

**February 2, 2021
Planning Board
VIA Zoom**

Present were: Regular Members: Tom McCue, Lori Langlois, Anthony Valliere, Lane Strahan, Suzanne Wasileski; **Ex-Officio members:** Lucie Remillard and Lise Barrette.

Excused were Regular Members: Christina Lefebvre and Brian Valerino; Alternate Members: Richard Cassidy, Theodore Bosen, and Jennifer Lazzaro.

Others Present: Pamela Laflamme, Community Development Director; Jim Wheeler, City Manager; Michel Salek, Building Inspector, Peter Donovan, Assistant Fire Chief; Bruce Luksza, Jericho Gateway Family Campground; Jon Rokeh, Rokeh Consulting LLC; and Barbara Tetreault, Berlin Daily Sun.

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:

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 882 0617 5620, Passcode #801393, 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 Lori Langlois—Present and alone

Reg. Member Anthony Valliere – Present and alone

Reg. Member Lane Strahan – Present and alone

Reg. Member Suzanne Wasileski – Present and alone

Ex-Officio Member Lucie Remillard – Present and alone

Ex-Officio Member Lise Barrette – Present and alone

Public Comments

None

Approval of January 2021 minutes

Ms. Remillard made a motion to approve the minutes of the January 2021 meeting. Mr. Valliere seconded the motion. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Remillard – aye, Barrette – aye.

Site Plan Review – Timberland Adventures Inc., Tax Map 407 Lot 15 (continued from January 5, 2021 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 March 2, 2021 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

Site Plan Review – Jericho Gateway Family Campground – Craig Luksza & Chassidy Roy and Bruce Luksza, Tax Map 402, Lots 27 and 24 off of West Milan Road

Mr. Luksza gave a brief overview of Phase 1 including the dry camping sites, entrance building and comfort station, emergency exit, road names and traffic flow. He has had conversations with the Fire Department concerning emergency road access. All applications for DOT and DES have been submitted. Once permits are approved, utility hookups will begin.

Chair McCue recessed the Planning Board meeting and opened the Public Hearing at 6:50pm.

Mr. Salek inquired about how many sites are currently existing and traffic flow. There are about 40 to 45 current sites, some which may be reshaped. There will be signage put up for

traffic patterns. Roads will all be 20' wide which will allow cars to pass each other if needed.

Ms. Tetreault asked for clarification of dry camping and when there might be some hookups. There will be hookups as soon as the State approves the permits. Phase 1, which is utilizing dry camping, includes over 50 acres of a property total of 300 acres.

Chair McCue closed the Public Hearing and resumed the Planning Board meeting at 6:67pm.

Planning Board members asked questions concerning the sewer and water systems, entrance traffic and the dumping station, road surface, signage and parking spaces at each site for trailers. There were questions about the plans concerning lighting, lot line delineation of the two parcels, sidewalks or walking paths, refuse containers, utilities, existing and proposed grades and topography and room for turnaround at dead end roads.

Ms. Langlois made a motion to approve the site plan for Phase 1 as denoted on the plan for up to one hundred sites with the conditions of: approvals and permits from NHDOT and NHDES, receipt of updated plans with notes as referenced by Mr. Rokeh, and acknowledging that, as details are finalized, receipts of said updates to plans will be sent to the Planning Department. Ms. Strahan seconded the motion. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Remillard – aye, Barrette – aye.

Capital Improvement Plan Presentation for Fiscal Years 2022-2027 – City Manager, Jim Wheeler

Mr. Wheeler explained the Capital Improvement Plan was a document forecasting a six year period and is a tool used for budgeting. A project is considered a Capital Improvement if it's \$10,000 or more and has a life expectancy is of at least 3 years. The different city funds and departmental duties were quickly reviewed. Some of the projects that were discussed in further details were: GF4 Replacement fire engine, GF5 Replacement fire ladder truck, GF13 Library building maintenance, GF21 Commercial tower for city radio systems, GF41 Snow Melt System/Downtown Reconstruction, and GF47 Route 110 sewer extension.

There was some discussion about the Riverwalk. Mr. Wheeler explained that the project was already funded from by NHDOT and city funds, the project has just been delayed. Other discussion centered on the City Hall elevator vs. a new chair, Fire Department equipment being a lease to own agreement, and the old court house.

Ms. Wasileski made a motion to accept, approve and recommend the Capital Improvement Plan to City Council. Mr. Valliere seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Barrette – aye.

Master Plan recap from January meeting and updates for moving forward

Ms. Laflamme reviewed some key points that were discussed at the meeting. There will be a regular meeting date and time of the fourth Tuesday of each month at 6:00pm. The next Master Plan meeting will be February 23rd, at 6:00pm.

Planning Board Rules of Procedures discussion

Ms. Laflamme does not have anything to share as of yet. It will be discussed at the meeting next month.

Project Updates

Ms. Laflamme has been working on several projects: Broad band with North Country Council and the County, grant applications, some Master Plan side-work in compiling information and the Tax Increment Finance work for Route 110 which BIDPA is financing.

Ms. Laflamme discussed the issues on short-term rentals or Air BnB's. The City Council recently received a complaint from residents in a neighborhood which has a new Air BnB. The complaints involved things such as partying, loud noise, and trash. NHMA defines short-term rentals as a commercial operation. Ms. Laflamme has been researching how other communities have dealt with them. It's possible we could have these particular properties submit a site plan to the Planning Board or just file an application in order to monitor them more closely.

Other

None

Public Comments

None

Member Comments

Ms. Remillard expressed that Ms. Laflamme made some good points about Air BnB's and it is something that is becoming popular in the area. She asked that Ms. Laflamme meet with the council sometime in the future with more information.

Mr. Valliere asked if there was a possibility of having a list available to the public of Air BnB's with good standing with the Planning Board.

Planner Comments

The next Planning Board meeting will be March 2nd and the Master Plan meeting will be February 23rd. More information will be emailed to members.

Adjournment

There being no further business to come before the board, Ms. Remillard made a motion to adjourn, seconded by Ms. Langlois. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Valliere – aye, Strahan – aye, Wasileski – aye, Barrette – aye.

The meeting ended at 8:10pm.

Respectfully submitted,

Lise Barrette

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