

APPROVED

**TOWN OF LINCOLN, NH
PLANNING BOARD MEETING
Wednesday, March 24, 2021 – 6:00 PM
Lincoln Town Hall, 148 Main Street, Lincoln NH**

Due to the current COVID-19 situation, the Town Office is closed to the public. This meeting will be available only via the Zoom Meeting Platform to allow for town wide participation. The public is encouraged to participate remotely using ZOOM by going to:

Join Zoom Meeting

<https://us02web.zoom.us/j/84097369687?pwd=MDNGbWludG1PSjJXMlZGbHVPbFRMQT09>

Meeting ID: 840 9736 9687

Passcode: 812929

Or dial by your location 1-929-205-6099 US (New York)

(See also town website www.lincolnnh.org for the same link, meeting ID and passcode.)

Present: Chairman James Spanos, Vice Chairman Joe Chenard, Board of Selectmen's Representative O.J. Robinson, Member Steve Noseworthy, Member Paul Beaudin and Alternate Mark Ehrman.

Staff Present: Town Planner Carole Bont, Fire Chief & Code Enforcement Officer/Health Officer/ZOOM Host & Moderator Ronald R. (Ron) Beard, Town Manager Butch Burbank and Planning Assistant Lisa Peluso.

Consultants:

- **Town Engineer Raymond H. Korber P. E.**, KV Partners LLC, PO Box 7721, Gilford, NH 03249-7721 (via ZOOM)
- **Town Attorney Peter Malia**, Hastings Malia Law Office, P.A., 376 Main Street, PO Box 290, Fryeburg, ME 04037-0290 (via ZOOM)

Guests Present:

- **Dr. Janelle Bard, DC, BSc**, (nonresident) d/b/a Kua Kauka, LLC, Main Street, PO Box 688, Lincoln, NH 03251 Chiropractor, Functional Herbalist, and Whole Food Nutritionist, Owner/Operator of Lincoln Wellness Center, offering Chiropractic, Whole Food Nutrition and Massage therapy at 6 South Mountain Drive, PO Box 688, Lincoln, NH 03251-0688
- **David Beaudin**, (resident), 138 Pollard Road, Lincoln, NH 03251 (Map 114, lot 072) owned by Aaron & Kristin Loukes - (Tax Map 116, Lot 004), Lincoln, NH 03251-0245. Lincoln Water Plant Operator, (via Zoom).
- **Attorney Mark Beaudoin**, (nonresident), (ATTORNEY FOR APPLICANTS), Nixon Peabody, LLP, City Hall Plaza, 900 Elm St, Manchester, NH 03101 - Outside Local NH

Counsel for APPLICANT Remedy Medical Properties, LLC, an affiliate of which is the potential fee owner/developer;

- **Susanne (Susan) A. Chenard**, (resident) 11 Liberty Road, Lincoln NH 03251 (Map 107, Lot 061) and Realtor for Loon Reservation Service, 264 Main Street, Suite 12, PO Box 785, Lincoln, NH 03251-0785, and owner of 19 Maple Street (Map 118, Lot 069). Alternate member of the Zoning Board of Adjustment (via ZOOM).
- **Cathy Furtek Conway, P.E.**, (nonresident) (APPLICANTS' ENGINEER) Horizons Engineering, Inc., 34 School St., Littleton, NH 03561;
- **Robert Corson**, (nonresident) (APPLICANTS' ARCHITECT) Senior Architect, SMRT Inc., 75 Washington Avenue, Suite 3A, Portland, ME 04101.
- **Raymond DeGrace**, (resident) (ABUTTER) co-owner with Marie DeGrace, 4 Donovan Drive, Lincoln, NH 03251-9708 (Map 112, Lot 015); (NOT SURE HE WAS THERE?)
- **Faith DesJardins**, (nonresident), Andre Desjardins Custom Remodeling LLC, Building & Property Management, 401 Eastside Road, North Woodstock, NH 03262
- **Meg Haase**, (resident) 17 Boyle Street, PO Box 384, Lincoln, NH 03251-0384 (Map 117, Lot 065), owned by Robert A. Haase.
- **Jayne S. Ludwig**, (resident) 12 Pleasant Street, Lincoln, NH 03251 (Map 113, Lot 092).
- **David B. Martin**, (nonresident) (APPLICANT) ("David's I-Pad") Executive Vice President, Development for Remedy Medical Properties, Inc., 800 W Madison Street, Suite 400, Chicago, IL 60607;
- **Dawn McPhee**, (nonresident) (APPLICANT) Executive Assistant/Decision Support and Board Liaison, Littleton Regional Healthcare, 600 St. Johnsbury Road, Littleton, NH 03561;
- **Kurt Meyer, Sr.**, (nonresident) (APPLICANT) Senior Preconstruction Manager at Remedy Medical Properties, Inc. 800 W Madison Street, Suite 400, Chicago, IL 60607;
- **Robert (Bob) F. Nutter**, (nonresident) (APPLICANT) President/CEO of Littleton Regional Hospital (which is the proposed main tenant of the new building to be constructed), Littleton Regional Healthcare, 600 St. Johnsbury Road, Littleton, NH 03561;
- **Attorney Barbara Peloquin**, (nonresident) (APPLICANT) Associate In-House Counsel for APPLICANT Remedy Medical Properties, LLC, Remedy Medical Properties, Inc., 800 W Madison Street, Suite 400, Chicago, IL 60607;
- **Darrell Philips**, (nonresident) (APPLICANT) Land Development Manager, Design & Construction, Remedy Medical Properties, Inc., 800 W Madison Street, Suite 400, Chicago, IL 60607;
- **Charyl Reardon**, (nonresident) (ABUTTER), President of White Mountains Attractions Association, 200 Kancamagus Highway PO Box 10, North Woodstock, NH 03262 representing the entire White Mountains region, also Selectman for the Town of

Woodstock, NH, Woodstock Town Office, 165 Lost River Rd, PO Box 156, North Woodstock, NH 03262-0156 (via ZOOM), Selectman for the Town of Woodstock, New Hampshire.

- **Ryan St. Cyr**, (nonresident) (APPLICANT) **Director of Support Services, Littleton Regional Hospital**; Littleton Regional Healthcare, 600 St. Johnsbury Road, Littleton, NH 03561;
- **Peter Spanos**, (resident) (ABUTTER) 3 Waterwheel Road (Mail: Indian Head Resort, 664 US Route 3, Lincoln, NH 03251), (via ZOOM using Maria Spanos' computer connection) owner and operator of Indian Head Resort, 664 US Route 3, Lincoln NH 03251 d/b/a Indian Profile Corporation owned by (Map 102, Lot 008) (via ZOOM) and also owns:
 - Owner of US Route 3 #LO (Map 103, Lot 006); and
 - Owner of US Route 3 (Map 103, Lot 005).
- **Ivan Strickon**, (resident) and co-owner with Paula Strickon of 127 Pollard Road, PO Box 1510, Lincoln, NH 03251-1510;
- **Kate Tarbox**, (nonresident) **President of KDT Communications**, 25 Grassy Meadow Road, Wilbraham, MA 01095-1420;
- **David Tauber**, (nonresident), **Chief of Service and Paramedic Linwood Ambulance Service**, PO Box 26, 12 Profile Drive, North Woodstock, NH 03262
- **Jeff Woodward**, (nonresident) (APPLICANT) 38 Raven Lane, Franconia, NH 03580-0536, Vice Chair of the Board of Littleton Regional Healthcare, Littleton Regional Healthcare, 600 St. Johnsbury Road, Littleton, NH 03561.
- **Jarrett Stern**, (nonresident) (APPLICANT) **Vice President of Business Development Littleton Regional Hospital**, Littleton Regional Healthcare, 600 St. Johnsbury Road, Littleton, NH 03561;
- **Kara's I-pad (Person not identified)**
- **(317)590-04371 (Person not identified)**
- **(603)369-1824 (Person not identified)**

I. CALL TO ORDER by the Chairman of Planning Board (PB); announcement of excused absences, if any, and seating of alternates(s), if necessary.

Member Beaudin stated that as a point of order because there was confusion with the Zoom passcode ID being posted incorrectly (with the wrong link) made the following motion:

"To adjourn this hearing and go to another time, date specific, as the Board could be challenged based on everyone not receiving the correct logon information in the appropriate format as it was on the Town's website and posted on the agenda incorrectly."

Motion: Member Beaudin

Motion fails for lack of a second.

When they realized the link was incorrect, staff members and board members on the ZOOM both telephoned and emailed as many people as they knew had expressed an interest in or were suspected of trying to attend the meeting or may have expressed an interest in attending the meeting. Staff member Brook Rose was contacted at home and immediately changed the notice on the Town's Website remotely adding the correct link information to the Town's website. The meeting was delayed for several minutes, waiting for people to have an opportunity to see the correct link on the Town's website and to use the link to logon to attend the meeting. Several people were able to join the meeting.

II. CONSIDERATION OF THE MEETING MINUTES

"To skip over consideration of the meeting minutes of March 10, 2021."

Motion: Member Robinson

Second: Member Chenard

Motion carries.

III. NEW BUSINESS

A. SPR 2021-01 M112 L018 Clark - Littleton Hospital

SUBDIVISION & SITE PLAN REVIEW

Applicants:

- a. Littleton Development Medical Properties, Inc.
800 W. Madison Street, Suite 400
Chicago, IL 60607
- b. Littleton Hospital Association d/b/a Littleton Regional Hospital
600 St. Johnsbury Road
Littleton NH 03561

Property Owners: Brenda Clark, Benjamin Clark, Jennifer Franz
PO Box 9
Lincoln, NH 03251-0009

Agent/Surveyor/Engineer: Cathy Furtek Conway, P.E.
Horizons Engineering, Inc.
34 School Street
Littleton, NH 03561

Property: Railroad Street #LO (Map 112, Lot 018). The property is located in the **General Use (GU) District.**

SUBDIVISION:

Proposal: Application for Subdivision proposes to divide 1 lot into 2 lots at the end of Railroad Street (50ft Private ROW). Lot is currently 5.51 acres. Applicant proposes to subdivide it into two (2) parcels:

A. Lot 1: 33,867 SF (or 0.77 Ac); &

B. Lot 2: 206,369 SF (or 4.74 Ac)

One new lot will be created. Improvements to these lots, extension of municipal water & sewer lines & extension of utilities will be required. The plan includes shared access easements to Lots 1 and 2.

SITE PLAN REVIEW:**Proposal:**

(1) Lot 1 (above) 33,867 SF (or 0.77 Ac): Development of 4,000 SF Medical Office Building with associated parking on Lot 1; &

(2) Lot 2 (above) 206,369 SF (or 4.74 Ac): Development of 48,000 SF Medical Office Building with associated parking on Lot 2.

Potential Conflict of Interest:

Chairman Spanos questioned whether any Planning Board member felt they had a conflict of interest. No members expressed any conflicts for which they felt they would need to recuse themselves from participating on the hearing of this matter.

Whether to Treat the Site Plan Review Application and the Subdivision Application Separately or Together:

The Planning Board decided to review one application at a time. Alternate Ehrman stated that this application is greatly in the public interest and the Board should make the process seamless and simple for the applicant as they wade through all of the details of the project.

APPLICATION FOR SUBDIVISION**Presentation:**

The Planning Board reviewed the Application Subdivision Checklist for completeness.

Discussion:**1. NH Department of Transportation (DOT) Right of Way Permit:**

Member Beaudin stated that the State of New Hampshire Department of Transportation (NHDOT) right-of-way permit may not be necessary but the Board has yet to hear from NHDOT. Engineer Cathy Conway from Horizon Engineering, Inc. (Engineer Consultant for the Applicant) replied that they have been in touch with NHDOT District One and the main office and are working to schedule a "Scoping Meeting". The Applicant does not currently have a state

driveway permit. Chairman Spanos would like to see this listed as a Condition of Approval and agreed the Planning Board should discuss this further. It was noted on the checklist that the status of this item is still unknown.

2. Bond for the Project:

Member Beaudin stated he would like to see the Planning Board discuss the requirements for a bond for this project.

3. Would Railroad Street Become a Public Road or Remain Predominately a Private Road?

Vice Chair Chenard questioned whether the road would be considered a private or public road. Applicant's Engineer Conway replied that Railroad Street is a private drive from about Donovan Drive to Connector Road. The Applicant is not seeking for it to be made a public road at this time.

Applicant Darrell Philips, Land Development Manager, Design & Construction, for Remedy Medical Properties, Inc. confirmed that the Applicant is not requesting the Town to take over the private portion of Railroad Street at this time.

4. Bond for the Project:

Town Manager Burbank stated that Applicant Darrell Philips' comment leads him to believe that the Town may want to require a bond to ensure that the road is built to standard in the event that the Town does take over the road in the future.

5. Who Owns the Fee Under Railroad Street and the Rights of Way Over Railroad Street:

Applicant Darrell Philips, Land Development Manager, Design & Construction, Remedy Medical Properties, Inc., stated that the property owners (Clark family/Hobo Railroad) do own the private portion of Railroad Street and have an existing agreement with the Holiday Inn Express and Suites hotel and will extend the agreement to include the medical facility.

[Note: Railroad Street #LO (Subject lot) (Tax Map 112, Lot 018) is owned by Brenda Clark, Benjamin Clark and Jennifer Clark, PO Box 9, Lincoln, NH 03251.]

[Note: 64 Railroad Street – (Hobo Railroad) Train Station (Tax Map 112, Lot 019) is owned by Brenda Clark, Benjamin Clark and Jennifer Clark, PO Box 9, Lincoln, NH 03251.]

[Note: 50 Railroad Street – (Hobo Hills Adventure Golf) Golf Course (Tax Map 112, Lot 021 is owned by Hobo Hills Adventure Golf, PO Box 2069, Cornelius, NC 28031-2069.)

[Note: 21 Railroad Street – Holiday Inn Express and Suites (Tax Map 112, Lot 017 is owned by AMBA Hotel, LLC, 440 Bedford Street, Lexington, MA 02420.]

[Note: The Town records do not accurately reflect who owns the land under the private portion of Railroad Street. Ownership of the roadway is not accurately reflected on the property tax maps.]

6. Will the Right-of-Way Over the Private Portion of Railroad Street be Extended to Applicant?

Member Beaudin questioned whether the existing right-of-way would also be extended to the Applicant. Applicants' Engineer Conway confirmed that it would be. Applicant Darrell Philips added that the same agreement with the Hobo Railroad would be extended to the Applicant for water and sewer.

7. Notice to Abutters:

Chairman Spanos questioned whether the abutters have all been noticed. Planner Bont replied that they have.

MOTION: "To accept the subdivision application as complete."

Member: Member Chenard

Second: Member Robinson

Motion carries (3-2) with Members Beaudin and Noseworthy voting nay.

APPLICATION FOR SITE PLAN REVIEW

The Planning Board reviewed the Application for Site Plan Review Checklist for completeness.

Discussion:

1. Stormwater Management Plan:

Member Beaudin questioned the Stormwater Management Plan. He could not see where the drainage pipe outlets on the plans. Ms. Conway replied that the drainage calculations have not all be completed yet. Additional fieldwork needs to be done for the Alteration of Terrain Permit. Sheet C-3 shows the current drainage.

All Planning Board members agreed that it should be a condition of approval that the applicant meets the requirements of the Stormwater Management Ordinance. Applicant's Engineer Conway stated that the ditches and swales have been located, but they have not been sized yet.

2. Water and Sewer Capacity Study

In response to a question from Member Beaudin regarding gaining permission from the Select Board to ensure adequate water and sewer capacity, Applicant's Engineer Conway stated that

they did complete a Hydrant Test to determine the flow and residual pressure. The flow was 1,500 gallons per minute with a residual pressure of 112 psi. The estimate for water use is 7,300 gallons per day with a peak flow of 50-51 gallons per minute based on fixtures and square footage.

Member Beaudin questioned Town Manager Burbank about the Select Board's requirement for new water/sewer hookups.

- Town Manager Burbank replied that the applicant would be required to do a Sewer Capacity Analysis.
- Town Engineer Korber added that he would recommend the Planning Board require a Water and Sewer Capacity and Fire Flow Analysis.

3. Fire Suppression:

Member Beaudin questioned whether Fire Chief Beard has reviewed the plans. Chief Beard stated that he has and agrees with the Applicant's Engineer's assessment of the fire suppression capacity.

4. Notice to Abutters:

Chairman Spanos questioned whether all of the abutters of the site plan application have been notified. Planner Bont confirmed that they had.

"To accept the Site Plan Review Application as complete."

Member: Member Chenard

Second: Member Robinson

Motion carries by three with Members Beaudin and Noseworthy voting nay.

Presentation

Applicant's Engineer Conway introduced the Applicant's team and explained the aforementioned project.

1. Water and Sewer Connections:

On Sheet C2, Applicant's Engineer Conway explained that they are planning to connect to the Town's water but that the sewer line is private.

2. Snow Storage and Dumpster:

Applicant's Engineer Conway explained there is snow storage in the area by the detention pond along with a dumpster in a fenced in area by each building.

3. Access Points off Railroad Street:

Applicant's Engineer Conway explained there are three (3) access points off of Railroad Street.

4. Curbing and Traffic Flow and Parking:

- Sheet C4 shows the detail of proposed curbing and traffic flow along with the parking lot requirements. Based on the Town's parking requirements of 13 parking spaces for Lot 1, they have provided 21 parking space.
- Lot 2 requires 75 parking spaces and 187 spaces are being provided.

5. Lighting:

Proposed lighting is also on this plan.

6. Signage:

Sheet C5 includes a revised plan with an option for the signs including a graphic showing what they will look like.

- The applicant has gotten ZBA approval for one off site sign on lot 16.
- Sheet C5 shows one freestanding sign on Lot 1 to the right of the entrance and Lot 2 shows two (2) freestanding signs, one (1) in between the two (2) buildings and one (1) to the north which will be approximately fifty feet (50') tall so it can be seen from the highway.
- The applicant is working with NHDOT to get approval on this sign to the north will be approximately fifty feet (50') tall.
- In addition, there are building wall signs on the gable end of the building as well as a canopy sign.

7. Drainage:

- Sheet C6 is the standard plans on drainage.
- Sheet C7 depicts the typical light fixture detail, the screening fence for the dumpsters, and erosion control.

8. Landscaping:

Applicant's Engineer Conway then reviewed the landscaping plans which also include a color rendering.

9. Elevations:

- Applicant's Engineer Conway reviewed Sheet AE200 which is the architectural elevation for the medical office building.
- Sheet AE201 is the architectural elevation for the urgent care facility as well as a single-story canopy.

10. Time Schedule:

Applicant's Engineer Conway reviewed her proposed schedule for the Planning Board.

- Once the Town approves the subdivision and site plan review applications, the Applicant plans to start applying for the Land Use Authorization Permit and the State of New Hampshire's Alteration of Terrain (AoT) Permits in May.
- She hopes to have these applications approved so the Applicants can be under construction in August for Phase 1, the Urgent Care Facility.
- Construction of the Medical Office Building would be planned for 2022.

11. Bring Railroad Street Up to Town Road Standards?

Chairman Spanos questioned whether the applicant plans to bring Railroad Street up to town standards. Applicant's Engineer Conway replied that it has not yet been discussed but can be looked at if the Town so wishes.

12. Disposal of Medical Waste

Chairman Spanos questioned how much medical waste would be generated from the facilities. Applicant Darrell Phillips replied that it would be standard medical offices waste and that they do not anticipate a large amount of medical waste.

Member Beaudin questioned where the medical waste will be disposed. Mr. St. Cyr replied that regulated medical waste has to comply with hospital standards for disposal. The waste is separated, labeled and disposed of separately from normal waste. The medical waste is audited and regulated by licensed haulers. The regular trash will be placed in the dumpsters which will be picked up by Waste Management. The regulated medical waste haulers will come on site once a month for pick up.

13. Potential for Increased Traffic Volume

Board of Selectmen Member Robinson would like to ensure that the road is secure enough to handle the traffic volume. He added that the request to make any road a public roadway has to go before the voters at Town Meeting.

Applicant Jeff Woodward Vice Chair of the Board of Littleton Regional Healthcare stated that the maximum traffic count for the Urgent Care Facility is 50-60 cars per day. The Medical Office Building may see 150 cars per day on a busy day. He compared this with the approximately 2,000 cars per day visiting the Ice Castle in this same location a few years ago. These facilities are not high turnover or high traffic flow locations. Applicant's Engineer Conway added that there was a traffic study done for the Ice Castles and the amount of traffic the tourist attraction generated did not require additional improvements to the road.

"To open the hearing for public comment."

Motion: Member Beaudin

Second: Member Robinson

All in favor

PUBLIC COMMENT:

1. What Services are Going to Be Offered at the Two Facilities:

Dr. Janelle Baird would like to hear what medical facilities are planned for the medical office building. Applicant Robert (Bob) F. Nutter, President/CEO of Littleton Regional Hospital, stated that in addition to the Urgent Care Facility service, he also anticipates a primary care facility as well as some specialty doctors (ENT, urology, women's care etc.) maybe a few times a week or month. There will be general outpatient services offered at the facility. Much of this is still in the program developing phase.

Dr. Janelle Baird asked how this time would be different from the last time (several years ago) when an urgent care facility was brought into town. Applicant Nutter stated that the demographic projection for the next ten years shows continued growth in this market. While urgent care is a large entity, it seeks to meet the needs of small communities as close to home as possible.

2. Disposal of Medical Waste

David Tauber, Chief of Service and Paramedic Linwood Ambulance Service questioned whether medical liquid waste would be disposed of through the Town sewer system and whether flammable antiseptic gasses planned to be used. Applicant Ryan St. Cyr, Director of Support Services, Littleton Regional Hospital, stated that lab cultures, spinal fluids or blood waste is highly regulated through the federal government and is separately packaged. Any gasses are regulated. Chemical waste is all disposed of properly and is documented and audited annually. Chemical waste is handled via a licensed hauler.

"To close the hearing for public comment."

Motion: Member Beaudin

Second: Vice Chair Chenard

All in favor

Chairman Spanos highlighted points of interest for further discussion as follows:

- *Traffic study (if required by the NHDOT)*
- *Water for fire protection*
- *Whether the road is up to town standards and whether this should be part of the discussion or not*
- *Water and sewer capacity (third party review required)*
- *Stormwater management plan (third party review required)*
- *Easements*
- *Off premise sign*
- *AOT permit*
- *The hiring of a building inspector for the project*

1. Small Portion of Railroad Street is a Class V Town Maintained Road

Planner Bont stated that a small portion of the road is a town-maintained road. Applicants' Engineer Conway added that on sheet C2 it shows that a small portion of Railroad Street up until Davenport Road is town road.

2. Traffic Flow on the Plan

Member Beaudin would like to see the applicant clarify the flow of traffic. Applicants' Engineer Conway replied that it is the intention of the applicant that all traffic and signage point to the use of Main Street to access the facility.

3. Right of Way from Connector Road to Route 3A

Applicants' Engineer Conway added that there is a fifty-foot right-of-way from Connector Road to Route 3A and that some people may travel out to Connector Road.

4. Blocking Access to Connector Road

Vice Chair Chenard commented that at times the property owner has blocked off this access as needed which is an option. In House Counsel for Applicant, Attorney Barbara Peloquin, stated that the Clarks own the right-of-way which is part of "Lot 4".

[Note: Which lot is "Lot 4"? Map 112, Lot 019?]

5. Easement for Access to Utilities and Use of Right of Way

The Applicants will have an agreement with the Clarks in order to have access to the utilities and use of right-of-way. The Clark's are retaining ownership of the right-of-way.

6. Town's Legal Advice:

Town Attorney Peter Malia recommended that the Planning Board clearly state what is being required of the Applicants as they discussed possibly requiring engineering studies. He recommended the Board make a motion on:

- Hydraulic Analysis
- Fire Protection
- Water and Sewer Capacity Analysis, and
- Stormwater Drainage Analysis.

It was the consensus of the Board that the discussions about bringing the road up to Town Road Standards will not need additional follow up and is not relevant to the applications at this time.

"To require water and sewer capacity studies."

Motion: Member Beaudin

Second: Member Noseworthy

Motion carries unanimously.

"To require a hydraulic study for fire protection purposes."

Motion: Member Beaudin

Second: Vice Chair Chenard

All in favor

"To require a stormwater management plan."

Motion: Member Beaudin

Second: Member Robinson

All in favor

The bonding process was discussed. Town Engineer Korber stated typically a bond estimate is done after the final design is in place and prior to the start of construction so discussing the bond tonight is premature.

Planner Bont wanted to be sure that an escrow agreement and a deposit is set up for Town Engineer Korber's third party review services. Town Engineer Korber will work with Applicant Darrell Philips, Land Development Manager, Design & Construction, Remedy Medical Properties, Inc., to set up this agreement.

"To retain Engineer Ray Korber as a third-party review at the applicant's expense."

Motion: Member Robinson

Second: Member Beaudin

All in favor

"To continue this hearing until April 28, 2021 at 6:00pm."

Motion: Member Robinson

Second: Member Beaudin

All in favor

IV. CONSIDERATION of meeting minutes from March 10, 2021

"To approve the minutes of March 10, 2021."

Motion: Member Beaudin

Second: Member Robinson

All in favor.

V. OTHER BUSINESS AS PRESENTED

Discussion of backlog of permits in planning department

Member Beaudin stated that he has had at least one homeowner approach him recently as well as others in the past concerning not receiving their permits in a timely fashion which is why he asked that this matter be placed on the agenda. He stated that when he approached Planner Bont with the matter, she informed him that she had 40-50 permits which is contributing to creating a backlog of work. Member Beaudin feels something should be done as this reflects poorly on the Planning Board. He would like something done so that permits can be issued in a timelier manner especially as the busy season is approaching.

Town Manager Burbank stated that he and town staff have put together some statistics to present to the Board. He added that most of the land use permits have nothing to do with the Planning Board and many of them have stormwater issues. He stated, for example, that surveyor Steve Tower dropped off 4 Applications for Shoreland Protection Act Permits today as part of forthcoming applications for Land Use Authorization Permits and informed Town Manager Burbank that he will have nine (9) more coming soon. These applications are related to the twenty-six (26) recent closings for the properties on South Peak. He added that board members and contractors calling the Planning Department constantly is not helping the situation. Further, he stated that work is being turned around but people are going to have to be patient. This message is being relayed to the builders. He added that it is taking approximately 4-6 weeks for the process.

Planner Bont stated that there is a constant stream of permits however what sets the department behind is the preparations for each Planning Board and ZBA hearings. Permits must be set aside to prepare for each hearing. She explained that there are a large number of statutory requirements that need to be met prior to each meeting. These hearings take precedent over everything else. She informed the Board that there was a total of 24 meetings of the Planning Board and ZBA this past

year as well as 12 CIP meetings. Planner Bont stated that last year she has worked 43 more hours on top of each 40-hour work week and this year she has put in 103 hours over 40 hours each week which is the equivalent to 13 days additional working days for which the Town did not pay her.

Further discussion ensued. Member Beaudin stated that he does not think the problem lies with the staff but the internal processes being used. He believes the town should engage a second engineer in addition to Town Engineer Ray Korber to assist with processing the work and that the Town should provide options to the public to expedite permits. Town Manager Burbank offered to hire a full-time building inspector which would greatly assist in the process as there is not enough staff to manage this ongoing workload. Vice Chair Chenard offered to reach out to North Country Council for assistance. Member Robinson encouraged additional staff be hired to process land use permits. Member Beaudin suggested utilizing MRI to expedite permits (passing the additional expense on to the public). Further discussion about improving the internal processes ensued.

VI. ADJOURNMENT

“To adjourn the meeting at 9:08 pm.”

Motion: Member Robinson

Second: Member Beaudin

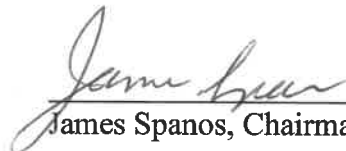
Motion carries.

Respectfully submitted,

Brook Rose

Recording Secretary

Date Approved: 5/8/2021


James Spanos, Chairman

