

## Kingston Planning Board

### April 5, 2022 Public Meeting Minutes

Mr. Coppelman called the meeting to order at 6:35 PM; there were no challenges to the legality of the meeting.

Members present:

Glenn Coppelman, Chair	Peter Bakie
Lynne Merrill, Vice Chair	Chris Bashaw
Peter Coffin	Robin Duguay
Chuck Hart, BOS representative	Ellen Faulconer, alternate/admin. asst.

Members Absent: Steve Padfield, alternate  
Also present: Glenn Greenwood, Town Planner

Mr. Coppelman declared a quorum present; he stated that he wanted to take “elections” out of order; there was no objection.

#### Board Elections:

Mr. Coppelman reviewed the procedures for the Board election as noted in the Board’s bylaws; he noted that the Board needed to elect a Chair, Vice-Chair and representative to the HDC (Historic District Commission). He continued that the nominations can be self-nominating or a member can nominate someone else; if only one nomination, a vote wasn’t needed. There were no questions from the Board members.

Mr. Coppelman stated that he was aware of public discussion outside of the Board meetings with members publicly stating displeasure as to how the Board is run. He suggested that this was not the right way to deal with this and it could have been brought up and discussed by the Board at any time. He stated that he was not interested in being nominated for Chair or Vice-Chair. He asked for nominations at this time. Mr. Bashaw nominated Ms. Merrill for Chair; there were no further nominations. Mr. Bakie asked Ms. Merrill if she was interested in accepting the nomination. Ms. Merrill said she was if all are willing to help as she only has 5 years of experience on the Board which is not enough time to know all the procedures. Mr. Coppelman congratulated Ms. Merrill and moved from his position so she could continue the meeting.

Ms. Merrill for nominations for Vice Chair. Mr. Bakie nominated Mr. Bashaw; Mr. Coffin stated that he would put himself up for Vice Chair. There were no further nominations. Mr. Coffin and Mr. Coppelman voted for Mr. Coffin; the remainder of the Board voted for Mr. Bashaw. Mr. Bashaw was elected to the Vice Chair position 5-2.

Mr. Coffin asked Mr. Coppelman if he was interested in continuing as the HDC rep; he answered only if no one else wanted the position. No one else expressed an interest. Mr. Coppelman was elected to the HDC rep. position 6-0-1 with Mr. Coppelman abstaining.

Ms. Merrill suggested incorporating the CIP committee and asked for volunteers. Robin Duguay and Peter Coffin volunteered; Mr. Bashaw volunteered stating that he would step down if Mr. Padfield wanted to volunteer for the CIP committee.

Ms. Faulconer added that the alternates needed to be re-appointed.

**MM&S to re-appoint Steve Padfield as an alternate for a three-year term.** (Motion by Mr. Coppelman, second by Mr. Coffin) **PUNA** Ms. Merrill asked for a motion to re-appoint Ms. Faulconer; Ms. Faulconer said she was not interested in being re-appointed; Ms. Merrill suggested that she could continue to serve until a replacement was appointed; Ms. Faulconer agreed. Ms. Faulconer clarified that there would be a two-year and a one-year term for alternates.

Ms. Merrill thanked Mr. Coppelman for his 37 years as Chairman; his service was very impressive and his historic and institutional knowledge is amazing. She also thanked Ms. Faulconer for being an alternate, re-iterating that she will continue in that position until replaced.

#### **Correspondence:**

- Invoice from Town Engineer dated 3/21/22 was approved and signed
- Letter from RPC re: dues was read; Mr. Coppelman noted that the BOS reviewed the letter at their meeting on Monday and it was approved.
- Memorandum of Agreement (MOA) for Small Pox Road was received and signed by the new owners – Lewis Builders
- Dan Parks requested release of ½ of his escrow due to the new MOA
- Town Engineer comments dated April 1, 2022 were read regarding his review of Parks site; this included comments and pictures from the Code Enforcement officer, comments from the Conservation Commission that included a DES complaint form. The Board reviewed the issues and non-compliance with the approval deciding to request an action from the Board of Selectmen rather than have multiple complaints to the DES.

**MM&S to submit a Code Enforcement request in reference to the Town Engineer and Code Enforcement Officer's report asking the Board of Selectmen to follow-up; include the Conservation Commission's comments and DES action paperwork.** (Motion by Mr. Coffin, second by Ms. Duguay) **PUNA**

The Board concluded that Mr. Parks bond was for the road, not for reclamation of the site and voted to recommend the release of ½ of the bond per Mr. Parks' request.

**MM&S to recommend to the Board of Selectmen that they release ½ of the bond previously established for the repair of the road.** (Motion by Mr. Bashaw, second by Mr. Bakie) **Motion passed 6-0-1** with Mr. Hart abstaining.

- Request from Joe Wilson to release his escrow.

**MM&S to release Joe Wilson's escrow pending review of invoices from the Town Engineer and Planner.** (Motion by Mr. Bashaw, second by Mr. Coffin) **PUNA**

- Letter from Truly Balanced Dog Care re: taking over Cappa's Kennels. The Board noted that it has been a kennel for multiple years.

**MM&S that no further Planning Board review is needed as long continues as it has and remains that way with no changes.** (Motion by Mr. Coppelman, second by Mr. Coffin) **PUNA**

- **Sarnia Properties – Carriage Towne Plaza, 53 Church Street** is asking for the release of their escrow.

**MM&S to release their escrow pending review that all accounts are balanced.** (Motion by Mr. Bashaw, second by Mr. Bakie) **PUNA**

- Report from the Town Engineer and Code Enforcement Officer regarding missing Monumentation at the Solar Hills development; the Board noted that this is currently a BOS enforcement issue that is already being addressed by the BOS and therefore, a request for enforcement from the Planning Board is not currently needed.
- Letter dated 3/21/22 from Eric Towne regarding the purchase and continued use of Lone Tree Scout Reservation; his intention is to continue using it as a summer camp. Mr. Bakie asked if there was any difference or issue with it previously being a non-profit as opposed to a business. Mr. Bashaw stated that would be a taxation issue, not a use issue. The Board discussed uses that would be an expansion such as utilizing the site for a wedding venue, having events not associated with a camp were examples of an expansion that would require site plan review. The Board agreed that if used in its current state, no further action from the Board would be necessary; they re-iterated that any expansion or change of use would require site plan review. Eric Towne, 1 Maple Terrace, Newberry, NH was present; the Board spoke with Mr. Towne to get clarification in the letter only. He stated that his expansion for “trades” wouldn’t happen right away. Right now, he just wants to preserve the camp. Mr. Bakie stated that he was in favor of the camp but noted that any changes need to be addressed with the Board. Mr. Bakie suggested getting a copy of what the Town has for approvals. Mr. Coppelman stated that he would have to meet with Inspectors; he suggested creating a baseline of approved activity at this point to have a starting point.

**MM&S that no further action is required by the Planning Board based on the letter with the intended use to continue as traditionally done.** (Motion by Mr. Bashaw, second by Ms. Duguay) **PUNA**

**ACTION ITEM:** Mr. Greenwood will write a letter to Mr. Towne about the Board’s action regarding his letter.

#### **Aquifer Maps:**

The Board reviewed the corrected Aquifer maps provided by Danna Truslow.

**MM&S to accept the proposed revised Aquifer maps as presented.** (Motion by Mr. Bashaw, second by Mr. Coffin) **Motion carries 6-0-1** with Mr. Hart abstaining. Ms. Faulconer noted that Ms. Truslow will provide copies to the Town.

#### **Board Business**

##### **Minutes:**

**MM&S to approve the 2/15/22 minutes as written.** (Motion by Mr. Coppelman, second by Mr. Coffin) **Motion carries 6-0-1** with Mr. Hart abstaining.

**MM&S to approve the 2/1/22 minutes as written.** (Motion by Mr. Coffin, second by Mr. Coppelman) **Motion carries 6-0-1** with Mr. Hart abstaining.

##### **Code Enforcement:**

Mr. Bashaw asked the BOS to formalize the Code Enforcement role, policy and procedure and give direction back to the Board about this position. Mr. Greenwood agreed as an issue had occurred that was sent to the Planning Board and he did not have any background. Mr. Hart agreed that the Planning Board should get a copy of enforcement letters that are sent so the Board is aware of what is going on. Mr. Greenwood explained that a man received a letter about a violation and code enforcement and was told

to go to the Planning Board; he continued that he only has one answer at that point which is to stop all activity until a site plan is submitted and approved but he did not know if there was other information or perceived action from the BOS and Code Enforcement. Ms. Faulconer suggested that there needed to be a process established for better communication; this was new and needed to be worked out. Mr. Greenwood agreed; he will be speaking with the Code Enforcement Officer on Thursday.

**Conditional Approvals:**

Mr. Coffin asked about any updates from Saddle Up and 266 Route 125. Ms. Faulconer stated that the last information she had about Saddle Up was that the bond was still outstanding. Mr. Greenwood noted multiple outstanding items for the 266 Rte. 125 project.

**Meeting Protocols:**

Ms. Merrill reviewed the recent BOS meeting and how it got out of control. She noted that there were some large, potentially controversial projects coming up and wanted to talk about keeping things under control. She referenced the previous Zoom meetings and the applicant sharing the information so everyone could see; she suggested the possibility of asking the applicant to bring a projector and utilizing the screen. The Board discussed multiple possibilities to eliminate the public arguing with the applicant including lining up to speak at the mike with comments first and answers after all the comments had been made; Mr. Coppelman stated the importance of requiring questions/comments being addressed to the Chair not to the applicant. Ms. Duguay stated that in the past, Mr. Coppelman has explained the public process which she thought was a huge benefit. Setting up time limits was proposed; ability to waive the time as needed, different options were discussed; sign-in sheets were mentioned. The Board discussed preparing guidelines within the by-laws to address these concerns.

**ACTION ITEM:** The discussion of the by-laws to discuss and add language about time limits will be added to the May meeting; include replacing the word "interrogation"; the Board members will bring proposed changes to the meeting.

**MM&S to adjourn at 7:58 PM.** (Motion by Mr. Bashaw, second by Mr. Coppelman) **PUNA**