

UNAPPROVED MINUTES



TOWN OF WARNER

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Planning Board Minutes

Monday – July 10, 2023

Lower Town Meeting Room

I. OPEN MEETING at 7:00 PM.

ROLL CALL:

Board Member	Present	Absent
David Bates	✓	
Andy Bodnarik (Vice Chair)	✓	
Karen Coyne	✓	
Dan Emanuele - Alternate	✓	
Ben Frost (Chair)	✓	
James Gaffney	✓	
Pat Goneau	✓	
Neil Nevins – Alternate	✓	
George Pellettieri - Alternate		✓

In Attendance: Janice Loz – Land Use Administration,

Also present: Ian Rogers and Bill Hanson

II. APPROVAL OF MINUTES: June 5 and June 19, 2023

The June 5 minutes are tabled until the next meeting for review. The Board reviewed the June 19, 2023 minutes for approval. are approved as amended.

Andy Bodnarik made amotion to approved the minutes of June 19, 2023 as amended. Karen Coyne seconded the motion. Discussion: None. **Voice Vote Tally:** 6 to 0. Summary: the minutes were approved as amended.

III. PUBLIC COMMENT

None

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IV. NEW BUSINESS

A. Appointment of co-facilitators for Housing Advisory Committee

Emails were sent to volunteers who have expressed interest in serving on the Housing Advisory Committee and a notification asking for volunteers for the co-facilitator positions was noticed on the town website. Ian Rogers has volunteered and Bill Hanson who is on the Agricultural Committee. Bill understands that he missed the deadline but has expressed interest in the co-facilitator position. The Chair asked the board how they would like to continue with the two expressions of interest, one request submitted on time and one inquiry past the deadline. The Board has decided that they will consider both requests since the second request was close enough to the deadline. David asked James if he knew Bill from the Agricultural Committee and asked if he would be a good fit for the job. James said Bill would be well-suited to the position. Janice reads out loud the email from Bill expressing his interest in cofacilitating the committee asking if he needed to attend the Planning board meeting in order to be considered for the position as he has a conflict during the meeting time. The Board determines, with the aid of Karen, that Bill is expressing interest in the co-facilitator role. The Chair summarized that the two candidates for co-facilitator are Bill Hanson and Ian Rogers.

Andy asked how many openings for the co-facilitator do we have? Ben responded ultimately it is for the Board to decide. James said often the word “co-facilitator” means two people. David said that if whomever does the cofacilitar does poorly, the Planning Board has the right to replace them.

The Chair asked the Board if there is any further discussion on having two slots as co-facilitator, or objections. Neil started the conversation by thanking Ian Rogers for being here and communicating his interest. Neil believed that Ian possessed the skills needed to be a co-facilitator for the committee. Andy added that the letter from Ian was very well written and explanatory. David said he hopes Bill can come around when his schedule allows and attend a Planning Board meeting. The Chair proposed asking both co-facilitators to attend a Board meeting.

David made a motion to appoint Bill Hanson and Ian Rogers as co-facilitators of the Housing Adivosry Committee. The motion was seconded by Andy. Discussion: Andy asked if there is a deadline for this decision. David said two people expressed interest and we should give them a chance. It would be ideal if they could have a meeting of the committee and come to the next Planning Board meeting. With a sense of the group ideologies and objectives that would be the best use of everyone’s time. **Voice Vote Tally:** 6 to 0. Summary: Bill Hanson and Ian Rogers were appointed co-facilitators of the Housing Advisory Committee.

David said the work of the Housing Advisory Committee (HAC) should not be scrutinized by the Planning Board. However, support will be provided by the Board when needed. The The Board can give direction to the HAC, however technical consulting can come from Central New Hampshire Regional Planning Commission (CNHRPC).

Pat mentioned that the Board should look further into the Charter’s language. She recalls the Charter said the committee would work at the direction of the Planning Board, and how it was changed to working simultaneously with the Planning Board. The Chair clarified the verbiage of the Charter with the Board. He read from the Charter “gathering public input and make recommendations in order to provide guidance and assistance to the Planning Board’s work regarding housing policies, regulations, and development plans” and included while operating in collaboration with the Planning Board.

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The Chair recognized David's point and understood James' centralized point, however there is potential to find a middle ground to fix the objective and mission of the committee. Saying that we could investigate the CNHRPC's mission to work with the HAC for technical assistance, and then have the committee to report back to the Planning Board.

Andy expressed concerns over making sure we get the reports CNHRPC and make sure the Board continues to get them on an ongoing basis. That is his concern, with respect that there has to be two-way communication between the Board and the HAC. Andy was concerned about overspending by having the HAC go to CNHRPC. The Chair clarified that CNHRPC monitors not overspending the grant. He wants to make sure there is clear communication between CNHRPC and the Board.

James was concerned the further the Master Plan gets away from the Planning Board, the easier it is to go off on tangents. He emphasized that the Planning Board needs to establish a focus on the goals and achievements of the HAC, in terms of CNHRPC and results made in the Master Plan. The Chair agreed with James but reminded the Board the grant is not for the Planning Board but is part of the Select Board. The Chair asked Jody, Select Board member, for a formal handoff from the Select Board to the Planning Board to administer the grant.

Janice stated to the Board that if there are any questions about grant budget, she is more than happy to answer them since the money is held within the Land Use budget. James put a placeholder in the conversation for the Board to discuss the Data that was inserted into the Housing Chapter and potential predictions. Neil mentioned that it might be useful for the Board to go through a brief training in terms of data collection and interpretation. The Chair agreed with the suggestion and added to the fact that this presentation might benefit both the Planning Board as well as the HAC. The details and logistics were discussed and a further discussion on Data, and the HAC objectives will be discussed at the next meeting.

B. Regional Planning Commission

Derek Narducci volunteered to be appointed as commissioner to represent the Town of Warner to the Regional Planning Commission. The Chair reminded everyone that the goal is to recommend a person to the Select Board for appointment.

Andy made a motion to approve Derek Narducci for consideration of appointment by the Select Board as the second Regional Planning Commission (RPC) member to represent the Town of Warner. The motion was seconded by David Bates. Discussion: None. **Voice Vote Tally:** 6 to 0. Summary: Derek Narducci was approved for consideration of appointment to the RPC, alongside the current member Ben Frost.

V. UNFINISHED BUSINESS

A. Capital Improvement Plan (CIP)

The Chair referenced the CIP form and stated there has not been any work on section D, since he has been focusing on section C of the Capital Improvement Program. However, this might be kept on the agenda because these are things that we must do, change, and reflect in the log and system. James suggested that we can come back to section D at the next meeting.

The Chair stated that he revised the forms, and the memo is ready for the department heads, boards, and committee members. The Chair said the definition of a capital project is that it costs at least \$15,000 and has a useful life for three years. This definition has existed for a while, the Chair believed a life of three years is relevant. However, he

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proposed changing the dollar amount, and potentially increasing it. This recognized that things are more expensive and an acknowledgement of inflation. The Chair suggested to the board an increase to the dollar amount from \$15,000 to \$25,000.

James asked the Board if they should loop it in with the Budget Committee and ask them if they have a particular definition of capital projects. James recalls how the word and definition "Capital" has come up before in town meetings. The Chair clarified that the Budget Committee looks at Capital issues, is to distinguish the Operating budget from a Capital budget. After discussion of how the Budget Committee reviews the Capital budget and how the interpretations differ, Andy agreed with increasing the budget from the \$15,000 threshold, to \$25,000. Pat suggested to the Board a two-tiered approach, have a difference between minor equipment and improvements over major improvements. Then when it hits \$25,000 it becomes a Capital Improvement. Andy thought that might be confusing to people. The Chair added that Capital Improvements also distinguishes if the Planning Board will need to review something first.

Andy Bodnark made a motion to change the dollar amount for a Capital Improvement Project from \$15,000 to \$25,000. David Bates seconded the motion. Discussion: None. **Voice Vote Tally:** 6 to 0. **Summary:** The CIP threshold was raised to \$25,000.

James made a comment that the CIP process needs to be completed sooner than last year, which was in December. The Chair said his plan to commission Janice to be in regular communication with department heads, and she and the Chair would discuss the plan. Send out the initial communication and send follow-up two weeks later, so they are getting feedback from the department heads. The deadline on the memo was August 15. Andy said the Budget Committee had set the review date for the CIP by November 16th.

B. Revisions to Development Application Forms

The Chair said there are two things that need to be done to the application forms. In particular when an application might need to require notification to the Warner River Local Advisory Committee (WRLAC). Such as when an application might be within 500 feet of the top of the bank of a fourth order stream or a body of water. Andy said there were mark ups suggested changes to the application requiring notice to the WRLAC.

Janice said the problem with that was the WRLAC was going to get us maps that easily identify where the river and streams are noting the districts and the property lots. It is difficult for an applicant and the Land Use office to piece together that information from multiple individual sources that the town currently has. It would be nice to have one centralized map. Therefore, notification of certain committees will not be missed upon review of future applications.

Andy mentioned how there are overlay maps that exist for certain committees, such as the Groundwater Protection Committee, however some overlay maps are not complete and have missing pieces. The Chair said having these layers superimposed on a single tax map for the town would be advantageous. The board agrees that a centralized map would be ideal. Jody said that the Conversation Commission is in the process of getting an NRI done as well. James says it would be great to have a map that would be like Google maps and can be found in an online format. The Chair believes they can request, to the CRNHP that a large format map of the entire town which includes Groundwater Protection, the Warner River corridor and the 500-feet from a bank of a fourth order stream. He said they could produce that with relative ease. He said then that is a map that becomes an official part of the Zoning Ordinance.

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Andy then continues to the next item, in which there are multiple forms that need to be updated in terms of what is included on the agenda. Furthermore, the Conditional Use Permit application form for Groundwater Protection is another item that needs to be developed. Andy has started drafting the Conditional Use form and using items from the home occupation form. Andy makes mention how he wants to include a list of prohibited uses to let future applicants know these are not allowed. He will work with Janice on the format. The Chair stated that taking on these forms seems overwhelming for just one person to take on, and it might be more productive if they have one form per meeting.

The Board removed the need for a second meeting in July, and offered the meeting time and space to the HAC .

VI. REPORTS

- A. Chair's Report** – Ben Frost. None.
- B. Select Board** – Jody Sloane said Harry has been updating forms and putting together a list of frequently asked questions to help people
- C. Regional Planning Commission** – Ben Frost, Derek Narducci – the RPC has not met.
- D. Economic Development Advisory Committee** – Neil Nevins said they are submitting desires to Select Board acting on architect's contract. Building evaluation report as well as an energy report of executive buildings regarding the Warner community center. This is in terms the buildings and improvements of energy efficiency and accommodations. This contributes to the Town's ability to receive funding. As well as the Select Board recommendation submissions.
- E. Agricultural Commission** – James Gaffney said the survey got off the ground and the link is available.
- F. Groundwater Protection Committee** – Andy Bodnarik said the only thing to mention is the form that was mentioned earlier to get a centralized map, that also shows borders of the groundwater protection borders.
- G. Regional Transportation Advisory Committee** - None

VII. COMMUNICATIONS

Janice would work on scheduling the Excavation Site Walks.

VIII. ADJOURN

The meeting was adjourned at 8:38 PM.

Respectfully submitted by,
Molly B. Loz