

**July 7, 2020
Planning Board
VIA Zoom**

Present were: Regular Members: Tom McCue, Naomi Levesque, Christina Lefebvre, Lane Strahan and Brian Valerino. Ex-Officio Members Lucie Remillard and Lise Barrette. Alternate Members: Richard Cassidy and Suzanne Wasileski.

Excused were: Regular Member Lori Langlois and Alternate Member Anthony Valliere.

Others Present: Pamela Laflamme, Community Development Director; Barbara Tetreault, Daily Sun.

Call to Order

The meeting was called to order at 6:31 PM.

Mr. McCue read the following statement:

As Chair of the Planning Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 646-558-8656, meeting ID 875 1381 4129, or by clicking on the Planning Board agenda on the City's website, www.berlinnh.gov.

Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board at www.berlinnh.gov.

Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 752-8587 or email at plaflamme@berlinnh.gov.

Adjourning the meeting if the public is unable to access the meeting: In the event the public is unable to access the meeting, the meeting will be adjourned and

rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

A Roll Call was taken:

Reg. Member Tom McCue – Present and alone
Reg. Member Naomi Levesque – Present and alone
Reg. Member Christina Lefebvre – Present and alone
Reg. Member Lane Strahan – Present and alone
Reg. Member Brian Valerino – Present and alone
Ex-Officio Member Lucie Remillard – Present and alone
Ex-Officio Member Lise Barrette – Present and alone
Alternate Member Richard Cassidy – Present and alone
Alternate Member Suzanne Wasileski – Present and alone

Public Comments

None

Approval of June 2020 minutes

Ms. Lefebvre noted an error where she was listed as present and excused. She was present at the meeting. Also, on page 3, first paragraph, it should state “....where is said...” not “...say...” There was also some clarification made on the term Little Berlin used on page 3, third paragraph from the bottom.

Ms. Remillard made a motion to approve the minutes of the June 2020 meeting as amended.

Ms. Barrette seconded the motion. All were in favor. The motion carried by roll call vote:

McCue – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Remillard – aye, Barrette – aye.

Site Plan Review – Timberland Adventures Inc., Tax Map 407 Lot 15 (continued from February 4, 2020 meeting)

The Site Plan Review is not ready at this time and is being tabled. This is the official Public Notice for a continuance until the August 4, 2020 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

Minor Boundary Line Adjustment – State of NH/White Mountains community College, Tax Map 139, Lots 3 and 5

This Boundary Line Adjustment is not ready at this time and is being tabled. It looks as if there will be two lot line adjustments included in the same plan. This is the official Public Notice for a continuance until the August 4, 2020 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

Mr. McCue asked to move on to Item number 7- Lot Mergers, then do Item number 6.

Lot Merger – Richard and Priscilla Breault Irrevocable Trust, 112 State Street, Map 120 Lots 40 & 41

Mr. and Mrs. Breault has recently purchased the adjacent lot to their home, which is located on Lot 40. They have torn down the building on lot 41 and would like to merge the two lots and possibly build an accessory building in the future. The application was reviewed with the attached map.

Mr. McCue made a motion to grant the merging of Lots 40 and 41. Ms. Levesque seconded the motion. All were in favor. The motion carried by roll call vote: McCue – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Remillard – aye, Barrette – aye

Lot Merger- Roland and Paula Poirier, 26 Wood Street, Map 135 Lots 58 & 59

Mr. and Mrs. Poirier own both lots with lot 58 being vacant land. They would like to merge the two lots. The application was reviewed with the attached map.

Ms. Remillard made a motion to grant the merging of Lots 58 and 59. Ms. Levesque seconded the motion. All were in favor. The motion carried by roll call vote: McCue – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Remillard – aye, Barrette – aye

Camping/Campgrounds/RV use discussion

Ms. Laflamme was not able to prepare anything for the ongoing discussion of camping, campgrounds, and RV use. This discussion will be continued until the August 4th meeting.

Project Updates

None

Other

None

Public Comments

Ms. Tetreault, Daily Sun, asked where the Burgess Biopower Greenhouse project was in their plans. Ms. Laflamme stated that they were waiting on purchasing some equipment before they can come back to the Planning Board for permitting.

Member Comments

Ms. Wasileski asked about the Master Plan and how the process was moving along. Ms. Laflamme said that the City Council appropriated additional funds for the Master Plan. This is additional to the Tillotson Fund grant previously received last year. It will be put out for bid soon. The work BIDPA and the Planning Board did with the Community Profile will be used for the plan, especially the economic development chapter. The last time the plan was made, the housing chapter was not completed. This is something that will be focused on this time around.

The NH Financing Authority has also received a Tillotson Fund grant for a housing study of the North Country. They will also be helping the North Country Council and the City of Berlin by giving their data to help supplement our study of housing as well.

Ms. Remillard asked about the North Country Growers and their plans for the Greenhouse project. Ms. Laflamme state that BIDPA didn't move forward with the request for their last extension, but they are welcome to submit another proposal to the board. There are two other parties interested who are reviewing the information about the property.

Mr. McCue said that he will bring the policy proposals from the NHMA Infrastructure Development and Landuse Committee to the August 4th meeting for review. He will also bring it to the council in the future.

Mr. McCue asked about whether there was blasting going on last week at the mill site. Nobody was aware of anything happening.

Mr. McCue has given some thought on the board's policies and procedures which is something which will need to be brought up in the future. He noted that the meeting procedures for applicants will need to be revised.

Ms. Levesque asked if there were any grants that were applied for to complete the missing sidewalk along the section of Hutchins St. Ms. Laflamme says there weren't any grants that she has seen. Although, the council had agreed to fund the paving of that section of Hutchins Street but she is not sure if it includes the sidewalk. Ms. Remillard said that in the initial layout, the sidewalk was included, but it wasn't mentioned at the council meeting last night.

Planner Comments

Ms. Laflamme announced that our next meeting will be August 4th and we'll still be using the Zoom format. She would like to extend the option of meeting outside at the Heritage Park. This is something BIDPA has done; outside on the long tables or inside the kitchen seating area on the long tables where it is easy to distance themselves. This way it is also open to the public. Unfortunately, the acoustics and spaces are a challenge in City Hall so the large rooms cannot be used. Outdoor meetings will be taken into consideration by the board.

Adjournment

There being no further business to come before the board, Mr. Valerino made a motion to adjourn, seconded by Ms. Levesque. All were in favor. The motion carried by roll call vote: McCue – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Remillard – aye, Barrette – aye. The meeting ended at 7:00pm

The next Planning Board meeting will be held on Tuesday, August 4, 2020.

Respectfully submitted,

Lise Barrette

Note: These minutes are unofficial until they have been accepted by the Planning Board by motion.