exists for the property, and the use is permitted in the Commercial zone; subject to the conditions set forth in paragraphs 1 through 4 of the staff report, was made by Barbara Griffin. Seconded by Philip D'Avanza. The motion passed unanimously (7-0-0).

The applicants were thanked for their cooperation in providing the additional requested information.

NEW BUSINESS:

Map 14, Lot 5, Completeness Review/Subdivision Review for a proposed two lot subdivision

creating only one additional residential lot. The property is located at 165 St. Anselm Drive, owned by Falcon Heights Properties, LLC, Zoned: Residential-2.

This item was continued prior to the meeting. No hearing was held.

Motion to continue Map 14, Lot 5 (165 St. Anselm Drive) to the October 8, 2026 Planning Board meeting was made by Barbara Griffin. Seconded by Philip D'Avanza. The motion passed unanimously (7-0-0).

Map 26, Lots 19, Completeness Review/Site Plan Review Hearing for a proposal to build a residential duplex home (2-units) on a lot that currently has a single-family home with an attached accessory dwelling unit located on it. This will create a four-unit residential multifamily development. The proposed duplex will not be attached to the existing single-family home that has the existing accessory dwelling unit. The property is located at 40 Henry Bridge Road, owned by Andrew Cassidy, Zoned: Agricultural.

This item was continued at the applicant's request prior to the meeting. No hearing was held.

Motion to continue Map 26, Lot 19 (40 Henry Bridge Road) to the September 24, 2026 Planning Board meeting was made by Barbara Griffin. Seconded by Richard Freeman. The motion passed unanimously (7-0-0).

<u>OTHER BUSINESS</u>:

<u>Approval of August 13, 2026 Meeting Minutes</u>:

The board reviewed the draft minutes from the August 13, 2026 meeting. Several typographical corrections were identified on page 3, including two instances of the word "moated" which should read "moved," and a note on page 8 regarding a statement referencing sewer discharge for the prior dog kennel application. Members who had been absent for the August meeting abstained from the vote.

Motion to approve the August 13, 2026 meeting minutes as corrected was made by Philip D'Avanza. Seconded by Joshua Douglas. The vote was 5 in favor, 0 opposed, and 2 abstentions (Tim Searles and Richard Freeman). Motion passed 5-0-2.

<u>GHS Parking Lot Expansion — Administrative Decision:</u>

JoAnn Duffy reported on an administrative decision she issued regarding the proposed expansion of the Goffstown High School (GHS) parking lot, which would add approximately 75 additional spaces adjacent to the existing rear lot near the football stadium. Reviewing RSA 674:54, which governs governmental use of property, JoAnn Duffy determined that the project did not constitute a "substantial change in use" given that a parking lot already exists in the adjacent area and accordingly issued a written administrative determination to that effect at the direction of Town Administrator Derek Horne.

Selectman Joshua Douglas moved to require that the Town Engineer be afforded the opportunity to review the engineered plans when available and submit comments, noting that drainage will be a significant concern. JoAnn Duffy confirmed the school board had approved an RFP process to hire an engineer who will, among other tasks, determine the appropriate size of a stormwater basin. She also noted the project had received PSNH approval for construction under a portion of the power lines, and that a wetland scientist had confirmed no wetlands were present on-site.

Motion to require that Town Engineer Scott Ozena review the engineered site plans for the GHS parking lot expansion and be afforded the opportunity to provide comments was made by Joshua Douglas. Seconded by Richard Freeman. The motion passed unanimously (7-0-0).

Ad Hoc Committee — Police Headquarters Study:

JoAnn Duffy reported that the police chief is expected to organize the first meeting of the Ad Hoc Committee studying a potential new police headquarters. She noted she had made several attempts to reach the chief without response. Selectman Joashua Douglas indicated he had spoken with the chief, who is expected to convene the committee shortly and will determine whether meetings will occur during the day or evening. The board confirmed that both the Chair Tim Redmond (available for evening meetings) and Member Barbara Griffin (available for daytime meetings) remain willing to represent the Planning Board on the committee, and that both should be notified of the first meeting.

Surety Release — Dearborn Village Condos (Map 21, Lot 16) — Lamontagne Builders:

Town Engineer Scott Ozana reported that Lamontagne Builders had completed all outstanding work at Dearborn Village Condos, including the addition of trees to the berm as previously required by the board. He confirmed that seven trees are now atop the berm (including one additional tree beyond the original six, replacing all prior dead trees) and two smaller trees were added on the berm slopes. The irrigation issue that caused the prior tree die-off was also reported as corrected. The Engineer recommended release of the surety bond, which was originally set at $200,000.

Motion to approve the release of the surety for Map 20, Lot 16 (Dearborn Village Condos) was made by Barbara Griffin. Seconded by Philip D'Avanza. The motion passed unanimously (7-0-0).

Supplemental Standards — Zoning Ordinance Update:

JoAnn Duffy distributed a replacement page 26 of the Supplemental Standards for the Zoning Ordinance, reflecting the previously approved elimination of the requirement that an owner must reside in either the accessory dwelling unit (ADU) or the main structure. Members were asked to replace the existing page in their regulation binders.

Upcoming Meeting Logistics:

JoAnn Duffy noted that mailing costs for the packet had been approximately $11 per envelope and offered to make packets available for pickup in the vestibule or behind the front counter on the Friday prior to each meeting as an alternative to mailing. No decision was made as some members wanted the packet mailed to them.

The board confirmed that the September 24, 2026 agenda will include the Map 26, Lot 19 Henry Bridge Road site plan (new submittal required), as well as a conceptual review of a storage unit and warehouse proposal on Daniel Plummer Road.

Adjournment:

Motion to adjourn was made by Tim Searles. Seconded by Philip D'Avanza. The motion passed unanimously (7-0-0). The meeting adjourned at 8:51 PM.

Respectfully Submitted,

Patricia Gale, Planning & Zoning Assistant
(Prepared with assistance of AI, ClerkMinutes.com)

THESE MINUTES ARE SUBJECT TO PLANNING BOARD APPROVAL.