

**May 5, 2020  
Planning Board  
VIA Zoom**

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

**Excused were: Helene Rayborn**

**Others Present: Pamela Laflamme, Community Development Director; Michel Salek, Code Enforcement Officer; Donna Donaldson; Beth Rancloes and Luke & Beverly Raymond.**

**Call to Order**

The meeting was called to order at 6:30 PM.

Chair 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:

- a) 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 and meeting ID 974 6147 3668, or on city's website [www.berlinnh.gov](http://www.berlinnh.gov).
- b) 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](http://www.berlinnh.gov).
- c) 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](mailto:plaflamme@berlinnh.gov)
- d) 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 Christina Lefebvre –In attendance, nobody else in room

Reg. Member Naomi Levesque – In attendance, nobody else in room

Reg. Member Lori Langlois –In attendance, nobody else in room

Reg. Member Tom McCue – In attendance, nobody else in room

Reg. Member Brian Valerino – In attendance, nobody else in room

Reg. Member Lane Strahan – In attendance, nobody else in room

Ex-Officio Member Lucie Remillard –In attendance, nobody else in room

Alternate Member Suzanne Wasileski – In attendance, nobody else in room

Alternate Member Anthony Valliere - In attendance, nobody else in room

Ex-Officio Member Lise Barrette –In attendance, nobody else in room

### **Public Comments**

None

### **Approval of March 2020 minutes**

Ms. Remillard made a motion to approve the minutes of March, 2020 meeting as submitted. Ms. Levesque seconded the motion. All were in favor. The motion carried by roll call vote: Strahan-yes, Lefebvre-yes, Levesque-yes, Langlois-yes, Remillard-yes, McCue –yes.

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

The Site Plan Review is not ready to proceed at this time and is being tabled. This is the official Public Notice for a continuance until the June 2<sup>nd</sup>, 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 Map139, Lots 3 and 5**

This Boundary Line Adjustment is not ready at this time and is being tabled. It may possibly become a dual line adjustment. This is the official Public Notice for a continuance until the June 2<sup>nd</sup>, 2020 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

### **Driveway Application – DWP Berlin Realty LLC, 40 Jericho Road, Tax Map 108, Lot 12**

The current driveway has served the entire property; to the rear buildings for trucks to enter and to the front office building. . This new curb cut is for the office building and parking lot in the front of the property to keep it separate from the trucks entering and leaving the current driveway. Drawings were looked at. It has been looked at by the Public Works Director, Ben Hall, and he sees no issues. It has come to the board because it falls into the commercial/industrial category.

Ms. Remillard asked about the abutter and if they were notified. Notification is not required for curb cuts. Ms. Levesque asked if it was only going to be used as an entrance. It will be used for incoming and outgoing traffic. There is a wide flare at the end of the proposed driveway where it meets the road. This will help with viewing oncoming traffic. There was some other clarification on how the new driveway will be used in relation to the two parking lots and existing driveway. There is adequate frontage on this lot and there are no issues.

Ms. Lefebvre made a motion to grant the Curb Cut Permit. Mr. Valerino seconded the motion. All were in favor. The motion carried by roll call vote: Strahan-yes, Lefebvre-yes, Levesque-yes, Langlois-yes, Remillard-yes, McCue -yes, Valerino - yes.

**Lot Merger –Gregory & Anne Marie Auger, 99 Wentworth Ave, Map 114, Lots 55 and 58**

Mr. and Mrs. Auger has recently purchased Lot 55 from the City with a pre-requirement by the City Council that they merge it with their current Lot 58. The application was reviewed with the attached drawing.

Ms. Remillard made a motion to grant the merging of Lots 55 and 58. Ms. Strahan seconded the motion. All were in favor. The motion carried by roll call vote: Strahan-yes, Lefebvre-yes, Levesque-yes, Langlois-yes, Remillard-yes, McCue -yes, Valerino - yes

The board took a moment to inquire whether there were any public comments from comments. There were none.

**Project Updates**

The change in Zoning for Downtown has been approved by the council. There is now a much smaller footprint to work with.

The Downtown Tax Incentive for Lane and Kendall Strahan at 156 Main St has been approved by the council. They will opening a new coffee shop.

The Census 2020 is going well. Almost 55% have responded in Berlin. Many people in Berlin are still responding through mail and phone. Some places have 80%-90% of people respond online, Berlin has about 30% online responses. The door-to-door visits are being postponed due to COVID 19. Please keep reminding everyone you know to respond.

The Riverwalk project has submitted wetlands and shorelands applications. It is hopeful that construction will be started late this summer depending on funding from DOT.

Ms. Laflamme has been working with the DOT for over a year to fix the excess parcels that were left after the Route 110 project. There are many small parcels that need to be absorbed by the road ROW. Progress has been made with DOT and she hopes to have this corrected by summer.

The BUILD Application for the Downtown Reconstruction and Rehab. Project is being put together for the submittal deadline of Monday 18<sup>th</sup>. The work proposed includes street work with the heated infrastructure. At this time there haven't been any other funding sources looked at.

Ms. Remillard asked, in regards to the City of Berlin downtown, about whether other towns/communities have ways to enforce people to fix their properties. Ms. Laflamme responded that there were ways to do this but in the past the city has been reluctant to do so. There are codes which can be put in place to keep a standard but this tends to put a burden on people who are trying to keep up with their building upkeep. A city has to be careful not to have unintended consequences from enforcing strict codes. There was discussion around the

fact that since a couple other downtown properties are making improvements, others in the immediate area may feel encouraged to do the same.

**Other**

None

**Public Comments**

None

**Member Comments**

Ms. Remillard asked about the sign for Berlin and whether it will be painted again this summer. Ms. Laflamme has already spoken with Sylvia from the Downtown Program and Will O'Brian who will be taking care of the flowers at the sign this summer. Ms. Laflamme will look into getting the sign painted one more time.

Mr. Valerino, as the newest member on the board, expressed that he is looking forward to working with everyone and he always available.

**Planner Comments**

Ms. Laflamme also wanted to share that next Wednesday from 12 to 1, there is a webinar called the Workings of a Planning Board which is for new and seasoned members. It is hosted by the NHMA and she will be forwarding the link to everyone.

**Adjournment**

There being no further business to come before the board, Ms. Lefebvre made a motion to adjourn, seconded by Ms. Levesque. All in favor, motion carried by roll call vote: Strahan-yes, Lefebvre-yes, Levesque-yes, Langlois-yes, Remillard-yes, McCue -yes. Valerino – yes

Respectfully submitted,  
Lise Barrette

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