 **NEWMARKET Planning Board**Tuesday August 9, 2022  
TOWN COUNCIL CHAMBERS  
7:00 PM

**Members Present:** Eric Botterman (Chair), Val Shelton (Vice-Chair), Bart McDonough (Director of Planning & Community Development), Jane Ford, Jeff Goldknopf,   
Patrick Reynolds,, Scott Blackstone (Town Council Ex officio), and Michal Zahorik (alternate).  
**Member Absent**: Timothy Rossignol  
  
Chair **Eric Botterman** opened the meeting at 7:00 PM. **[time on DCAT 7:03]**  
The Chair appointed **Michal** **Zahorik** as a voting member this evening.Voting members this evening will be: **Eric Botterman, Val Shelton, Jane Ford,  
Jeff Goldknopf, Patrick Reynolds, Scott Blackstone,** and **Michal Zahorik.**  
  
**1. Pledge of Allegiance  
  
2. Public Comments [time on DCAT 7:27]**  
Public comments were opened at 7:01PM. There were no members of the public wishing to speak this evening on anything not already on the agenda. Public comments were closed  
at 7:02 PM.  
  
**3. Review and Approval of Minutes- July 12, 2022**   
 **[time on DCAT 7:40]**  
**Motion: Val Shelton** moved to approve the minutes of July 12, 2022 as drafted.  
**Second: Patrick Reynolds**  
**Discussion:** **Val Shelton** had corrections to pages 4 line 11, 5 line 25, and 6 line 35. **Vote:** **Approved 7-0-0** **as amended**  
  
**4. Regular Business**   
Read by the Chair: **[time on DCAT 10:26]**  **a. Pursuant RSA 676:4I(d) and Appendix B - *Site Plans* of the Municipal Code of the Town Newmarket, New Hampshire, there will be a continuation of a public hearing for an application for minor site plan review, requested by 11 Chapel Street LLC, requesting approval for the conversion of approved retail space on the first floor of a new barn (bike shop) to an apartment. The property is located on real property with an address of 11 Chapel Street, Tax Map U2, Lot 3, within M-2 zoning district.**Present this evening are Mr. Keper Connell, owner of 11 Chapel Street, and Mr. Eric Weinrieb, PE, Consulting Engineer, Altus Engineering, Inc. Mr. Weinrieb gave an update of what changes have been made to the minor site plan for the property at 11 Chapel Street from the letter submitted to the ZBA dated July 25, 2022, addressing the previous concerns of the Board. The members agreed that the sixth parking spot which is on grass may serve as parking space making the total parking spaces six (as required).  
  
The Chair read the applicant’s **Waiver Request** into the record: **[time on DCAT 14:33]**   
**11 Chapel Street, LLC requests a waiver from Section 3.02 (B) Parking Lot Design (1) (a) [1] Parking stall shall be large enough to fully contain a rectangle 9’ wide by 18-ft long.  
(a) Shall not be detrimental to the public health, safety or general welfare.***by allowing undersized stalls, the applicant will be able to provide more on-site parking, which will reduce the potential for the development to utilize nearby public parking stalls. It will reduce congestion and overcrowding of the Town street.*   
**(b) Shall not be injurious to other parties, and***Providing additional on-site parking will not be injurious to other parties. In fact, it will benefit nearby property owners by eliminating usage of public parking spaces.*   
**(c) Shall be consistent with the purpose and intent of this Regulation.**  
*9’ x18’ parking stalls are generally intended for public access where there is a high rate of vehicular turnover during the day. Residential parking has limited turnover, thus there is less potential for conflicts with access to the vehicles.*   
 **[time on DCAT 15:53]  
Motion #1**: **Val Shelton** made a motion to grant the Waiver Request from the applicant from Section 3.02 (B) Parking Lot and Parking Design Sizes to reduce said spaces as shown on the plan including the number six parking space based upon the reasoning provided by the applicant.  
**Second:** **Jane** **Ford  
Discussion:** None  
**Vote: Approved 7-0-0**The Chair closed the public hearing at 7:12 PM. **[time on DCAT 16:42]  
  
Jeff Goldknopf** asked if a bollard would be required between the parking stall and the propane tanks. Mr. Weinrieb agreed that the provider may well require that from the owner. The Chair would like to see the sixth parking space added to the plan in note five. The Planner recommendations included a Board discussion the sixth parking space, discussion of conditions to the site plan which should be updated and then recorded, if approved, and the applicant shall pay all applicable Impact Fees in accordance with §32-239 Impact Fees of the Municipal Code of the Town of Newmarket, New Hampshire.  
  
**Motion #2**: **Val Shelton** made a motion to approved the Major Site Plan for 11 Chapel Street, LLC for the conversion of the approved retail space in the first floor of a new barn to an apartment on real property located at 11 Chapel Street (Tax Map U2 Lot 3) within the M-2 zoning district subject to the following conditions: 1) note five on the major site plan be changed to six parking spaces instead of five, 2) the title on the plan be changed to “Major” from “Minor” Site Plan, 3) that parking space number six be color coded to be designated as such consistent with the other parking spaces, 4) that two bollards be shown on the plan and be installed in front of the propane tanks by the existing three bedroom residence, and 5) subject to the general conditions outlined in the Town Staff Report memo of Tuesday, August 9, 2022.  
**Second:** **Jane** **Ford  
Discussion:** None  
**Vote: Approved 7-0-0  
  
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Read by the Chair:  **[time on DCAT 21:22]  
b. Pursuant RSA 676:4I(d) and Appendix B *- Site Plan* of the Municipal Code of the Town of Newmarket, New Hampshire, there will be a continuation of a public hearing for an application for site plan review and special use permit requested by CC Railroad Street Newmarket LLC, located on real property with an address of 3 Railroad Street, Tax Map U3, Lot 138A, within the M2A Zone. The proposed application seeks to demolish existing nonconforming buildings and construct a new 8-unit residential building within the current footprint with appurtenant infrastructure.**The Chair opened the public hearing for the Special Use Permit at 7:15 PM. **[time on DCAT 22:06]**   
 **[time on DCAT 22:07-47:19]**  
Mr. Ben Stebbins, the principal owner of the property at 3 Railroad Street, Mr. Michael Sievert P.E., Horizons Engineering, and Mr. Henry B. Stebbins Esq., from Stebbins, Lazos, and Van Der Beken P.A., Attorneys at Law in Manchester, were present this evening. Mr. Sievert gave an update of the project to the Board since the last meeting. He spoke about the engineering review by Underwood Engineers and the denial of the request for relief from the boundary survey. Mr. Sievert made all the changes requested except one on the sewer (brought by the Planner) to be discussed later. Mr. Sievert also submitted a waiver for curbing. He briefly described changes with Board questions. The roof slopes toward the back, so the architect recommended a stone path for accommodate the drip and avoid erosion rather than a pedestrian walkway. One of the plans submitted needs to be updated to remove the walkway and it must be added to the Site Plan. The Board discussed the need for a fence along the back lot line between the building the foliage. The Board discussed the need for a stamped boundary survey and the Planner read from the ordinance “*…the survey information shall be certified as to the accuracy of the plan shall be stamped and signed by a NH licensed land surveyor.*” Mr. Sievert will get a copy of the recorded sheet and include it in the package. All notations must be on plan C101 which will be recorded. They will not record the plan without the survey boundary stamped on the plan. The Planner asked for turn-around time for the updated plan to be returned to him. Mr. Sievert believes it should be within 1-2 weeks. The easement memo to be drafted will include utilities, snow storage, and all off-site improvements.   
  
The Chair read the **Planner Review of the Special Use Permit Standards**: **[time on DCAT 48:17]**a. The Planning Board shall require a Fiscal Impact Study be completed by a consultant selected by the town, paid for by the applicant, that shows the multi-family residential or mixed use project with 3 units or more residential units will not have a negative fiscal impact on the town.  
*1) The applicant has provided a fiscal impact study. The Board needs to determine if the documents provided are adequate to satisfy this requirements or if a new study should be prepared by a consultant of the Board’s selection.*b. The Planning Board shall require a Market Analysis be completed by a consultant selected by the town, paid for by the applicant, that demonstrates the mixed use with three units or more residential units will not have a negative impact on the town’s housing market.  
*1) The applicant has provided a fiscal impact study. The Board needs to determine if the documents provided are adequate to satisfy this requirement or if a new study should be prepared by a consultant of the Board’s selection.*c. The project shall have at least two (2) on-site parking spaces per residential unit.  
*1) The applicant received a variance from this standard at the June 27, 2022 Zoning Board of Adjustment meeting.*d. Multi-family residential use, with no commercial use within the building, shall be limited to no greater than four residential units within a single building.  
*1) The applicant received a variance from this standard at the June 27, 2022 Zoning Board of Adjustment meeting.*e. No residential units shall be located in the street level space if the building has frontage on North Main Street, Main Street, South Main or Exeter Road.  
*1) It appears this standard has been met.*    
The Chair closed the public hearing for the Special Use Permit at 7:45 PM. **[time on DCAT 51:23]**

The Chair closed the public hearing for the Site Plan Appl. at 7:46 PM. **[time on DCAT 51:49]**   
  
**Request for Special Use Permit [time on DCAT 52:07]  
Motion #1: Jeff Goldknopf** moved to approve the Special Use Permit requested by CC Railroad Street Newmarket LLC, located on real property with an address of 3 Railroad Street, Tax Map U3, Lot 138A, within the M2A Zone, having satisfied all the standards as outlined in the Planner’s report.  
**Second: Val Shelton**  
**Discussion:** None  
**Vote:** **Approved 7-0-0**There are three **Waiver Requests**, but the Planner believes that one is not applicable. **Motion #2: Val Shelton** made a motion that site plan regulation standard §3.02(B)4 *Curbing* does not apply to this application. **Second: Jeff Goldknopf**  
**Discussion:** None  
**Vote:** **Approved 7-0-0**

**[time on DCAT 54:31]**Mr. Sievertwas asked to go through the applicant’s reasoning for the other two requests §3.01(E) and §4.08:  
§3.01(E) The reason for this request is that cape cod bituminous curbing already exists along Railroad Street, so keeping that type of curb and defining the radius of the entrance makes sense without changing to granite curb.  
  
**Motion #3: Val Shelton** made a motion that the **Waiver** from site plan regulation standard §3.01(E) be granted and to permit the use of cape cod bituminous curbing to be consistent with the existing curbing along Railroad Street as supported by the applicant’s request for waiver.  
**Second: Jeff Goldknopf**  
**Discussion:** None  
**Vote: Approved 7-0-0**No justification by the Board was required from the applicant. **Motion #4: Val Shelton** made a motion to grant the **Waiver** from §4.08 regarding the scale.   
**Second: Jane Ford**  
**Discussion:** None  
**Vote: Approved 7-0-0  
  
Bart McDonough** read into the record the **Conditions** **Precedent**:  
The following items shall be completed prior to the issuance of a building permit.  
**1)** Plan Modifications: Submit revised site plan and architectural elevations plans to the Planning Department to review for compliance, which shall include:  
a) add all applicable variances, special use permits, waivers granted onto the plan.  
 b) delineate all areas where easements permitting residents from 3 Railroad Street (Tax Map U3 Lot 138A) to use land on 5 Railroad Street (Tax Map U4 Map 16). Also add reference to sheet C101 of the recorded parking/access easement and utilities as discussed.  
 c) add professional stamps to site plan and a plan sets;  
 d) note on sheet C101 stating all proposed and future lighting fixtures on the lot shall be dark sky compliant;  
**2)** Satisfy all comments from Underwood Engineers, Inc. on all issues identified during their review.   
**3)** Submit all documentation of all applicable local, state, and federal approvals.  
**4)** Submit revised site plan to the Planning Department for review for compliance with this decision prior to its recording at the Rockingham County Registry of Deeds.  
**5)** Submit draft parking easement to Planning Department for review and approval prior to the recording of parking easement at the Rockingham County Registry of Deeds.  
**6)** Applicant shall pay all reasonable fees, specifically related to the review of this application, engineering review services.  
**Conditions Subsequent  
7)** The following items shall be met prior to the commencement of any ground disturbance.  
 a) all the precedent conditions are met  
 b) applicant shall enter into a construction inspection agreement with the Town and its consultant engineer to ensure the site plan is built in accordance with the approved plan. The applicant shall reimburse the Town for all associated inspection/observation costs.  
 c) a construction schedule shall be submitted to the Planning Department and the Department of Public Works for the purpose of tracking the construction and informing the public of anticipated activities on the site  
 d) a preconstruction meeting between Town staff and its consultant engineers has occurred  
 e) limits of clearing have been established and approved by the Town  
 f) all construction activities shall be done in accordance with the conditions of all local, state, and federal permits  
 g) all appropriate erosion and sedimentation control structures are in place. All erosion and sedimentation control methods are to be in place prior to the preconstruction meeting.  
**8)** The following items shall be met prior to the issuance of a certification of occupancy  
 a) the applicant shall submit a letter from the project engineer stating that the improvements constructed, as shown on the plan, substantially comply with this decision as endorse by the Planning Board  
 b) one (1) 24 x 36-inch copy and electronic PDF file of the as-built plans with appropriate professional stamps shall be submitted  
 c) auto CAD files of all as-built structures and infrastructure located on the lot  
 d) documentation demonstrating that all applicable residential impact fees have been paid. Payment of impact fee may occur prior to a respective dwelling unit’s issuance of a certificate of occupancy. The following impact fee schedule has been calculated for this project:  
9) Multi-family 5+ Units: Public Schools: $743 | Recreation Facilities: $279 | Water: $791 |  
Wastewater: $475 | Total: $2,287 per unit | **Total Amount Owed**: $2,287 x 8 Dwelling Units = **$18,296.00**   
**General Conditions**  
1) The following conditions shall be adhered to prior to, during and post-construction of the development:  
 a) This site plan review approval shall be deemed to have lapsed twenty-four (24) months after the date of approval, unless active and substantial development has commenced within said period as provided by RSA 674:39  
 b) the contractor shall contact Dig Safe prior to commencing any excavation. Damage to Town utilities, roadways, or infrastructure shall be repaired by the Project Owner at his own expense;  
 c) on-site materials storage shall be permitted during construction in accordance with all state and federal regulations. No fuel storage shall be permitted during construction, except as is reasonably required for construction and/or temporary heat;  
 d) any revisions shall be submitted to the Town Planner for review. If these revisions are deemed substantial or not consistent with the intent of this approval, the developer must submit revised plans to the Planning Board for approval;  
 e) any plants, trees or shrubs that have been incorporated into the landscaping plan approved in this decision that die within two (2) years from the date of planting shall be replaced by the applicant;  
 f) the applicant shall file site plan modification request to the Planning Board in the instance any of the depicted natural features on the approved plan are removed with no stormwater best management practices replacements. Not-with-standing, in the instance stormwater run-off were to increase, due to onsite modifications, the applicant shall file a site plan modification application to the Planning Board for review and approval.  
 g) the provisions of this conditional approval shall apply to and be binding upon the applicant, its employees and all successors and assigns in interest or control.  
**Additional Conditions Precedent**:   
**Val Shelton** read:  
1) fencing shall be added in the area adjacent to the patio/recreation area  
2) add the notation regarding the drip edge on plan C102  
3) tax map and lot numbers noted on C101 be carried through from the existing conditions plan to all the plan sets which meet our regulation requirements and any adjacent lots for the encumbered parcel are also designated with the correct tax map and lot numbers.  
4) the boundary survey is to be added to C101 and a note shall be added to C101 in regards to easements for access and maintenance of utilities, snow storage, and all off-site improvements and any encroachments.  
  
Mr. Adam Morrill, architect for the project, spoke via zoom, that the roof overhang would require an easement. Mr. Sievert confirmed that the overhang goes 1-foot beyond the property line. Mr. Stebbins confirmed that they would ask make a waiver request for the overhangs over the front doors. It will be part of the memo to the Planner for overall easements. The applicant did not have any questions.  
 **Major Site Plan [time on DCAT 1:10:05 ]  
Motion #5: Val Shelton** made a motion to approve the Major Site Plan submitted by CC Railroad Street Newmarket LLC for property located at 3 Railroad Street, Tax Map U3, Lot 138A, within the M2A Zone to demolish existing nonconforming buildings and construct a new 8-unit residential building within the current footprint with appurtenant infrastructure subject to the Staff report recommends dated August 9, 2022 relative to Conditions Precedent, Conditions Subsequent, and General Conditions and Conditions Precedent as modified by the Planning Board discussion with regards to those conditions.  
**Second: Jeff Goldknopf**  
**Discussion:** None  
**Vote: Approved 7-0-0**

**Vesting Recommendations by the Planner:**Pursuant to RSA 674:39 I, this site plan approval shall be deemed to have temporary vesting rights, exempting it from all subsequent changes in subdivision regulations, site plan review regulations, impact for ordinances and zoning regulations, except those regulations that expressly protect public health standards, for a period of five years after the date of final approval of the plans, provided active and substantial development of the improvements as shown on the approved site plan occurs within 24 months after the date of the approval; provided the plan is properly recorded in the Rockingham County Register of Deeds, and at the time of approval and recording, the site plan conforms with the regulations that are in effect.  
  
Mr. Stebbins was asked about his time frame for the project. He noted that,should he receive funding from the InvestNH project, he is required to have the project completed within 14 months from September 1, 2022.  
  
**Motion #6: Val Shelton** made a motion that the Planning Board determine this site plan application and approval be deemed to have permanent vesting upon completion of building and site improvements as shown on the plan within a five-year period and active and substantial development or building shall occur after removal of the existing buildings, grading, installation of the infrastructure to include parking, water, sewer, drainage structures, and underground utilities and construction of the new foundation is completed.  
**Second: Patrick Reynolds**  
**Discussion:** None  
**Vote: Approved 7-0-0**   
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Read by the Chair:  **[time on DCAT 1:17:01]**  
**c. Pursuant RSA 676:4I(d), §32-46A – M-2A *district* and Appendix B - *Site Plan* of the Municipal Code of the Town of Newmarket, New Hampshire, there will be a public hearing for an application for site plan review and special use permit requested by Walter Cheney, Jr. of Cheney Property Management Corp., located on real property with addresses of 50-56 Exeter Road, Tax Map U4, Lot(s) 11 and 15, within the M2A Zone. The proposed application seeks approval, under §32-46A(c) *Waivers to road setback, side/rear setback, and structure height* to increase the permissible building height to a maximum of 41-feet,  
while proposing minor site amendments to the approved site plan regarding sidewalk connections within the right-of-way.  
  
Jeff Goldknopf** recused himself from this discussion.  
  
Mr. Walter Cheney, Jr., property owner, and Mr. Michael Sievert P.E., Horizons Engineering, were present this evening to address the Board. Mr. Sievert reviewed the reasons that they were before the Board this evening: #1) the proposed building height exceeds the maximum allowable building height within the M2A district and #2) they are working with NHDOT to obtain an amended driveway permit required as one of the precedent conditions and after a site meeting, the DOT is requiring minor changes to the design of the pedestrian connection to the existing sidewalk along Route 108. With regards to #1, the building height was an oversight discovered during the structural design phase. The height to the mean roof height was 35’-11” and, in actuality, it is a total height of 40’-3”. Under Section 32-46A (C) of the zoning ordinance, a waiver to structure height is allowed as a special use in this district, therefore we formally request a waiver to the structure height under this section. There are no other design changes being requested. With regards to #2, during the site meeting with DOT, they were requesting design changes within the State ROW. They do not want the sidewalk connections from the site to the existing sidewalk along Route 108. The plan now shows that those steps on the northeasterly side have been removed and will be graded and an alternative connection to the sidewalk along the easterly side of the Business Park road is included.   
 **[time on DCAT 1:25:13]**  
**Val** **Shelton** asked Mr. Cheney to speak to the current activity on the property. Mr. Cheney has had to relocate some materials to this property. He will also be applying for InvestNH funds by September 2, 2022 to see if he can get the project underway sooner, The Chair pointed out that storage of materials from other properties is not part of the site plan and it may become a problem with code enforcement.

The Planner recommends approval of the minor amendment to the site plan and the Special Use Permit subject to the previous approval conditions i.e. that they be maintained.  
  
 **[time on DCAT 1:30:11]**   
Hearing no comments from the audience, **the Chair closed the public hearings** on the Minor Site Plan Changes and the Waiver for a Special Use Permit for Structure Height at 8:23 PM.  
  
The Planner read the standards into the record:  
*Waivers to road setback, side/rear setback, and structure height.* Reduction in these dimensional controls may be permitted by Special Use Permit issued by the Planning Board. The granting of such permit shall require the Planning Board to find that the proposed use is consistent with the purpose of the district, is suitable for the location proposed, would not cause significant adverse impacts, and the proposed setback and structure height is consistent with the applicable setbacks and/or structure height of existing building(s) located on adjacent lots.   
 **Special Use Permit [time on DCAT 1:31:06]   
Motion #1:** **Val Shelton** made a motion to grant the Special Use Permit requested by Walter Cheney, Jr. of Cheney Property Management Corp. for a property located at 50-56 Exeter Road  
Tax Map U4, Lot(s) 11 and 15, within the M2A Zone to waive the structure height in order to increase the permissible building height to a maximum of 41 feet based upon meeting the standards as outlined in the Planning Board granting waivers.   
**Second: Patrick Reynolds**  
**Discussion:** None  
**Vote: Approved 7-0-0  
  
Minor Site Modifications [time on DCAT 1:32:15]  
Motion #2: Val Shelton** made a motion to grant approval of the Minor Site Plan Amendment requested by Walter Cheney, Jr. of Cheney Property Management Corp. for a property located at 50-56 Exeter Road Tax Map U4, Lot(s) 11 and 15, within the M2A Zone to remove the sidewalk on the northeasterly side of Exeter Road and relocating the sidewalk along the easterly side of the Business Park road.  
**Second: Jane Ford  
Discussion:** None  
**Vote:** **Approved 6-0-0  
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Jeff Goldknopf** returned to the meeting.  
Read by the Chair:  **[time on DCAT 1:33:17-1:59]**   **d. Pursuant to §24-1 *Zoning ordinance amendment procedures*, of the Municipal Code of the Town of Newmarket, New Hampshire, the Planning Board shall have a discussion and either consider setting a public hearing or make their recommendations to the Town Council on proposed amendments submitted by the Town of Newmarket to §32-5 *Nonconformities*; §32-9 *Special use permits*; §32-11 *Definitions*; §32-155 *Wetland protection overlay district* and §32-234 *Accessory apartments* of the Municipal Town Code of Newmarket, New Hampshire, or take any other action relative thereto.**The Board agreed to review the overall changes this evening and then set a public hearing followed by further discussion/deliberation once comments have been heard from the public. The Planner said that both the Town Council and the Planning Board have deemed the ADU ordinance a priority for some time. The revised ordinance would allow for a detached ADU to occur as well as two ADU’s could be requested by Special Use Permit. This new ordinance will allow for a diversity of housing options to provide flexible, adequate, and affordable living accommodations, to support homeowners utilizing excess space, to offset the cost of home ownership and to foster the Town’s community fabric by establishing space for multi-generational living and to promote the conservation of energy and land by the reuse of structures and by the preservation of properties. The Planner provided a map of Newmarket which designates all the single-family housing in the Town. The Planner will have many more maps at the Public Hearing. **Val Shelton** has asked for aerial maps of the town. This new ordinance would redirect the permitting process from the ZBA to the Planning Board. The Chair and the Planner request that members review the proposed language and submit their comments at the next meeting. The Planner will be giving a presentation at the next meeting. The Public Hearing will be set for the next meeting on September 13, 2022. Deliberation will be held on October 11, 2022.   
**---------------------------------------------------------------------------------------------------------------------**Read by the Chair  **[time on DCAT 2:01:36]**   **e. Pursuant to RSA 675:7, the Planning Board shall set a public hearing to amend both the Site Plan and Subdivision Regulations of the Town of Newmarket, New Hampshire intending to modify Sec. 2.06 *Fees* of Appendix A. - Subdivision and Sec. 2.05 *Fees* of Appendix B. – *Site Plan Review*, or take any other action relative thereto.**The Planner explained that the reason for this proposal is to increase the public noticing fees to reflect today’s real cost. The last time Sec. 2.06 was amended was 2011 and Sec. 2.05 was amended in 2003. **Val** **Shelton** thinks that we should look at all fees as staff costs have risen significantly. The Planner has agreed to put together a spread sheet comparing what other municipalities are charging in the area. The Planner will make a presentation at the Public Hearing at the next meeting followed by deliberation at the October meeting. Currently, the Planning Department is also looking at building permit fees. **---------------------------------------------------------------------------------------------------------------------  
5. Old/New Business [time on DCAT 2:05:31]**The Planner wanted to give an update to the Board on the B-1 Zoning District. He is planning to seek funding from InvestNH to help with facilitation, design, and writing of the ordinance.**6.Chair’s Report**No report from the Chair this evening. **7.Committee Reports [time on DCAT 2:06:31]  
Patrick Reynolds** reported that he was unable to secure a position on the Energy and Environment Advisory Committee as there were too many applicants already wanting to be on the Committee. He did report that they are wanting to ask for a new chapter in the Master Plan specifically dedicated to Energy. He believes that we should put together a sub-committee to begin work on an Energy Chapter. The Planner believes that the Planning Board needs to discuss this as he believes the EEAC would like to see this chapter in the Master Plan. With the CIP process coming up, should the Planning Board seek additional funding to prepare such a plan?  
Regardless, the Board needs to discuss this more fully as the Master Plan falls completely under the purview of the Planning Board. The Planner agreed to put a spread sheet together of all the current chapters for review by the Board…what chapters should be updated, eliminated, created, merged, etc. **Jane** **Ford** brought up the question of ‘what is energy’? A definition needs to be discussed/determined.  
***Town Council:*** **Scott Blackstone** reported that the TC did discuss putting a member from the  
Planning Board and the Conservation Commission on the EEAC as it was originally constituted. Wildcat Transit will be terminating service after Spring ’23 semester. The Town has hired a new Town Engineer, Lindsay Butler, who is currently Project Engineer for the town of Salem. The TC approved a contract to repair the leaking Library roof. The TC also approved a resolution that they would like to go ‘fossil free’ sometime in the future. He reported on the Tucker Well. Currently to access the well site, one must drive over a culvert on someone’s property. The Town needed access to put a new backup generator on site. The owner and the Town entered into lengthy negotiations and eventually agreed on $20,000 for the easement.  
***Conservation Commission:*** **Jeff Goldknopf** no report this evening. **8. Adjourn [time on DCAT 2:19:08]   
Motion: Jane Ford** moved to adjourn at 9:15 PM. **Second: Patrick Reynolds  
Discussion:**  None **Vote: Approved 7-0-0**Respectfully submitted,   
  
Sue Frick  
Recording Secretary

**DCAT:  
 https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7\_5VjxKP/videos**