

Planning Board Meeting
7:00 p.m. October 14, 2025 at the Meeting House

Members Present: Brendan O'Donnell (Chair), Rich Marcou (Vice-Chair), Greg Meeh, Logan Snyder, Scott Doherty (Selectboard Rep)

Members Absent: Joshua Gordon, Megan Portnoy, Hillary Nelson (Alternate), Clifton Mathieu (Alternate)

Others Present: Kal McKay (Admin Assistant), Calvin Todd (Selectboard), Sheryl Dickert (via Zoom), Debra Samaha, Stacey Haerr, Beryl Boisvert, Beth Blair (Selectboard)

Call to Order

The Planning Board meeting was called to order at 7:00 p.m.

Approval of Previous Meeting Minutes

Greg made a motion to approve the public minutes for the Planning Board meeting on September 23, 2025. Rich seconded. All in favor by roll call, motion carried.

Preconceptual Consultation – Hackleboro Road Map 103 Lot 8

The owners of Map 103 Lot 8 requested a pre-application conceptual consultation to discuss subdivision options for their land. The property is owned by four siblings: Debra Samaha, Sheryl Dickert, Stacey Haerr, and TJ Hallyburton.

Debra Samaha, Sheryl Dickert (via Zoom), and Stacey Haerr were in attendance.

Ms. Samaha explained the history of the property. It is 104 acres and it is presently all in Current Use. Originally the property had 3 acres not in Current Use because their grandfather intended to build a cabin. But he never did, and when the siblings inherited the property, they put those 3 acres into Current Use. They would like to explore conservation and subdivision options. They found out that taking those 3 acres back out of Current Use would result in a \$16K tax.

The applicants discussed a variety of process questions they had with the Board.

Brendan explained that a subdivision would require a full survey of the property. He advised the applicant to look at the zoning ordinance and recently approved subdivisions to get an understanding of what the minimum lot size and frontage requirements are, and see what surveyors are working in town. The applicant would need to speak with the surveyor to find out pricing.

Brendan explained that after subdivision, usually the next step is building a residence and a driveway. The State regulates wetlands and septic systems. The Town governs driveway permits on Hackleboro Road and Orchard Road. When applying for the subdivision with the Planning Board, their survey will need to show that the new lots are buildable and where the septic systems would be able to go. Even if the family doesn't want to built on the lots created, they need to show that these lots could legally be built upon.

2025-10-14 Planning Board Minutes

When asked, the Board reiterated that they don't know how much the survey would cost. The applicant should contact surveyors for quotes. The cost will vary depending on how difficult the work will be.

Greg reminded that in the Agricultural Zone, only minor subdivisions are allowed (Section 5.3.B.4.) and minor subdivisions are limited to creating a maximum of 3 lots within a 5-year period (Section 3. Subdivision, Minor).

There was discussion about the existing entrances to the property, one a woods road via Hackleboro Road and a more established one via Orchard Road. The culvert on the Orchard Road entrance is in need of repair. The Town maintains Orchard Road, but the culvert and any driveway the family builds are/would be private.

Tests pits would be required on the new lots unless they are over 5 acres.

114 West Road Hearing

This hearing was continued from the Planning Board meeting on September 23, 2025.

The applicant submitted a request earlier in the day to continue the hearing on October 28th.

Brendan opened the hearing to public comment at 7:19 p.m. None commented.

Greg motioned to continue the hearing on October 28th at 7 p.m. Rich seconded. All in favor by roll call, motion carried.

2026 Budget

Kal sent out a spreadsheet showing the Planning Board budgets since 2023 and requested that the Board submit their requested 2026 budget.

Most of the costs so far this year have been secretary wages (4191.2) and legal expenses (4191.4). \$1,276 in application fees have been received so far this year. Those are meant to offset the postage (4191.1) and advertising (4191.6) costs.

The Planning Board no longer has to post ads in the Concord Monitor for regular applications. This year there was one ad for the public hearing on proposed zoning changes (which is a regularly expected annual expense) and two ads for the 114 West Road application. Normally the later wouldn't be needed, but the Board found regional impact so there was additional posting.

There was discussion about the secretary wages (4191.2), how the budget for that line has been calculated in previous years, and why it keeps going over budget. In 2024 Lois Scribner spent time training Michelle and in both 2024 and 2025 there were more meetings than the standard 24. The Board decided to raise this budget line to \$5,500.

Kal explained that the printing line (4191.7) is for special print orders, not everyday minutes/agendas. This is the line that will cover printing the Master Plan when that is ready.

CNHRPC will be printing several copies, so this line may not be needed, but switching to a rotating chapter system will result in annual costs. The line was lowered to \$100.

The equipment line (4191.9) was used to buy a new computer in 2023, but hasn't been used since and there is no anticipated need in the coming year.

The professional services line (4191.5) has historically been for grant matching and for consulting legal counsel and/or engineers about specific applications. In 2023 the line went over significantly, but essentially all of it was reimbursed through grants. Kal discussed the difficulty all departments have had with how to best show residents that budget lines like this are actually offset by revenue.

This year the Town enabled creating escrow accounts so that the Board may require applicants pay engineering/legal fees on their specific applications. The Board decided to change the professional services line and legal expenses line to \$2,500 each.

Kal will bring this proposed budget to the Selectboard and Budget Committee for review.

Master Plan - Solid Waste Management Chapter

The Board discussed how they would like to edit the draft Solid Waste Management chapter for the Master Plan.

The Board decided to incorporate the Aries report by referencing it in the Current Location section and adding the full report as an appendix.

Many other changes were agreed upon to improve clarity, accuracy, and grammar. Kal will edit the draft and distribute it to the Board. They will tentatively schedule the public hearing for this chapter at the first November meeting of the Board.

Land Development Regulations Checklists

Rich explained that the edits to the checklists are complete. They may need further tuning later on, but he and Greg have made sure they match the current LDR.

Rich will send them to Kal after the meeting so they can distribute to the Board and notice a hearing for approval.

Adjournment

Logan made a motion to adjourn the meeting at 8:55 p.m. Greg seconded. All in favor by roll call, motion carried.

Next Meeting: 2025 October 28, 5:30 p.m. at the Town Hall and 7 p.m. at the Meeting House

Minutes submitted by Kathleen McKay, Administrative Assistant