Town of Boscawen
PLANNING BOARD
Boscawen Municipal Facility
DRAFT MEETING MINUTES
Tuesday, September 1, 2026

<u>Members Present:</u> Loren Martin – Chair, Barbara Randall – Vice Chair; Gary Tillman, Roberta Witham, Carli Walsh, Polly Dawson, Josh Crawford – Ex-Officio

<u>Staff Present:</u> Kellee Jo Easler – Planning & Community Development Director, Tanya Decato – Planning & Community Development Coordinator, Julie Heystek – Planning & Community Development Assistant & Kara Gallagher – Recording Secretary

<u>Guests Present:</u> Mike Tardiff, Executive Director – Central NH Regional Planning Commission, Hunterr Payeur – New England Forestry Consultants, Inc., Ray and Sherlene Fisher – Applicants, Lorrie Carey – Select Board, Tim Bernier – CJ & Del, Inc., Jason Kappel – Peckham Industries, Inc.

Chair Martin opened the Public Meeting at 6:30 p.m.

PCD Coordinator Decato completed roll call.

<u>Minutes:</u> One change to Line 5 requested – Change "July" to "August".

Mr. Tillman motioned to accept the August 4, 2026, minutes as amended. Seconded by Ms. Dawson. All in favor. None opposed.

<u>Draft 2027 Calendar:</u> PCD Director Easler presented the 2027 calendar. She said it has been reviewed by the Town Clerk's office to ensure no meetings will conflict with voting. She asked the Board to take the draft calendar home to check for scheduling conflicts and have ready for approval at the October meeting.

<u>Review of Procedures for Meetings, Hearings and Trainings:</u> Chair Martin addressed meeting procedure issues from recent meetings, emphasizing the need for board members to come prepared with questions and directing all public questions through the chair during public hearings. Discussed ensued regarding procedures for public hearings.

PCD Director Easler discussed the importance of board members completing New Hampshire BEA training and obtaining certificates for grant applications, noting that upcoming training sessions cover significant legislative changes in planning and zoning laws.

<u>CNHRPC:</u>
<u>Visioning Session 9/21/26:</u> Mr. Tardiff said this is an opportunity for the public to talk about changes to Commercial Street, King Street, N. Main Street, housing, transportation, the Natural Resource Inventory, etc. He said Board members should try to arrive around 5:00-5:15 on 9/21.

<u>*Pre-Application Submission to NBRC for Infrastructure:*</u> Mr. Tardiff said he should find out soon if the pre-application for the Northern Borders grant for $1 million for road and sewer infrastructure improvements was accepted.
<u>*CIP Update:*</u> PCD Director Easler said the first meeting was on 8/21. She received a few forms, including the Fire Department, Town Administration, Assessing, and Facilities. The next meeting is scheduled for 9/18, and the rest of the departments should submit their forms prior to the meeting. The final numbers will be submitted on 10/6 to the Board with a presentation and will need approval to move forward for a Public Hearing. The Public Hearing is scheduled for 11/10/26.

<u>New Business:</u>
<u>*Application for a 2-Lot Minor Subdivision, Map 47, Lot 41:*</u> PCD Coordinator Decato read the following Public Notice: Notice is hereby given in accordance with **NH RSA 676:4, I, D1** and the **Town of Boscawen Land Development Regulations** that the **Planning Board** will meet on **Tuesday, September 1st, 2026,** after **6:30 PM** at the Boscawen Municipal Facility, 116 North Main St, Boscawen. During a ***regular meeting*** of the Board, they will hear an application for **a 2-Lot Minor Subdivision**, submitted and owned by **Fisher Family Trust,** with a location of **200 Water Street, Boscawen, NH 03303, Map 47, Lot 41,** located in the **AR zone**. Upon a finding by the Board that the application meets the submission requirements of the Zoning Ordinance and the Land Development Regulations, the Board may vote to accept the application as complete and a Public Hearing on the merits of the proposal may follow. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Chair Martin asked if the application was complete. PCD Director Easler said the application was complete with waivers submitted.

Ex-Officio Crawford motioned to accept the 2-Lot Minor Subdivision application as complete. Seconded by Vice Chair Randall. All in favor. None opposed.

Chair Martin asked if the application had regional impact.

Vice Chair Randall motioned that the 2-Lot Minor Subdivision application did not have regional impact. Seconded by Mr. Tillman. All in favor. None opposed.

Chair Martin opened the Public Hearing @ 7:00 p.m.

Mr. Payeur said the applicants are proposing subdividing 5 acres off a 22.88-acre parcel, leaving a residual 17.88-acre lot. This subdivision of the existing lot will be for estate planning purposes. Mr. Payeur discussed the requested waivers relating to wetlands and site distance. Mr. Fisher said there was a state driveway permit from 10 years ago for existing access to the lot. Future development will require a state driveway permit. Further estate planning may include a future conservation easement on the land.

No abutters present.

Public: Lorrie Carey, Select Board member, appreciates the applicants trying to preserve the land.

Chair Martin closed the Public Hearing at 7:10 p.m.

Waivers:
4.1.9 **Mr. Tillman motioned to accept the waiver with a condition for future development. Seconded by Vice Chair Randall. All in favor. None opposed.**
4.1.14 **Vice Chair Randall motioned that the waiver was not applicable. Seconded by Mr. Tillman. All in favor. None opposed.**
4.1.17.B **Mr. Tillman motioned that the waiver was not applicable. Seconded by Vice Chair Randall. All in favor. None opposed.**
4.1.17.C **Mr. Tillman motioned that the waiver was not applicable. Seconded by Vice Chair Randall. All in favor. None opposed.**
6.4.3.C **Mr. Tillman motioned that the waiver was not applicable. Seconded by Vice Chair Randall. All in favor. None opposed.**
6.4.3.E **Mr. Tillman motioned that the waiver was not applicable. Seconded by Ms. Witham. All in favor. None opposed.**
6.4.3.H **Mr. Tillman motioned to accept the waiver with a condition for future development. Seconded by Vice Chair Randall. All in favor. None opposed.**
6.5.2 **Mr. Tillman motioned that the waiver was not applicable. Seconded by Ms. Witham. All in favor. None opposed.**
6.5.7 **Mr. Tillman motioned that the waiver was approved. Seconded by Vice Chair Randall. All in favor. None opposed.**

Mr. Tillman motioned to conditionally approve the 2-Lot Minor Subdivision application as the proposal complies with the Zoning Ordinance and Land Development Regulations given the plans presented and waivers granted, with the following conditions:

1. **Wetlands delineation at the time of proposed development for the proposed development area.**
2. **Impact fees will apply at the time of development.**
3. **All state and local permits required at the time of development.**

Seconded by Vice Chair Randall. All in favor. None opposed.

<u>*Amending the Conditions of Approval for the Current Excavation Permit:*</u> PCD Coordinator Decato read the following Public Notice: Notice is hereby given in accordance with **NH RSA 676:4, I, D1** and **155-E:1** the **Town of Boscawen Land Development Regulations** that the **Planning Board** will meet on **Tuesday, September 1st, 2026,** after **6:30 PM** at the Boscawen Municipal Facility, 116 North Main St, Boscawen. During a ***regular meeting*** of the Board, they will hear an application for **amending the Conditions of Approval for the current Excavation Permit**, submitted and owned by **Peckham Industries, Inc,** with a location of **267 Queen Street, Boscawen, NH 03303, Map 81, Lot 24,** located in the **AR zone**. Upon a finding by the Board that the application meets the submission requirements of the Zoning Ordinance and the Land Development Regulations, the Board may vote to accept the application as complete and a Public Hearing on the merits of the proposal may follow. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Chair Martin stated there was no completed application as the applicant was requesting amendments to conditions of the current permit.

Chair Martin opened the Public Hearing at 7:15 p.m.

Mr. Bernier explained the original approval had 5 phases, approved for a total of 10 active acres. Operations are now moving to the back portion of the property. The applicants are asking to waive the requirement of the phasing to be able to finish mining the remaining 20 acres of the quarry. The amendments requested are:

1. Remove Condition of Approval #4.
2. Amend Condition of Approval #5.
3. Remove General Operating Condition #6.
4. Amend General Operating Condition #7.

To review the history of the phasing, two owners prior was mining outside of the area permitted with a lot of confusion on what was permitted and what was being mined. All of the current conditions were put in place, to make sure the operator was staying inside the permitted limits. Since GMI took over, now Peckham, there have been no issues and there are fail safes put in place to make sure the operator stays within the boundaries. As the PB have not had any issues with the past two owners, they are requesting the phasing to be removed. The town engineer comes to view the pit annually and there is no changes to the permit except to remove the phasing.

No abutters or public present.

Chair Martin closed the Public Hearing at 7:28 p.m.

After deliberation, the Board agreed to amend the following:

1. Amend **Condition of Approval #4 to read** – "The plans permitted limits shall be clearly marked on the ground in accordance with the plan and shall be verified by the applicant's consultant and the Town Engineer".
2. Amend **Condition of Approval #5 to read** – "The applicant, the applicant's consultant or assigned representative and the Town Engineer shall inspect the permitted quarry boundaries annually to ensure compliance with the permit boundaries".
3. Amend **General Operating Condition #6 to read** – "Excavation is limited to the area indicated on the permitted plan prepared by T.F. Bernier for Peckham Industries, Inc. dated 7/20/2026, signed by Chair".
4. Amend **General Operating Condition #7 to add** – "Excavation is limited to the regrading as shown on the originally approved plans prepared by T.F. Bernier, Inc. dated 7/20/2026, signed by Chair".

Mr. Tillman motioned to approve the amendments to the Conditions of Approval and Operating Conditions for the current Excavation Permit as the proposal complies with the Zoning Ordinance and Land Development Regulations given the plans presented. Seconded by Vice Chair Randall. All in favor. None opposed.

<u>Other Business:</u>

<u>109 High St Discussion:</u> PCD Director Easler said she needs to discuss the violations with NHDES and needs clarification on how the PB would like to proceed due to the discrepancy of how many people are living at the Sober Living Rooming House. The Board approved 9 originally. NHDES told Easler a change of use should have automatically triggered a septic replacement based on RSA 485-A:38 from Residential to a Rooming House. The research at NHDES cannot show any Approval for Operation, only for Construction over the years. The Septic Designer disagreed. The existing septic is under the driveway so PCD Director Easler has not been able to inspect it. The septic has been pumped frequently, both January and April of this year. Approval for Construction was given for 10 without meals and 2 employees. There is no way to regulate this by the town, discussion ensued. Chair Martin asked PCD Director Easler to invite the owner to a meeting to speak with the Board on the Sober Living Rooming House.

<u>Discontinuing Concord Monitor Public Hearings Discussion:</u> PCD Director Easler said we charge applicants starting at $250 for a Public Notice to go into the Concord Monitor. A law went through allowing towns to publish a link on the front page of the website directly to the Public Notice and asked if that process would be sufficient. All concurred.
Mr. Tillman motioned discontinuing use of the Concord Monitor for Public Notices and to approve adding a link to the website. Seconded by Ms. Dawson. All in favor. None opposed.

<u>Impact Fee Discussion:</u> PCD Director Easler asked if the Board wanted to add a work session. Chair Martin said they need to explore options and decide what to spend the money on. The work sessions will be 9/22 at 5:30 p.m. and 10/13 at 5:30 p.m.

<u>LDRs:</u> PCD Director Easler said we need to update the Construction Procedures Manual. The appendix's consisting of Typical Road Construction Manual, Construction Procedure Manual and Road Policy hasn't been updated since 2012. PCD Director Easler has asked for Underwood Engineers for an ESR estimate to bring forth in the 2027 budget cycle.

<u>Recording Secretary:</u> Recording Secretary Gallagher will be stepping down at the end of the year. PCD Director Easler will not be including a new recording secretary in the 2027 budget but instead will utilize the zoom transcript and PCD staff to transcribe the meetings.

Mr. Tillman motioned to adjourn at 8:06 p.m. Seconded by Vice Chair Randall. All in favor. None opposed.

Next meeting will be October 6, 2026.

Respectfully submitted by Kara Gallagher.