

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

**PLANNING BOARD  
RINDGE, NEW HAMPSHIRE  
July 6, 2021**

**DATE:** July 6, 2021    **TYPE:** Public Hearing    **APPROVED:** 8/3/2021

**TIME:** 7:00 pm

**CALL TO ORDER:** 7:00pm

**ROLL CALL MEMBERS:** Jonah Ketola, Sam Bouchie, Kim McCummings, Holly Koski, Katelyn Smith, Julie Sementa, Bob Hamilton

**ROLL CALL ALTERNATES:** Joel Aho, Robert Chamberlain

**ABSENT:** None

**EX OFFICIO:** Bob Hamilton

**PLANNING DIRECTOR:** Kirk Stenersen

**APPOINTMENT OF ALTERNATES:** none

**OTHERS PRESENT:** Ashley Saari, Roniele Hamilton, Judy Unger-Clark, Craig Clark, Paul Grasewicz, Richard Mellor, Joel Kaplan, Donald Wilson

**Call to order and Pledge of Allegiance**

**Roll call by Chairperson**

**Approval of Minutes:**

**1. June 1, 2021**

**MOTION:** Katelyn Smith made a motion to approve the minutes as written. Holly Koski seconded the motion. **Vote: 6-0-1** Kim McCummings abstained.

**2. June 15, 2021 Site Walk**

**MOTION:** Katelyn Smith made a motion to approve the minutes as written. Holly Koski seconded the motion. **Vote: 6-0-1** Bob Hamilton abstained.

**Old Business/Continued Public Hearings**

- 1. PUBLIC HEARING CONTINUED FROM JUNE 1, 2021:** an application for a Major Site Plan submitted by GRAZ Engineering on behalf of Jamison VanDyke (Lock'd Up Storage NH LLC), 1032 NH Route 119, Unit #4, Rindge NH 03461 for property located at 29 Commercial Lane, Tax Map 6 Lot 99-4 in the Business-Light Industry Zoning District. The applicant is seeking approval for the expansion of an existing self-storage site (adding five buildings and storm water management).

Chairman Jonah Ketola announced the case to be considered and said that revised plans had been submitted since the last meeting. He turned the floor over to Planning Director Kirk Stenersen.

Planning Director Kirk Stenersen said there had been some questions regarding wetlands and some concerns of the Conservation Commission (ConCom) regarding the wetlands. Mr. Stenersen said that the engineer, Paul Grasewicz could address these concerns.

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

Paul Grasewicz of GRAZ Engineering said that when we left a month ago, it was suggested that ConCom take a look at this plan. He said there is some grading on one side of the site that was within 50 feet of the wetlands. Mr. Grasewicz said that the applicant, Jamison Van Dyke asked him to redesign so that this would be greater than 50 feet from wetlands. This revision was made.

Paul Grasewicz said that ConCom took a look at this project and found that near the powerlines, there was a little pool. Mr. Grasewicz said that he had Carl Hagstrom take a look at this and they located it and it is now shown on the revised plan. Paul Grasewicz said that the revised plan included making a building smaller, and moving a building so that it addresses these concerns.

Planning Director Kirk Stenersen said that Bob Hamilton had asked about the history on this location as it relates to wetlands. Mr. Stenersen said that in 2010, the Planning Board approved two additional storage units behind the existing three storage units that are there now. Prior to that in 1987 was the original application which was for six storage units and the office building that is there now. There were some concerns about wetlands at that point in time. There is a letter in the file that states that the delineation of small areas is at the discretion of the soil scientist. A wetland scientist has reviewed the site recently and the Planning Board is reviewing what is there today.

Paul Grasewicz said that these wetlands follow the powerlines. Bob Hamilton thanked Planning Director Kirk Stenersen for looking into this history.

Chairman Jonah Ketola asked for comments from the public.

Richard Mellor from ConCom said that he won't speak formally for the Commission as they have not yet taken this under advisement, but this is exactly the kind of procedure they would like to see in the future.

**MOTION:** Katelyn Smith moved to grant approval of the "Lock'd Up Storage" major site plan application for Tax Map 6 Lot 99-4 as presented with the following 6 conditions.

Holly Koski seconded the motion. **Vote: 7-0-0**

- 1) All applicable governmental permits shall be obtained.
- 2) Prior, during and after recording of the decision, the applicant shall be made aware that any conditions placed on this site plan through other governmental or permitting agencies are hereby included in this approval.
- 3) The site address shall conform to the NH Enhanced 911 naming and numbering system as managed by the Director of Public and Life Safety, Rick Donovan.

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

- 4) All exterior site lighting shall be downcast lighting and shall be in compliance with the Town of Rindge Site Plan Regulations.
- 5) All construction, site work, and site operations shall be consistent with the most recent set of plans by Graz Engineering, LLC for Lock'd Up Storage Site Plan dated May 5, 2021, revised 6/29/2021 or subsequently amended and associated documents (e.g. *Stormwater Hydrology of Lock'd-Up Storage 29 Commercial Lane Rindge, New Hampshire – dated May 11, 2021*).
- 6) The applicant or applicant's agent shall provide the Planning Office with an electronic copy of all approved plans.

*Planning Director Kirk Stenersen left the table as he is the engineer on the next project and will not be acting as Planning Director.*

**2. PUBLIC HEARING CONTINUED FROM JUNE 15, 2021:** an application for a Major Subdivision submitted by Higher Design, PLLC, on behalf of Kings Way, LLC, 29 Diane's Way, Rindge, NH 03461 for property located on NH Route 119, Tax Map 6 Lot 73 in the Residential-Agricultural and Gateway East Zoning Districts. The applicant is seeking approval for a 20 lot subdivision.

Chairman Jonah Ketola said that a Site Walk had taken place on June 15, 2021 which was attended by 10 to 12 people. Following the Site Walk, ConCom met with Kirk Stenersen and sent a letter dated 6/28/2021 to the Planning Board Chairman. (this letter is on file at the Planning Office) In short, ConCom had several areas of concern and would like to ask Rick Van de Polll to conduct an assessment. ConCom has requested that Kirk Stenersen of Higher Design seek permission from the landowner and get back to ConCom. ConCom also is requesting Planning Board's patience in making any decisions until this can take place.

Chairman Jonah Ketola read into record two letters from Beaver Tracks LLC who is the wetland scientist on this project. These letters are dated May 13, 2021 and June 20, 2021 and are on file in the Planning office. The May 13<sup>th</sup> letter states that there are no vernal pools on this site. The June 20, 2021 letter speaks to "ponded water that may be a jurisdictional wetland". Jonathan Sisson of Beaver Tracks LLC said that this area is not a jurisdictional wetland and went on to point out the four conditions that must be met to label something a jurisdictional wetland. Mr. Sisson said that the reason there was ponded water was due to the dense layer of compacted soil from the skidder tracks.

Kirk Stenersen of Higher Design said that the Wildlife Assessment was emailed to the Conservation Commission and then, at a later date, to Susan in the Planning office. He apologized for not getting it to the Planning office earlier. Mr. Stenersen said that the person who did the Wildlife Study is also a Wetlands Scientist and walked the property as well. He did not express any concerns about wetlands other than what was already flagged. Mr. Stenersen said that NH DES now requires a Wildlife Study whenever an Alteration of Terrain permit is

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

required. The NH Fish and Game gets a copy of the study which they review. In short, they are looking for avoidance and minimal disturbance to the wetlands as is reasonably possible. The biggest area for habitats is down near Rugg Pond where the two largest lots are located. NH Fish and Game are looking for large private lots which provide a benefit to the preservation of habitats.

Kirk Stenersen of Higher Design said that there were questions at the last meeting about soil sampling and well testing that was going on at the former Sunoco Gas Station. He said that anything that requires NH DES approval is posted on their website. Mr. Stenersen provided the Board with a recent report from NH DES which showed some higher limits on the ground water monitoring wells on site. There are seven (7) wells on site: three (3) of these had higher limits that caused concern. They were testing on wells outside (1134 NH RT 119; 9 Fitzgerald Road; 29 Cota Way) Of those three, they detected nothing above laboratory reporting limits. They were not able to test the well on-site because the power had been cut off to the gas station and they were unable to find the well. It turns out that the well is inside the building. Testing is ongoing. Wells closer to the location of the underground storage tanks tested the highest.

Kirk Stenersen said that he believes he has addressed the concerns that were brought up at the last meeting.

Chairman Jonah Ketola asked for comments from the Board.

Holly Koski asked for a date on the report. Jonah Ketola said it was 1/15/2021. Chairman Ketola said that you can go on the NH DES One Stop website and access quite a bit. Kirk Stenersen said that he could provide Board members with a link to the One Stop website.

Chairman Ketola asked Mr. Stenersen if this site was labeled a Brownfields (US EPA) property. Mr. Stenersen said it has not. He said this was triggered when they pulled the underground storage tanks. Chairman Ketola said it was 2018 when the tanks were removed.

Katelyn Smith asked how long they have statutorily to address this. Kirk Stenersen said he did not have an answer for that question. Chairman Ketola said if it were labeled Brownfields, he thinks it would be 20 to 30 years. But this is not Brownfields.

Bob Hamilton said he read through the wildlife study, and that came through as no endangered species; no major impact; mitigation and design plans were good. It had three requests at the end of this report. Mr. Hamilton asked Mr. Stenersen to address the type of wetlands buffer used during construction which asks that plastic mesh or plastic pipe not be used. Mr. Stenersen said that plastic mesh or plastic pipe would not be used.

Bob Hamilton asked about well drilling on each separate lot. What happens if the water is not potable? Chairman Jonah Ketola said that, in certain areas of NH, if well testing returns high levels of sodium or salt, (from road salting) , the State of NH will kick in and either buy you a

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

new well, or just keep going down to seal that off. Chairman Ketola said the state may have programs to address other contaminants as well.

Board members discussed who may be held responsible if water is contaminated. Bob Hamilton said he believed the responsibility may be the property owners. Kirk Stenersen said he believes Bob Hamilton may be correct. Joel Aho said that the understanding in the Real Estate business, if you are in the chain of title, you could be held responsible.

Bob Hamilton said that the Board had been discussing Lock'd Up Storage and ConCom was satisfied with their notification; we are now dealing with King's Way and ConCom has been notified. At the last meeting, the Board was dealing with Patriot's Holdings at the old Sear's Building and that notification to ConCom seems to be different. Mr. Hamilton asked if the notification process to ConCom was different in that case. He said it certainly sounds that way in the newspaper articles. Mr. Hamilton said that the newspaper stated that ConCom was not notified and yet he has read two different emails notifying ConCom. Mr. Hamilton said that he wanted to make sure that the Planning Board was notifying ConCom in the same manner for each case. Chairman Ketola said that the process for notification was the same for all the cases.

Chairman Jonah Ketola asked if anyone from the public would like to speak at this time.

Joel Kaplan of 4 Letourneau Lane said he continues to have a dispute as to where his boundary line is. Kirk Stenersen of Higher Design said that Mr. Kaplan's lot had been subdivided and that the stake that was in the ground was a wooden stake put in there with compass and tape. The actual pin which was recently set was with total station surveying. Mr. Stenersen said that although it is normally a condition of approval for the pins to be set, the corner pin in this case was not found. Mr. Stenersen does not know what happened in this case. Mr. Kaplan said he has found the pin and believes the property line is incorrect which will affect the first few lots that are at a 2 acre minimum. Chairman Jonah Ketola said that the only thing he can say is that the surveyors are putting their stamp on their work. Mr. Stenersen said that the numbers line up. Chairman Ketola asked Mr. Kaplan if the numbers he has are in agreement. Mr. Kaplan said he would have to look on his deed. He said when he bought this property, he was under the impression that he owned more land than this is showing. Holly Koski said Mr. Kaplan may have to have his lot re-surveyed. Mr. Stenersen said that the pin they are speaking of is lining up next to the 14.88 acre parcel. This would not be affecting any 2 acre lots.

Judy Unger-Clark asked if any of the land in this 93 acre parcel is zoned Commercial. Chairman Jonah Ketola said it is Res-Ag and Gateway East. Katelyn Smith read the description of Gateway East.

## ARTICLE XI

### *Gateway East District*

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

*The Gateway East District shall permit coordinated mixed uses while providing for the preservation of open space, water resource protection and recreational opportunities. The purpose of the Gateway East District is to encourage flexibility in the development of land in order to promote its most efficient and highest and best use and to preserve natural features and open space pursuant to the provisions of RSA 674:21.*

*The Gateway East District is intended to allow increased density development in a limited area along the highway corridors and to provide for a transition from these more concentrated business uses at highway access points to residential development and open space at the outer edges of the District. The Gateway East District will provide a greater opportunity for the construction of quality development by providing flexible guidelines which allow the integration of a variety of land uses and densities in one development.*

*The Gateway East District will encourage development configurations along the highway corridors which are interconnected by secondary service roads, are visually appealing and consistent with traditional New England architecture, and transition gradually to less intense land uses. The Gateway East District will implement the “Mixed Use District” goals set forth in the Rindge Master Plan by providing for compact mixed use development which is pedestrian friendly and encourages a mixture of business, commercial and residential land uses while preserving the natural beauty of State Route 119 and US Route 202 roadways as they enter Rindge.*

Judy Unger-Clark asked the following:

- What is proposed on this plan that would be going into this Gateway district? Chairman Jonah Ketola said that right now, according to these plans, it is wildlife and woodlands on the west side that wraps around Joel’s property and on the southeast side is the roadway entrance which, as it says, is a “flexible entrance to residential”. So there are no houses, no land, etc.
- If any kind of deed restriction could be placed on this to keep it as open land. Chairman Jonah Ketola said that, in that case they would probably go for a PURD, but the Board has been staying away from those as residents have expressed a dislike of the PURDS. The applicant went with a traditional subdivision which asks for larger lots than the PURD. Chairman Jonah Ketola said that it would be unfair to the developer to ask for open space as well as traditional and larger lot sizes. Because this is split in two zoning districts, it complies with the Master Plan, there is nothing that is going to happen here but a street, and the other side is a 14.86 acre parcel. The only other thing may be an existing logging access to this property.
- What the percentage of wetlands is on this parcel. Kirk Stenersen said that he did look into this for the landowner because they may have to consider a PURD to make this feasible. The percentage is 22.8 percent. Judy Unger-Clark asked for status of Map 6 Lot 73-2. Is this part of the subdivision and if not, why not. Chairman Jonah Ketola said

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

that this is an abutting parcel owned by the same owners. This is how they want to do it, and they own both parcels. That is all there is to it.

- Judy Unger-Clark read from a statement expressing her concern that there may be multiple conflicts of interest taking place within the Planning Dept., with the Planning Director as well as the Planning Chairman. She cited a land transfer that took place in July of 2020 from John 3:16 LLC, Jonah Ketola, Manager transferring Map 6 Lot 73-2 to King's Way. (Book 3117/page 1017) Judy Unger Clark presented the Board with a petition signed by 69 people asking for the Planning Director to step down from his position and "replace him with an individual without interests in the building and/ or real estate industry in this town."

Chairman Jonah Ketola said that, at the last meeting, Judy Unger-Clark read a huge letter which she asked to be part of the record. We have already discussed this many times. We, as a Board, whose members are citizens of this town and have been voted in by the town, have discussed this and do not believe that our Planning Director has a conflict of interest. He is stepping down into a different seat, he is not acting as both Engineer and Planning Director on any case. For what he is doing for the town, he is not doing this to benefit himself, he is serving our town. The budget has gone down \$70,000 since Jonah Ketola has been here. Every time we come to a meeting, we seem to be discussing this over and over. We feel having Kirk Stenersen as an engineer to review our plans is an asset. Many Board members spoke to this at our last meeting.

Sam Bouchie said that, if Judy Unger-Clark believes that something illegal is taking place, then she needs to file charges. Otherwise, he is done listening to this.

Katelyn Smith said it might be more productive, if there were specific areas of concern that need to be addressed. She asked Judy Unger Clark to point to these areas. The Board can then determine if they have the knowledge to review these or need additional help. Katelyn Smith said that she invites Judy to raise those issues. Judy Unger Clark said she was disappointed on the site walk that the Planning Board did not see Rugg Pond. Judy Unger Clark said that she is pleased that ConCom has another Wetland Scientist looking at this. Judy Unger Clark said people don't know what effect this may have on other properties.

Chairman Jonah Ketola said, when we look at this, the area around Rugg Pond are very large lots with a large buffer area. These lots have been reviewed by the wetland scientist so it is not necessary for the Planning Board members to walk to every part of the site.

Katelyn Smith asked Judy Unger Clark what her specific concerns were around Rugg Pond. Judy said it is the habitat. She asked how she could get a copy of the Wildlife Study. She was directed to the Planning Office files.

Richard Mellor, speaking for the ConCom, made the following points:

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

- Rick Van de Poll has been commissioned by the Conservation Commission to do an assessment of the entire town's wetlands via satellite data. Some of that may require a ground truthing for areas of particular interest. Richard Mellor said that ground truthing is accurate within two feet and ConCom has requested permission from the owners through Kirk Stenersen so that Rick Van de Poll can take a look at this.
- Richard Mellor sent the Wildlife Report to Rick Van de Poll via email this week. He has not yet heard back from Rick. He was concerned that the pictures in the second part of the Wildlife Study were taken during the winter months. He said the spring months would be a better time to assess wetlands and look at amphibians.
- He would like to commend engineer, Kirk Stenersen of Higher Design, PLLC, for the follow up addressing areas of concern discovered on the site walk.
- The site walk did not include Rugg Pond and for that reason, and others cited, ConCom would like to defer giving an opinion until sometime later.
- Mr. Mellor said that he does not want to be disruptive to this process, and understands that if someone owns 90 acres, they have a right to develop it. He just wants to 'do it right'.

Chairman Jonah Ketola thanked Mr. Mellor for his comments.

Roni Hamilton said she would like to address Judy Unger-Clark's comments. Roni said that they have been through all of this before and that Kirk Stenersen has done a great job. Roni Hamilton said that during the PURD subcommittee meetings, progress was made. PURDS have gone down. This project has lots from 2 acres to 16 acres. Perhaps someone will want to have a farm. People are going to buy land and they have a right to do what they want.

Kirk Stenersen said that, in regard to walking to Rugg Pond, they could have walked a different way, but that was up to the discretion of the Planning Board. Rugg Pond is more than 500 feet from the closest point of the proposed roadway.

A member of the Board asked Richard Mellor how much time he is asking for. Richard Mellor said he did not know what Rick Van de Poll's schedule is.

Chairman Jonah Ketola said that there has been a lot lately coming up through ConCom. He said that the applicants/developers are trying to do what they can to comply with our regulations. They are hiring Soil Scientists and Wetland Scientists and doing their best. Chairman Ketola said that members of ConCom are citizens in town doing their best to protect conservation, wildlife and wetlands. The Wildlife Study that is in front of us was done by someone from the State of New Hampshire who was on the property. Comments were made on the back page of the study that they found nothing in their study that would hinder the wildlife. Their concern was to minimize impacts of construction on the wildlife through certain procedures that are friendly to wildlife and wetlands. Chairman Ketola said that in recent months, many projects have been red flagged by ConCom and each one seems to be treated differently. Whether this is a certain engineer being targeted, or a different landowner being targeted is not clear. Applicants are coming to us trying to comply with our requirements. Planning Board members have an



Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

ordinance/regulation book to look at, to be sure things are in compliance on each project. The Planning Board are trying to do their job by following the steps and criteria for each case.

Roni Hamilton said that she wishes the public would work with the Planning Board and with the Zoning Board. Any project that is denied can pay \$250 to take their case to the Housing Appeals Board in Concord, NH. They don't care about our local Master Plan or our zoning. What happened in Frankestown could happen here. Politically, the public needs to work with our Planning and Zoning Boards to keep our decisions local.

Richard Mellor said he agrees with Roni Hamilton. ConCom has worked with developers to come to an agreement. Chairman Jonah Ketola said that there seems to be some different interpretations from one case to the next as it pertains to the 50 foot buffer. On one case, work is allowed; another case, it is not. Chairman Jonah Ketola said that he agrees that we should keep our decisions within the town.

Kim McCummings said that there is information that the Planning Board members have not had time to review.

Katelyn Smith asked for a clarification from Richard Mellor. If a wetlands study were to find something different than the Wildlife Report, would it affect the plans in anyway or is this just to show where the wetlands and their boundaries are. Richard Mellor said that study would need to be done by a professional. Katelyn Smith said that there is always a balance between the landowner's rights and environmental concern. If the Board were to delay this case another month, how would the environmental concerns alter this plan. Richard Mellor said that it would be ideal if Rick Van de Poll could review the different studies. Jonah Ketola asked if that meant we would pay for a study to review a study we already have. One study would be done satellite which is as accurate as two feet; the wetland scientist study is boots on the ground.

Sam Bouchie asked who pays for these studies. Richard Mellor said that the ConCom would.

Kirk Stenersen of Higher Design asked if Rick Van de Poll is reviewing this study as someone who is qualified to review Wildlife Studies for the State of New Hampshire Alteration of Terrain or is he reviewing this as a wetland scientist. Richard Mellor said he is qualified and has worked with the State DES for twenty seven years. Kirk Stenersen said his client has paid for a wetland scientist to review this project. The Alteration of Terrain required the Wildlife Study. Katelyn Smith said that the Planning Board approvals are based on a criteria that all State approvals are required.

Holly Koski asked about the 65 day rule for approval. If this were to be continued, would the Board be within the 65 days. Chairman Jonah Ketola asked for the Board to weigh in on this. He said that, last time, we were waiting for the Wildlife Study; this time we have two wetland scientist studies; we have plans in front of us that are stamped; we may have a third party review on something that is part of the NH DES Alteration of Terrain. With that being said, does the Board feel like holding off for a third party review?

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

Bob Hamilton said that, at best, ConCom may extend this one more month for a study. Mr. Hamilton asked if Rick Van de Poll had done the assessment on this piece of property as part of the town wide assessment. Richard Mellor said he had not. Bob Hamilton asked if what they are requesting is a wildlife study. Richard Mellor said no. Bob Hamilton said that the request they are making in their letter is specific to wetlands and to Rugg Pond. Mr. Mellor said that part of the assessment of wetlands is to wildlife impact. In this case, the detailed plan from him will include a review of the plans.

Richard Mellor said that the ConCom meets the second Monday and they may have a report by then. If so, they will pass it on to the Planning Office at that time.

Bob Hamilton said that, at this point in time, the applicant has not given permission for ConCom to do a study on their land. Kirk Stenersen of Higher Design said that his client is looking for direction from the Planning Board on what they would require.

Chairman Jonah Ketola said that the Board has a significant amount of information in front of them. Bob Hamilton said he is ready to take a vote tonight but that some members have not had time to review the Wildlife Study. He said that if the landowner agrees and ConCom can have their study available to the Planning Board prior to the next meeting, then he is willing to wait.

Kirk Stenersen asked for a clarification of interpretation of what ConCom is looking for. So, if ConCom has a review on the wildlife and plans, would that be the end of it? Richard Mellor said he would leave that question to Rick Van de Poll. Mr. Van de Poll would send a report to ConCom who would forward it to Planning.

Richard Mellor asked if the landowner has given permission. Jonah Ketola said that ConCom would need to contact the owner.

Kirk Stenersen said, from the applicant's stand, he is looking to the Planning Board to tell him what they are requiring. Katelyn Smith asked for a timeline for the ConCom report to allow sufficient time for Planning Board members to review prior to August 3.

Jonah Ketola said that he would consider a motion to continue to give a grace period for Planning Board members to review the Wildlife Study. Whether or not the Board receives anything from ConCom will not change the outcome of what the Board does with this application.

**MOTION:** Holly Koski made a motion to continue the public hearing on the application for a Major Subdivision submitted by Higher Design, PLLC, on behalf of Kings Way, LLC, and Map 6 Lot 73 until August 3, 2021 at 7:00 PM. Kim McCummings seconded the motion. **Vote: 7-0-0**

*Planning Director Kirk Stenersen returned to the table as Planning Director.*

Meeting Minutes  
July 6, 2021  
JK, SB, KS, KM, JS, HK, RH, RC, JA

*The Planning Board took a five minute recess.*

**Planning Office Report**

1. Discussion of application changes and fees.

Planning Director Kirk Stenersen said that advertising costs have increased and need to be adjusted. He said that we also have created an Expedited Site Plan application that is similar to our Minor Site Plan application but meets with the Site Plan Regulation changes made a few years ago. The fees will be the same as the Minor Site Plan fees.

Planning Director Kirk Stenersen suggested increasing the advertising fees from \$90 to \$120 to be consistent with today's costs.

**MOTION:** Kim McCummings moved to approve all changes to applications and fees as discussed. Holly Koski seconded the motion. **Vote: 7-0-0**

**Other Business**

**MOTION:** Bob Hamilton made a motion to go into Non Public Session per RSA 91-A3: II.c. for reputation. Kim McCummings seconded the motion. **Roll Call Vote:** Jonah Ketola-AYE: Sam Bouchie-AYE: Kim McCummings-AYE: Katelyn Smith-AYE: Julie Sementa-AYE: Holly Koski-AYE: Bob Hamilton-AYE:

**MOTION:** Holly Koski made a motion to seal the minutes of the Non Public Session indefinitely. Julie Sementa seconded the motion. **Roll Call Vote:** Jonah Ketola-AYE: Sam Bouchie-AYE: Kim McCummings-AYE: Katelyn Smith-AYE: Julie Sementa-AYE: Holly Koski-AYE: Bob Hamilton-AYE:

Meeting Adjourned at 9:58 p.m.

Respectfully Submitted,  
Planning Office Staff